

9.*THE INDIAN ADMINISTRATIVE SERVICE (PAY) RULES, 2007

In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951) and in supersession of the Indian Administrative Service (Pay) Rules, 1954, except as respects things done or omitted to be done before such supersession, the Central Government after consultation with the Governments of the States concerned, hereby makes the following rules, namely:-

1. Short title and commencement (1) These rules may be called the Indian Administrative Service (Pay) Rules, 2007.

2. Definitions. In these rules, unless the context otherwise requires;-

(a) 'benchmark score' shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion or empanelment, as the case may be, to the next higher grade;

(aa)¹ "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.

In the case of members of the Service, in the apex scale and the Cabinet Secretary's scale, basic pay means the pay in the prescribed scale;'

(b) 'cadre' and 'cadre posts' shall have the meanings respectively assigned to them in the Indian Administrative Service (Cadre) Rules, 1954;

(c) 'departmental examination' means such examination as may be prescribed by the State Government from time to time for members of the Service allotted to the cadre of the State or posted to that State for training;

(d) 'direct recruit' means a person appointed to the Indian Administrative Service in accordance with rule 7 of the Indian Administrative Service (Recruitment) Rules, 1954;

¹(e) "grade pay" is the fixed amount corresponding to the pre revised pay scale/posts;

(f) 'lien' means the title of a member of the Service to hold on regular basis, either

* GOI notification no. 20011/1/2005-AIS-II, dated 20/3/2007

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

immediately or on the termination of a period or periods of absence, a post, including a tenure post, to which he has been appointed on regular basis and on which he is not on probation.

(g) 'member of the Service' means a member of the Indian Administrative Service;

(h) 'Non-State Civil Service' shall have the meaning as assigned to it in sub-rule (2) of rule 8 of the Indian Administrative Service (Recruitment) Rules, 1954;

(i) 'Officer appointed by selection' means an officer appointed to the Indian Administrative Service in accordance with sub-rule (2) of rule 8 of the Indian Administrative Service (Recruitment) Rules, 1954;

(j) 'Officiation' means an officer performing the duties of a post on which another member of the Service holds a lien and it includes an officer appointed by the Government in officiating capacity in a vacant post in which no other member of the Service holds the lien;

¹(ja) "pay in the pay band" means pay drawn in the running pay bands specified in sub-rule (1) of rule 3;

(k) 'personal pay' means additional pay granted to a member of the Service –

(a) to save him from a loss in his substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or due to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(b) in exceptional circumstances, on other personal considerations;

(l) 'promoted officer' means an officer appointed to the Indian Administrative Service by promotion from a State Civil Service in accordance with sub-rule (1) of rule 8 of the Indian Administrative Service (Recruitment) Rules, 1954;

(m) 'promotion' means appointment of a member of the Service to the next higher grade over the one in which he is serving at the relevant time;

¹(ma) "revised emoluments" means the pay in the pay band plus the grade pay of a member of the Service in the revised pay structure or the basic pay in the Apex scale and the Cabinet Secretary's scale;

¹(mb) "revised pay structure" in relation to any post specified in Schedule II means the pay band and grade pay specified against that post or the pay scale specified in column 5 and 6 thereof, unless a different revised pay band and grade pay or pay scale is notified separately for that post;

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

- (n) 'Schedule' means a Schedule appended to these rules;
- (o) 'Service' means the Indian Administrative Service;
- (p) 'State' means a State specified in the First Schedule to the Constitution and includes a Union territory;
- (q) 'State Cadre' and 'Joint Cadre' have the meanings respectively assigned to them in the Indian Administrative Service (Cadre) Rules, 1954;
- (r) 'State Civil Service' shall have the meaning assigned to it in the Indian Administrative Service (Recruitment) Rules, 1954;
- (s) 'State Government concerned' in relation to a Joint Cadre means the Joint Cadre Authority.

Note 1 The benchmark score shall be notified by the State Government for promotion within the cadre and by the Central Government for the purpose of empanelment. Any revision of benchmarks by the Government shall have prospective effect;

Note 2 The junior-most person(s) in the grade will, however, be liable to be reverted to the lower grade if the number of members of the Service entitled to hold the regular posts is more than the number of posts available in that grade.

3. Scale of pay and appointment in these grades.

¹(1) Pay Bands and Grade Pays - The pay-bands and grade pays admissible to a member of the Service and the dates with effect from which the said pay bands and grade pays shall be deemed to have come into force, shall be as follows:-

(A) Junior Scale-

Pay Band - 3: Rs.15600-39100 plus Grade Pay Rs.5400.

(with effect from the 1st day of January, 2006);

(B) Senior Scales -

(i) **Senior Time Scale-** Pay Band - 3: Rs.15600-39100 plus Grade Pay Rs.6600 (Two additional increments shall be granted at the time of pay fixation on promotion);

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

(ii) Junior Administrative Grade -

Pay Band - 3: Rs.15600-39100; plus Grade Pay Rs.7600 (Two additional increments shall be granted at the time of pay fixation on promotion) ;

(iii) Selection Grade :-

Pay Band - 4: Rs.37400-67000; plus Grade Pay Rs.8700 (Two additional increments shall be granted at the time of promotion on the minimum of the pay band plus grade pay)

(with effect from the 1st day of January, 2006);

(C) Super Time Scale:

Pay Band - 4: Rs.37400-67000; plus Grade Pay Rs.10000

(with effect from the 1st day of January, 2006);

(D) Above Super Time Scale

(i) ²HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000

(ii) Apex Scale: Rs.80000 (fixed); Grade Pay: nil;

(iii) Cabinet Secretary Grade: Rs.90000 (fixed);Grade Pay : nil ;

(for the post of Cabinet Secretary in the Government of India)

Note 1. - Appointment of a member of the Service to the Time Scale and above shall be regulated as per the provisions in the Guidelines regarding promotion to various grades in the Indian Administrative Service:

Provided that a member of the Service shall become eligible for being appointed to the senior time scale on his completion of four years of service, subject to the provisions of sub-rule (2) of rule 6A of the Indian Administrative Service (Recruitment) Rules, 1954 and to the Junior Administrative Grade on completion of nine years of service, to the Selection Grade on completion of thirteen years of service and to the Super Time Scale on completion of sixteen years of service:

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

² GOI notification no. 20011/5/2009-AIS-II, dated 13/8/2009

Provided further that a member of the service shall be appointed to the Junior Administrative Grade only after he has completed phase III mandatory Mid Career Training as prescribed.

Note 2. The four years, nine years, thirteen years and sixteen year of service in this rule shall be calculated from the year of allotment assigned to him under rule 3 of the Indian Administrative Service (Regulation of Seniority) Rules, 1987.

Note 3. The period of extraordinary leave taken otherwise than on medical certificate or considered by the State Government concerned to have been taken for any cause beyond the control of the member of the Service or for prosecuting studies, which are in public interest and for which Study Leave could otherwise be admissible under the All India Service (Study Leave) regulations, 1960, shall be excluded for the purpose of calculating the eligibility period of service required for appointment in these grades:

Provided that a member of Service may opt to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale:

Provided further that in cases where a member of the Service has been placed in a higher pay scale between 1.1.2006 and the date of notification of these rules on account of promotion or upgradation of pay scale, the member of Service may opt to switch over to the revised pay structure from the date of such promotion or upgradation, as the case may be.

Explanation 1. - The option to retain the existing scale under the proviso to this rule shall be admissible only in respect of one existing scale.

Explanation 2. - ' The said option shall not be admissible to any person appointed to the Service on or after the 1st day of January, 2006 and he shall be allowed pay only in the revised pay structure.

Explanation 3. - Where a member of the Service exercises an option under the proviso to this rule to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing scale in the permanent post on which he holds lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force whichever is higher

(2)(i) Appointment to the Selection Grade and to posts carrying pay above this grade in the Indian Administrative Service shall be made by selection on merit, as per criteria that may be prescribed by the Central Government, with due regard to seniority:

Provided that a member of the Service shall be appointed to the Super Time Scale only after he has completed phase IV mandatory Mid Career Training as prescribed.

³Provided that a member of Service, who has less than three years of service after the year in which he has been slotted to undergo Phase III, Phase IV or Phase V of Mid-Career Training, would not be sent for mandatory mid-career training.

(ii) Appointment of a member of the Service in the scales of Selection Grade and above shall be subject to availability of vacancies in these grades and for this purpose, it shall be mandatory upon the State Cadres or the Joint Cadre Authorities, as the case may be, to seek prior concurrence of the Central Government on the number of available vacancies in each grade.

(iii) The Central Government shall accord such concurrence within a period of thirty days from the date of receipt of such references and if the Central Government does not accord concurrence within a period of said thirty days, the concurrence on availability of vacancies shall be deemed to have been accorded. The position emanating as referred to this clause shall be placed before the Screening Committee at the time it meets to consider promotion in these grades.

(iv) A member of the Service shall be entitled to draw pay in the scales of Selection Grade and above only on appointment to these grades.

¹3A. Fixation of pay in the revised pay structure. - The initial pay of a member of the Service who opts or deemed to have opted in accordance with these rules, to be governed by the revised pay structure on and from the 1st day of January, 2006 or from a later date, which shall be re-fixed as from that date separately in respect of his substantive pay in the permanent post on - which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(A) in the cases of all members of the Service,-

- (i) the pay in the pay band/pay scale shall be determined by multiplying the existing basic pay as on the 1st day of January, 2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10;
- (ii) if the minimum of the revised pay band/ pay scale is more than the amount arrived at as per (i)above, the pay shall be fixed at the minimum of the revised pay band/pay scale:

Provided that –

- (a) where, in the fixation of pay, the pay of a member of the Service drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands and for

³ Substituted vide GOI notification no. 2011/1/2008-AIS-II (A), dated 20/9/2010

this purpose, the increment shall be calculated on the pay in the pay band and the grade pay would not be taken into account for the purpose of granting increments to alleviate bunching;

- (b) if by stepping up of the pay as above, the pay of a member of the Service gets fixed at a stage in the revised pay band/ pay scale"(where applicable which is higher than the stage in the revised pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former;
- (iii) the pay in the pay band shall be determined in the above manner and in addition to the pay in the pay band, grade pay corresponding to the existing scale shall be payable;
- (B) In the case of a member of the Service, who was on the 1st day of January, 2006 on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, the "existing scale" includes the scale applicable to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or, as the case may be, but for his officiating in a higher post.
- (C) In the case of members of the Service who are in receipt of special pay or allowance in- addition to pay in the existing scale which has been recommended for replacement by a pay band and grade pay without any special pay or allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of clause (A) above.
- (D) In the case of members of the Service who are in receipt of special pay component with any other nomenclature in addition to pay in the existing scales, such as personal pay for promoting small family norms, Central (Deputation on Tenure) Allowance, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance or pay at the same rate or at a different rate, the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above and in such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised pay structure from the date specified in the individual notifications related to these allowances.

Note 1.- A member of the Service under suspension, shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

Note 2. - Where the -existing emoluments' exceed the revised emoluments in the case of any member of Service, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

Explanation.- For the purpose of this Note, "existing emoluments" mean the sum of (i) existing basic pay, (ii) dearness pay appropriate to the basic pay and (iii) dearness allowance appropriate to the basic pay + dearness pay at index average 536 (1982=100).

Note 3. - Where in the fixation of pay under sub-rule (1) of rule 3, the pay of a member of the Service, who, in the existing scale was drawing immediately before the 1st day of January, 2006 more pay than another member of the Service junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.

Note 4. - Where a member of the Service is in receipt of personal pay on the 1st day of January, 2006, which together with his existing emoluments exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such member of the Service as personal pay to be absorbed in future increases in pay.

Note 5. - In the case of members of the Service who are in receipt of personal pay for passing Hindi Pragma and such other examinations under the "Hindi Teaching Scheme" prior to the 1st day of January, 2006, while the personal pay shall not be taken into account for purposes of fixation of initial pay in the revised pay structure, they would continue to draw personal pay after fixation of their pay in the revised pay structure on and from the 1st day of January, 2006 or subsequently for the period for which they would have drawn it but for the fixation of their pay in the revised pay structure and the quantum of such personal pay would be paid at the appropriate rate of increment in the revised pay structure from the date of fixation of pay for the period for which the officer would have continued to draw it.

Explanation. - For the purpose of this Note, "appropriate rate of increment in the revised pay structure" means an amount equal to 3% of the sum of the pay in the pay band and the grade pay at the stage at which the pay of the employee is fixed in the revised pay structure.

Note 6. -In cases where a senior member of Service promoted to a higher post before the 1st day of January, 2006 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2006, the pay in the pay band of the senior member of Service should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post; and the said stepping up should be done with effect from the date of promotion of the junior member of Service subject to the fulfillment of the following conditions, namely:

- (a) both the junior and the senior members of Service should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
- (b) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be identical;

- (c) the senior member of Service at the time of promotion should have been drawing equal or more pay than the junior;
- (d) the anomaly should be directly as a result of the application of the provisions of this Note.
- (e) If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, the provisions of this Note need not be invoked to step up the pay of the senior member of the Service.

Note 7.- The order relating to re-fixation of the pay of the senior member of the Service in accordance with the above provisions shall be issued under the relevant rules and the senior member of the Service shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

- (E) Fixation of pay in the revised scale subsequent to the 1st day of January, 2006 - Where a member of Service continues to draw his pay in the existing scale and opts for revised pay structure from a date later than the 1st day of January, 2006, his pay from the later date in the revised pay structure shall be fixed under these rules and for this purpose his pay in the existing scale shall be the same as of existing emoluments as calculated in accordance with clauses - (A), (C) or (D), as the case may be, subject to the condition that the basic pay on the later date and where the member of the Service is in receipt of special allowance, his pay shall be fixed after deducting from those emoluments an amount equal to the special allowance at the revised rates appropriate to the emoluments so calculated'.

4. Fixation of initial pay. ¹(1) The initial pay of a direct recruit shall be fixed at the minimum of pay band-3 with grade pay of Rs.5400: Provided that, if a direct recruit holds a lien, or would hold the lien, had his lien not been suspended on permanent post, under the rules applicable to him prior to his appointment to the Indian Administrative Service, his initial pay shall be regulated in following manner, namely:-

- (a) he shall, during the period of probation, draw the pay of the permanent post, if it is more than the minimum of the Junior Scale and on confirmation in the Indian Administrative Service;
- (b) if he was holding a Group A post before appointment to the Indian Administrative Service, his pay shall be fixed at the same stage as the pay in the Group A post in the Pay-Band-3 plus Grade Pay Rs.5400; and
- (c) if he was holding a post lower than a Group A post, his pay in Pay Band-3 shall be fixed as the pay arrived at by increasing his pay in respect of the lower post by one increment equal to 3% of the sum of the pay in the pay band and the grade pay admissible for such lower post, computed and rounded off to the next

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

multiple of 10 and if his pay in the pay band after adding one increment is less than the minimum of the pay band-3, then, his pay in the shall be fixed at the minimum of pay band-3;

- (d) he shall however, cease to earn any increments in the Junior Scale, until, having regard to his length of service, he becomes entitled to a higher pay:

Provided further that he shall draw the pay admissible under rule 7 if that is more than the pay referred to in the preceding proviso.”

- ¹(2) The pay of a member of the Service in the Junior Scale shall, on promotion to a post in the Senior Time Scale, be fixed in the revised pay structure as follows:

“One increment on notional basis equal to 3% of the sum of the pay in the pay band and the existing grade pay shall be computed and rounded off to the next multiple of 10 and added to the existing pay in the pay band for Junior Scale of the Indian Administrative Service, thereafter, two additional increments at the rate of 3% of the sum of the pay in the pay band 3, arrived at after adding one increment on notional basis, and the grade pay of Rs.6600 / - corresponding to the Senior Time Scale, shall be computed and rounded off to the next multiple of 10 and added successively to the existing pay in the pay band 3 to arrive at the pay for Senior Time Scale of Indian Administrative Service in the pay band. The second increment is to be calculated on the sum of the pay in the pay-band and existing grade pay, after addition of the first increment in the pay in pay-band. The grade pay of Rs.6600 corresponding to the Senior Time Scale shall be granted in addition to this pay in the pay band.

- (3) The initial pay of a State Civil Service officer, on his appointment to the Service or on appointment in a cadre post in an officiating capacity in accordance with rule 9 of the Indian Administrative Service (Cadre) Rules, 1954, as the case may be, shall be fixed as per the principles laid down in Schedule I. Further pay and incremental benefits shall accrue to him under the other relevant provisions.

- (4) The initial pay of an officer appointed by selection to the Service or on appointment to a cadre post in an officiating capacity, in accordance with rule 9 of the Indian Administrative Service (Cadre) Rules, 1954, as the case may be, shall be fixed by the Central Government in consultation with the State Government concerned, in the manner specified in Schedule I. Further pay and incremental benefits shall accrue to him under the other relevant provisions.

- ¹(5) The pay of a member of the Service in the Senior Time Scale shall, on promotion to the Junior Administrative Grade, be fixed in pay band 3 in the same manner as in the case of promotion from Junior Time Scale to Senior Time Scale by adding two additional

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

increments at the rate of 3% of the sum of the pay in the pay band 3 and the grade pay of Rs.7600, computed and rounded off to the next multiple of 10 and added successively to the existing pay in the pay band 3, plus the grade pay of Rs.7600.

¹(6) The pay of a member of the Service in the Junior Administrative Grade shall, on promotion in the Selection Grade, be fixed in pay and-4 by granting two additional increments, computed on the minimum of the pay band plus grade pay and the grade pay of Rs.8700 shall be granted to the Selection Grade.

²(7) The pay of a member of the Service in the Selection Grade, on promotion to the Super Time Scale, shall be fixed by adding one increment equal to 3% of the sum of the pay in the pay band - 4 and the existing grade pay, computed and rounded off to the next multiple of 10, to the existing pay in the pay band - 4 and the grade pay corresponding to the Super Time Scale, shall be granted in addition to this pay in the pay band.;

²(7A) The pay of a member of the Service in the Super Time Scale, on promotion to the HAG scale shall be fixed in the following manner:-

After adding one increment equal to 3% of the sum of the pay in the pay band - 4 and the existing grade pay, computed and rounded off to the next multiple of 10, to the existing sum of pay in the pay band - 4 and the grade pay of the Super Time Scale, a sum of Rs.2000 shall be added to arrive at the new Basic Pay in HAG scale which will be subject to a minimum of Rs.67000. The Basic Pay in HAG scale shall not exceed Rs.79000, the maximum of scale."

¹(8) On promotion from one grade to another in the Service, a member of the Service shall have an option to get his pay fixed in the Pay Band of the higher post either from the date of his promotion or from the 1st day of July of the year, the date on which he subsequently earns an increment in the lower scale in the manner provided in the relevant sub-rule above; in the latter case, on the date of promotion, pay in the pay band shall be fixed as the same in the lower post but the grade pay shall be that attached to the higher post, with further re-fixation to be done in the manner provided in relevant sub-rules with effect from the 1st day of July, the date of accrual of the next increment in the lower scale".

⁴(8A) On promotion to the HAG scale of **Rs. 67000-79000**, if a member of the Service opts to have his pay fixed from the 1st day of July of the year, the date on which he subsequently earns an increment in the lower scale in the manner provided in sub-rule(1)

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

² GOI notification no. 20011/5/2009-AIS-II, dated 13/8/2009

⁴GOI notification no. 20011/5/2009-AIS-II (A), dated 8/4/2010

of rule 5, then on the date of promotion his pay shall be fixed by adding an amount of Rs. 2000 to his basic pay, subject to a minimum of Ks. 67000 and further re-fixation of pay on the date of next increment in the lower scale, falling on the 1st day of July, shall be done by taking into account his basic pay prior to the date of promotion and adding thereto two increments, one on account of annual increment and the second on account of promotion.

5. Regulation of increments.

- ¹(1) (a) Subject to any order passed by the State Government concerned, under rule 6 or rule 7 of these rules, the increment admissible to a member of the Service appointed under rule 7 or rule 7A of the Indian Administrative Service (Recruitment) Rules, 1954, shall accrue uniformly on the 1st day of July of every year;
- (b) Officers completing six months and above in the revised pay structure as on the 1st day of July shall be eligible to be granted the increment.
- (c) The first increment after fixation of pay on the 1st day of January, 2006 in the revised pay structure shall be granted on the 1st day of July, 2006 for those members of the Service for whom the date of next increment was between the 1st July, 2006 to 1st January, 2007.
- (d) All members of the Service who earned their last increment between 01.01.2005 and 01.01.2006 shall get their increment on 01.07.2006.

Provided that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January, 2006, thereafter, the provision of this rule shall apply:

Provided further that in cases where a member of the Service reaches the maximum of his pay band, he shall be placed in the next higher pay band after one year of reaching such a maximum and at the time of placement in the higher pay band, benefit of one increment shall be provided, thereafter, he shall continue to move in the higher pay band till his pay in the pay band reaches the maximum of that pay band after which no further increments shall be granted.

¹(2) Omitted

¹(3) Omitted

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

- (4) All leave except extraordinary leave taken otherwise than on medical certificate or the State Government concerned is satisfied that the leave have been taken for any cause beyond the control of the member of the Service or for prosecuting studies which are in public interest and for which study leave could otherwise be granted under the All India Services (Study Leave) Regulations, 1960, shall count for increment applicable in the scale of pay of a post held by him at the time he proceeded on such leave.
- (5) The period of deputation out of India shall also be so counted and the counting of the said period for increments shall be subject to the condition that the member of the Service would have continued to hold that post but for his proceeding on such leave or deputation out of India:

Provided that where the leave is not counted for increment under this rule, it shall have the effect of postponing the next increment to the extent of the period involved.

- ¹(6) The increments admissible to a member of the Service in a pay band and grade pay / pay scale specified in sub-rule (1) of rule 3 shall be regulated with reference to the length of his service including broken period of service rendered in that pay band and grade pay / pay-scale and the previous service, if any, shall also count for increment, if it is –

(i) service in a cadre post; or

(ii) service in a permanent or temporary post (including a post in a body incorporated or not, which is wholly or substantially owned or controlled by the Government) in the said scale or in a higher scale of pay;

Provided that the service in a post outside the cadre, including service in a post under the Central Government, shall count for increment on reversion to the cadre, subject to the following conditions, namely:-

- (a) The member of the Service should have been approved by the Government of the State on the cadre of which he is borne, for appointment to posts in the said scale;
- (b) All his seniors in the cadre, except those regarded as unfit for such appointment, were serving in posts carrying pay in the said scale in which the benefit is to be allowed or in higher posts, and at least one junior was holding a cadre post, or an ex-cadre post within the permissible State Deputation Reserve or the over-utilised State Deputation Reserve permitted by the Central Government, under the Government of the State on the cadre of which he is borne, carrying pay in the said scale; and

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

- (c) the service shall count from the date on which his junior is so promoted and the benefit shall be limited to the period during which he would have held a post under the Government of the State on the cadre on which he is borne.
- (7) A member of the Service, while holding post outside the cadre, including a post under the Central Government, may be granted proforma promotion to a post in the scale of pay above the time scale of pay specified in rule 3 by the Government of the State on the cadre to which he is borne.
- (8) In case of a member of the Service being cleared for proforma promotion in the Super Time Scale and the Above Super Time Scale, the period of service covered by the proforma promotion shall, on his subsequent reversion to the cadre and appointment to a post in the said scale, count towards the initial fixation of pay and increments subject to the following conditions, namely:-
- (i) the member of the Service concerned should have been approved by the State Government for appointment to the said scale during the relevant period;
- (ii) all his seniors (excluding those considered unfit) should have started drawing pay in that scale on or before the date from which the proforma promotion is granted to him;
- (iii) the junior next below the officer (or, if that officer has been passed over for the reason of inefficiency or unsuitability or because he is on leave or serving outside the ordinary line or forgoes promotion on his own volition to that grade, the officer next junior to him not so passed over) should also have started drawing pay in that scale from that date and his appointment thereto not being fortuitous; and
- (iv) the benefit should be allowed on 'one for one' basis.
- (9) When a member of the Service holds an ex-cadre post in a time scale of pay identical with the time scale of pay of an ex-cadre post held by him on an earlier occasion, his initial pay in the latter ex-cadre post shall not be less than the pay which he drew on the previous occasion and he shall count the period during which he drew that pay on such last and on any previous occasion for increment in the stage of the scale equivalent to that pay and the service so rendered shall, on his reversion to the cadre, count towards initial fixation of pay to the extent and subject to the conditions stipulated in sub-rule (6).
- (10) Where a member of the Service is on leave other than the study leave granted under the All India Service (Study Leave) Regulations, 1960, on the date on which an increment becomes due, he shall get the benefit of the same, if otherwise admissible under the rules, from the date he resumes duty but it does not postpone his normal date of increment in future.

- (11) No member of the service shall be eligible for drawing increment after completion of 28 years of service unless he completed the Phase V of the mandatory Mid Career Training programme as prescribed .

5A¹ Rate of increment in the revised pay structure. -

- (1) The rate of increment in the revised pay structure shall be equal to 3% of the sum of the pay in the pay band and the grade pay applicable, which shall be rounded off to the next multiple of 19 and the amount arrived at shall be added to the existing pay in the pay band.
- (2) In the case of pay band - 3, variable rates of increment at 3% and 4% may be provided.
- (3) The higher rate of increment shall be granted to not more than 20% of the strength of officers in pay band-3..

6. Withholding of increments.

The State Government may withhold, for such time as it may direct, an increment due to any direct recruit or to any non-State Civil Service officer appointed to the Indian Administrative Service, who fails to pass the departmental examination or examinations within such time as the State Government may by general or special order, prescribe, but the withholding of such increments shall have no cumulative effect.

7. Grant of advance Increments.

Notwithstanding anything contained in rule 13 of the Indian Administrative Service (Probation) Rules, 1954, the State Government shall sanction the second and third increments due to a direct recruit with effect from the prescribed date of increment after he passes the prescribed departmental examination or examinations irrespective of the length of service, after which he shall be entitled to draw pay at the rate corresponding to his position in the pay band:

Provided that the third increment under this rule shall be granted retrospectively from the prescribed date of increment after passing the prescribed departmental examination, or the last of the prescribed departmental examinations, as the case may be, on the successful completion of the probation and confirmation: Provided further that a direct recruit who has been exempted from appearing for the whole or any part of the departmental examination or examinations, as the case may be, for the reason that he had already passed such examination or examinations or part thereof before he became a

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

member of the Service, shall, for the purpose of this rule, be deemed to have passed the departmental examination or examinations or part thereof, as the case may be, after the date of the earliest such examination or examinations or part thereof, in which he would have appeared, but for the exemption, after he became a member of the Service".

8. Pay of officers holding posts included in Schedule II.

A member of the Service appointed to hold a post specified in Schedule II shall, for so long as he holds that post, be entitled to draw the pay indicated for that post in the said Schedule plus Special Allowance or Central (Deputation on Tenure) Allowance, wherever admissible:

Provided that such pay shall not at any time be less than the pay admissible under rules 4 and 5 of these rules.

9. Pay of members of the Service appointed to posts not included in Schedule II.

(1) No member of the Service shall be appointed to a post other than a post specified in Schedule II, unless the State Government concerned in respect of posts under its control, or the Central Government in respect of posts under its control, as the case may be, make a declaration that the said post is equivalent in status and responsibility to a post specified in the said Schedule.

(2) The pay of a member of the Service on appointment to a post other than a post specified in Schedule II shall be the same as he would have been entitled to, had he been appointed to the post to which the said post is declared equivalent.

(3) For the purpose of this rule, post other than a post specified in Schedule II includes a post under a body (incorporated or not, which is wholly or substantially owned or controlled by the Government).

(4) Notwithstanding anything contained in this rule, the State Government concerned in respect of any posts under its control, or the Central Government in respect of any posts under its control, may, for sufficient reasons to be recorded in writing, where equation is not possible, appoint any member of the Service to any such post without making a declaration that the said post is equivalent in status and responsibility of a post specified in Schedule II.

(5) A member of the Service on appointment to a post referred to in sub-rule (4), in respect of which no pay or scale has been prescribed, shall draw such rate of pay as the State Government, in consultation with the Central Government in the case of a post under the control of the State Government, or as the Central Government in the case of a post under the control of the Central Government may, after taking into account the nature of duties and responsibilities involved in the post, determine.

(6) A member of the Service on appointment to a post referred to in sub-rule (4), in respect of which any pay or scale of pay has been prescribed, shall draw where the pay has been prescribed, the prescribed pay and where scale of pay has been prescribed, such rate of pay not exceeding the maximum of the scale as may be fixed in this behalf by the State Government, or as the case may be, by the Central Government:

Provided that the pay allowed to an officer under this sub- rule and sub-rule (5) shall not at any time be less than what he would have drawn had he not been appointed to a post referred to in sub-rule (4).

(7) At no time the number of members of the Service appointed to hold posts, other than cadre posts referred to in sub-rule (1) and sub-rule (4), which carry pay of Rs.80,000/- per mensem and which are reckoned against the State Deputation Reserve, shall except with the prior approval of the Central Government, exceed the number of cadre posts at that level of pay in a State cadre or, as the case may be, in a Joint cadre.

10. Pay of members of the Service appointed to hold more than one post. - The grant of additional pay to a member of the Service appointed to hold more than one post simultaneously shall be regulated:-

- (a) in the case of a member of the Service serving in connection with the affairs of the Union, by the rules, regulations and orders applicable to officers of the Central Services, Group 'A'.
- (b) in the case of a member of the Service serving in connection with the affairs of a State, by the rules, regulations and orders applicable to officers of State Civil Services, Class I.

11. Authority to exercise powers under rules 6, 7 and 9 in relation to a Joint Cadre. (1) The powers under rules 6 and 7, in the case of a member of the Service borne on a Joint Cadre, shall be exercised by the Joint Cadre Authority.

(2) The powers under rule 9 in relation to the members of Service and in relation to posts, borne on a Joint Cadre shall be exercised by the Government of the Constituent State concerned.

SCHEDULE I

Principles of pay fixation in cases falling under sub-rules (3) and (4) of rule 4

In this Schedule, the term –

- (i) 'actual pay' means the pay to which a member of the State Civil Service/Non-State Civil Service, as the case may be, is entitled by virtue of his substantive position in the cadre of that Service or by virtue of his having continuously worked in a temporary or officiating capacity in a higher post for a period of three years or more after following the prescribed procedure, provided the State Government have not revised the scales of pay applicable to the State Civil Service or Non-State Civil Service, as the case may be, after the 1st day of January, 2006. If the pay scales have

been revised subsequent to the 1st day of January, 2006, the dearness allowance, dearness pay, interim or additional relief sanctioned by the State Government after the 1st day of January, 2006 and merged in the revised pay scales, shall be excluded.

- (ii) 'assumed pay' means the pay which a member of the State Civil Service or Non-State Civil Service, as the case may be, would have drawn in a scale of his Service in which he was confirmed or in which had continuously worked in a temporary or officiating capacity for a period of three years or more after following the prescribed procedure, provided the State Government have not revised scales of pay applicable to the State Civil Service or Non-State Civil Service, as the case may be, after the first day of January, 2006. If the pay scales have been revised subsequent to the 1st day of January, 2006, the dearness allowance, dearness pay, interim or additional relief sanctioned by the State Government after the 1st day of January, 2006 and merged in the revised pay scales, shall be excluded.

⁵(1) Notwithstanding anything contained in the first proviso to sub-rule (1), of rule 3, and the Notes thereunder, the initial pay of a promoted officer or an officer appointed by selection, as the case may be, shall be fixed in the pay band 3 or pay band 4 by adding one increment equal to 3% of the sum of the pay in the pay band and the grade pay applicable which will be rounded off to the next multiple of 10. In addition, the grade pay of Senior Time Scale or Junior Administrative Grade or Selection Grade, corresponding to pay scale or grade pay in the State Service, shall be granted.

Provided that the grade pay attached to Selection Grade shall be granted with the pay in running pay band - 4 only.

(2) In the case of a promoted officer or an officer appointed by selection, as the case may be, appointed to the Indian Administrative Service on probation, on any enhancement of his actual pay or assumed pay either as a result of a pay revision or on becoming eligible for an increment or in the event of confirmation in the higher scale of the State Civil Service or the non-State Civil Service, as the case may be, during the period of probation, unless the probation is extended within the meaning of sub-rule (3) of rule 3 of the Indian Administrative Service (Probation) Rules, he shall be entitled to have his pay recalculated in accordance with the principles laid down in this Schedule on the basis of his enhanced pay in the State Civil Service or the non-State Civil Service, as the case may be, as if he was promoted to the Indian Administrative Service with effect from the date of such enhancement.

(3) If a promoted officer or an officer appointed by selection, as the case may be, appointed to the Indian Administrative Service on probation is confirmed with effect from a date prior to the date of his promotion to the Indian Administrative

⁵GOI notification no. 14021/11/2008-AIS-II, dated 15/4/2009

Service in the higher scale of the State Civil Service or the non-State Civil Service, as the case may be, during the period of probation, unless the probation is extended within the meaning of sub-rule (3) of rule 3 of the Indian Administrative Service (Probation) Rules, and there is, thus an enhancement of his actual pay or assumed pay, his pay shall be recalculated in accordance with the principles laid down in this Schedule on the basis of his enhanced pay in the Indian Administrative Service with effect from the date of such enhancement.

(4) Where a promoted officer or an officer appointed by selection, as the case may be, who on the date of his appointment to the Indian Administrative Service had held or is holding continuously a post other than a cadre post under the State Government or the Central Government or on foreign Service and the post is –

(a) in a time scale identical to the time scale of a cadre post; or

(b) equal in status and responsibilities to a cadre post, and the State Government concerned furnishes a certificate to the Central Government within three months of his appointment to a post other than a cadre post or within three months of the date on which the next junior Select List Officer is appointed to a cadre post, whichever is later, that he would have so officiated in a cadre post under rule 9 of the Indian Administrative Service (Cadre) Rules, 1954, but for his appointment to a post other than a cadre post as relating to a post under clause (a) for a period not exceeding one year and, with the approval of the Central Government, for a further period not exceeding two years; or as relating to a post in clause (b), for a period not exceeding three years, his initial pay in the Senior Time Scale fixed in accordance with clause (1) shall not be at a stage lower than the pay he drew or draws in the said non-cadre post:

Provided that the number of officers in respect of whom the certificate shall be current at one time shall not exceed one-half of the maximum size of the Select List permissible under sub-regulation (1) of regulation 5 of the Indian Administrative Service (Appointment by Promotion) Regulations, 1955 and follow the order in which the names of such officers appear in the Select List:

Provided further that such certificate shall be given only if, for every senior officer in the Select List appointed to a non-cadre post in respect of which the certificate is given, there is one junior Select List Officer officiating in a senior post under rule 9 of the Indian Administrative Service (Cadre) Rules, 1954:

Provided also that the number of officers in respect of whom the certificate is given, shall not exceed the number of posts by which the number of cadre officers holding non-cadre posts under the control of the State Government falls short of the deputation reserve sanctioned under the Schedule to the Indian Administrative Service (Fixation of Cadre Strength) Regulations, 1955.

(5) The pay of a promoted officer or an officer appointed by selection, as the case may be, shall not, in any case, be fixed below the minimum of the Senior Time Scale.

(6) If cadre officiation of a promoted officer or of an officer appointed by selection, as the case may be, is followed by appointment in the Service, pay fixed during his officiation shall be taken into account while fixing pay at the time of such appointment.

(7) Notwithstanding anything contained in these rules, the pay of a promoted officer or an officer appointed by selection, as the case may be, shall not at any time exceed the basic pay which he would have drawn as a direct-recruit on that date if he had been appointed to the Indian Administrative Service on the date on which he was appointed to the State Civil Service or in a gazetted post in the non-State Civil Service, after attaining the age of twenty five years, as the case may be.

The fixation of pay of the State Civil Service officers and the non-State Civil Service officers on their appointment or appointed to officiate in cadre posts of the Indian Administrative Service shall be in Proforma A and B.

Proforma - A

PROFORMA REGARDING FIXATION OF PAY OF STATE CIVIL SERVICE OFFICERS APPOINTED TO OFFICIATE IN INDIAN ADMINISTRATIVE SERVICE CADRE POSTS OR APPOINTED TO INDIAN ADMINISTRATIVE SERVICE

1. Name of the officer :
2. Date of appointment to Indian Administrative Service/ appointment to officiate in a Cadre post :
3. Designation of the post held immediately prior to such appointment in Indian Administrative Service :
4. Pay scale and pay drawn in the State Civil Service on the date of appointment to Indian Administrative Service or to officiate in a cadre post.
5. Was the officer substantive or officiating in the post mentioned in serial number 3 :
6. If officiating, for less than three years, what was the substantive post :
7. Pay and pay scale of the substantive post or of the post in which he was officiating for a period of three years or more, continuously and after following the prescribed procedure :
8. Details of all the posts held by the officer before his appointment in the Service, pay scales and pay drawn in these posts :
9. Were the pay scales referred to in serial number 4 and 7 in force from 1.1.2006 :
10. If so, what was the Dearness Allowance admissible with reference to

(a) Substantive post :

(b) Officiating post :

(at the rate of Dearness Allowance in force on 1.1.2006 and not with reference to the Dearness Allowance rates in force on the date of appointment to Indian Administrative Service/appointment to officiate in Indian Administrative Service).

11. If the answer to serial number 9 is 'NO', when was the pay scale revised for the first time after 1.1.2006 and what were the pre-revised scale for the post referred to in serial number 7.

12. What was the quantum of Dearness Allowance/Dearness Pay/Interim relief sanctioned after 1.1.2006 and merged in the scale for the post referred to in serial number 7.

13. Number of completed years of service in Class I or Group 'A' of State Civil Service.

14. Proposal of the State Government for fixation of pay and basis thereof.

Proforma 'B'

PROFORMA FOR FIXATION OF PAY OF NON-STATE CIVIL SERVICE OFFICERS APPOINTED TO INDIAN ADMINISTRATIVE SERVICE .

1. Name of officer :

2. Date of appointment to the Service :

3. Designation of the post held immediately prior to appointment to Service :

4. Pay and pay scale of the post referred to in serial number 3 :

5. Whether the pay was substantive or officiating :

6. If officiating for less than 3 year, what was the substantive pay :

7. Designation and the pay scale of the post in which the officer was substantive :

8. Details of the all the posts held by the officer before his appointment in the Service, pay scale and pay drawn in these posts :

9. State whether the pay scales of the substantive post and the post in which the officer was officiating for three years or more were in force from 1.1.2006 :

10. If the answer to serial number 9 above is yes, what is the Dearness Allowance admissible to the officer at the rates in force on 1.1.2006 in his -

(a) Substantive post :

(b) Officiating post :

11. If the answer to serial number 9 is “no” what were the pre-revised pay scales of the posts in which the officer was -

(a) Substantive :

(b) Officiating :

12. What is the quantum of Dearness Allowance merged in the revised pay scales of

(a) Substantive post :

(b) Officiating post :

13. No. of completed years service in a gazetted post in the non-State Civil Service after attaining the age of twenty-five years :

14. Proposal of State Government for fixation of pay and basis therefor :

A - Posts carrying pay above the Senior Scale in the Indian Administrative Service under State Governments.

SCHEDULE II

ANDHRA PRADESH		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Additional Chief Secretary	Rs.80000/-(fixed)
(3)	Chief Commissioner for Land Administration	Rs.80000/-(fixed)
(4)	Development Commissioner, Finance	Rs.80000/-(fixed)
(5)	Director General, Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh	Rs.80000/-(fixed)

(6)	Principal Secretary to Government	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(7)	Chief Electoral Officer & EO Principal Secretary to Govt.	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(8)	Commissioner, Commercial Taxes	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(9)	Principal Secretary to Chief Minister	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(10)	Agriculture Production Commissioner & Principal Secretary to Government	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(11)	Resident Commissioner, Andhra Pradesh Bhavan, New Delhi	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(12)	Commissioners/Special Commissioners	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(13)	Secretary to Government	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(14)	Commissioner-cum- Director, Sugar	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(15)	Commissioner, Relief & EOS	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(16)	Commissioner, Handloom & Textiles	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(17)	Commissioner, Rural Development	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(18)	Commissioner, Panchayati Raj	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(19)	Commissioner, Employment & Training	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(20)	Commissioner, Women Development & Child Welfare	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(21)	Commissioner, Industries	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(22)	Commissioner, Sericulture	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(23)	Commissioner, TW	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(24)	Commissioner, Transport	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(25)	Secretary to Governor	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(26)	Secretary to CM	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(27)	Commissioner, Endowments	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000

(28)	Commissioner, Co-operative & Registrar of Co-operative Societies	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(29)	Commissioner, Labour	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(30)	Commissioner, Departmental Inquiries	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(31)	Commissioner-cum-Director, Municipal Administration	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(32)	Commissioner, Civil Supplies and EO Secretary, Food CS & CA Dept.	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(33)	Commissioner, School Education	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(34)	Commissioner, Technical Education	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(35)	Commissioner, Horticulture	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(36)	Commissioner, Social Welfare	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(37)	Commissioner, Prohibition & Excise	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(38)	Commissioner & IG, Registration & Stamps	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(39)	Commissioner / Director of Marketing	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(40)	Commissioner of Youth Services	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(41)	Commissioner, Family Welfare & EOS, HM & FW Department.	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(42)	Commissioner, Shore Area Development Authority	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(43)	Commissioner & Director of Agriculture	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(44)	Commissioner, AP Academy of Rural Development	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(45)	Commissioner / Special Commissioner, Information & Public Relations	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(46)	Commissioner, Fisheries	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(47)	Commissioner, AYUSH	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(48)	Commissioner, Collegiate Education	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(49)	Secretary, AP Public Service Commission	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000

ARUNACHAL PRADESH-GOA-MIZORAM-UNION TERRITORIES		
Post under the Government of Arunachal Pradesh		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Development Commissioner	HAG Scale – 67000 (annual increment @ 3%)– 79000
(3)	Commissioner-cum-Secretary (PWD/RWD)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(4)	Commissioner-cum-Secretary (Finance)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(5)	Commissioner-cum-Secretary (Home)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(6)	Commissioner-cum-Secretary (Education)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(7)	Commissioner-cum-Secretary (Power & Water Resources)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(8)	Commissioner-cum-Secretary (Personnel)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(9)	Commissioner-cum-Secretary (Health)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
Post under the Government of Goa		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Principal Secretary	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(3)	Commissioner/Secretary (Finance)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(4)	Commissioner/Secretary (Education & Health)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
Post under the Government of Mizoram		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Development Commissioner	HAG Scale – 67000 (annual increment @ 3%)– 79000
(3)	Commissioner & Secretary (Finance)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(4)	Commissioner & Secretary (Revenue)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(5)	Commissioner & Secretary (Home)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(6)	Commissioner & Secretary (Health & Family Welfare)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000

(7)	Commissioner & Secretary (Education)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
Post under the Andaman and Nicobar Islands		
(1)	Chief Secretary to Government	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(2)	Development Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(3)	Commissioner-cum-Secretary (Finance)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(4)	Commissioner-cum-Secretary (Shipping and Transport)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
Post under the Union Territory of Chandigarh		
(1)	Advisor to the Administrator, Chandigarh	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(2)	Secretary (Home)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(3)	Secretary (Finance)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
Post under the Union Territory of Daman and Diu/Dadra and Nagar Haveli		
(1)	Development Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(2)	Finance Secretary	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
Post under the Government of National Capital Territory of Delhi		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Financial Commissioner	Rs.80000/-(fixed)
(3)	Principal Secretary (Home)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(4)	Principal Secretary (Finance)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(5)	Principal Secretary (UD)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(6)	Principal Secretary (Health & F.W)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(7)	Principal Secretary (PWD/L&B)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000

(8)	Principal Secretary (Transport)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(9)	Principal Secretary (Education)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(10)	Chairman, DSSSB	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(11)	Principal Secretary to LG	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(12)	Principal Secretary to CM	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(13)	Commissioner-cum-Secretary (Environment and Forest & Non-conventional Energy)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(14)	Commissioner-cum-Secretary (Tourism, Culture, Archaeology and Academics)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(15)	Commissioner & Secretary (Development)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(16)	Commissioner & Secretary (Industries)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(17)	Commissioner & Secretary (Food & Supply)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(18)	Commissioner & Secretary (Planning & Infrastructure)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(19)	Commissioner & Secretary (Water & Resources)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(20)	Divisional Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(21)	Director, Vigilance	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(22)	Director of Education	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(23)	Commissioner (Trades and Taxes)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(24)	Commissioner-cum-Secretary (Health & FW)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(25)	Commissioner-cum-Secretary (TTE)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000

(26)	Commissioner-cum-Secretary (GAD & AR)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(27)	Commissioner-cum-Secretary (Social Welfare and Women & Child Development)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(28)	Commissioner & Secretary(Services & Training)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(29)	Commissioner (Excise & Entertainment)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(30)	Commissioner (Labour)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(31)	Special Commissioner (Transport)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(32)	Special Commissioner (Trade & Taxes)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(33)	Chief Electoral Officer	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(34)	Inspector General of Registration (Revenue Department)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(35)	Registrar Cooperative Societies	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(36)	Director (Training & Technical Education)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(37)	Director (Higher Education)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(38)	CEO (Disaster Management)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
POST UNDER THE GOVERNMENT OF LAKSHADWEEP		
(1)	Development Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
POST UNDER THE GOVERNMENT OF PONDICHERY		
(1)	Chief Secretary	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(2)	Secretary (Planning)-cum-Development Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(3)	Commissioner-cum-Secretary (Education and Welfare)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(4)	Commissioner-cum-Secretary (Finance)	Pay Band-4: Rs. 37400 – 67000; Grade Pay Rs. 10000
ASSAM-MEGHALAYA		
ASSAM		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)

(2)	Chairman, Assam Administrative Tribunal	Rs.80000/-(fixed)
(3)	Additional Chief Secretary	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(4)	Principal Secretary to the Government	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(5)	Agriculture Production Commissioner	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(6)	Resident Commissioner, New Delhi	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(7)	Chairman, Board of Revenue	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(8)	Chief Electoral Officer	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(9)	Divisional Commissioner	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(10)	Commissioner & Secretary	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(11)	Commissioner of Taxes	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(12)	Commissioner of Industries	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(13)	Commissioner, P&RD	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(14)	Director General, Assam Administrative Staff College	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
	MEGHALAYA	
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Chairman, Administrative Reforms	Rs.80000/-(fixed)
(3)	Principal Secretary	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(4)	Commissioner & Secretary	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(5)	Commissioner of Division	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(6)	Commissioner & Secretary to Governor	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(7)	Chief Electoral Officer	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
	BIHAR	

(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Chairman, Board of Revenue	Rs.80000/-(fixed)
(3)	Development Commissioner	Rs.80000/-(fixed)
(4)	Agriculture Production Commissioner	Rs.80000/-(fixed)
(5)	Principal Secretary (Finance)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(6)	Principal Secretary, (Home)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(7)	Principal Secretary Vigilance Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(8)	Principal Secretary Water Resources	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(9)	Principal Secretary, Rural Development	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(10)	Principal Secretary, Revenue & Land Reforms	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(11)	Principal Secretary, Industries	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(12)	Principal Secretary, Human Resources Development	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(13)	Principal Secretary-cum-Chief Electoral Officer	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(14)	Principal Secretary, UD & Housing Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(15)	Principal Secretary, Social Welfare Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(16)	Principal Secretary, Environment & Forest Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(17)	Principal Secretary, Animal & Fish Resources Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(18)	Principal Secretary, Road Construction Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(19)	Principal Secretary, Commercial Taxes Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(20)	Principal Secretary, Tourism Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(21)	Director General, Bihar Institute of Public Admn. & Rural Development, Patna	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(22)	Principal Secretary, Planning & Development Department	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000

(23)	Principal Secretary to the Chief Minister	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(24)	Principal Resident Commissioner, Bihar Bhawan, New Delhi	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(25)	Secretary, Personnel & Administrative Department	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(26)	Secretary, Health Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(27)	Secretary, Disaster Management Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(28)	Secretary, Sugarcane Industries	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(29)	Secretary, Minority Welfare Dept.	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(30)	Secretary, Parliament Affairs Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(31)	Secretary, SC & ST Welfare Dept.	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(32)	Secretary, Backward Classes & Extremely Backward Class Welfare Dept.	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(33)	Secretary, Information & Public Relation Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(34)	Secretary, Agriculture Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(35)	Secretary, Art, Culture & Youth Affairs Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(36)	Advisor, Planning Board	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(37)	Secretary, Expenditure	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(38)	Secretary, Resources	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(39)	Secretary, Primary Education	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(40)	Secretary, Higher Education	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(41)	Resident Commissioner, Bihar Bhawan, New Delhi	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(42)	Departmental Enquiry Commissioner	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(43)	Secretary, Family Welfare	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(44)	Member, Board of Revenue	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000

(45)	Secretary to Governor	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(46)	Secretary to Chief Minister	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(47)	Secretary, Mines & Geology	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(48)	Chairman, Bihar State Staff Selection Commission	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(49)	Secretary, Food & Consumer Protection Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(50)	Secretary, Energy Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(51)	Divisional commissioner	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(52)	Secretary, Science & Technology Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(53)	Secretary, Cooperative Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(54)	Secretary, Building Construction Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(55)	Secretary, PHE Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(56)	Secretary, Minor Irrigation Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(57)	Secretary, Transport Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(58)	Secretary to Lok Ayukta	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(59)	Secretary, Registration, Excise & Prohibition Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(60)	Secretary Panchayati Raj & Rural Engineering Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(61)	Secretary, Cabinet Secretariat	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(62)	Secretary to the Government	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
CHHATTISGARH		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	President, Board of Revenue	Rs.80000/-(fixed)
(3)	Principal Secretary to the Government	HAG Scale – 67000 – (annual increment @ 3%)79000/-

(4)	Agriculture Production Commissioner	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(5)	Director General Administrative Academy	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(6)	Chief Electoral Officer	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(7)	Secretary to the Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(8)	Member, Board of Revenue	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(9)	Commissioner, Commercial Taxes	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Commissioner, Govt. of Chhattisgarh, New Delhi	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(11)	Registrar, Co-operative Societies	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(12)	Secretary to Governor	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(13)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(14)	Labour Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(15)	Excise Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(16)	Commissioner, Tribal Development	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(17)	Commissioner, Industries	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(18)	Development Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(19)	Divisional Commissioners	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(20)	Commissioner, Agriculture	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(21)	Commissioner, Transport	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
	GUJARAT	
(1)	Chief Secretary	Rs.80000/- (fixed)

(2)	Additional Chief Secretary	Rs.80000/-(fixed)
(3)	Principal Secretary to the Government	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(4)	Commissioner of Commercial Tax	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(5)	Principal Resident Commissioner, New Delhi	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(6)	Chief Executive Officer, Gujarat Disaster Management Authority	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(7)	Director General of SPIPA	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(8)	Chief Electoral Officer, Gujarat State	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(9)	Secretary to Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Development Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(11)	Industries Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(12)	Settlement Commissioner & Director of Land Records	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(13)	Commissioner of Land Reforms	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(14)	Commissioner of Cottage & Rural Industries	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(15)	Commissioner of Transport	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(16)	Commissioner of Higher Education	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(17)	Commissioner of Fisheries	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(18)	Commissioner of Health, Medical Services and Medical Education	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(19)	Commissioner of Women & Child Development	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(20)	Commissioner of Geology & Mining	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(21)	Commissioner of Rural Development	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(22)	Principal Secretary to Chief Minister	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(23)	Principal Secretary to Governor	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000

(24)	Special Commissioner of Commercial Tax	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(25)	Commissioner of Schools and Mid-day Meals	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
HARYANA		
(1)	Chief Secretary to the Government	Rs.80000/-(fixed)
(2)	Financial Commissioner-cum- Principal Secretary	Rs.80000/-(fixed)
(3)	r Principal Secretary to the Chief Minister	Rs.80000/-(fixed)
(4)	Financial Commissioner/ Principal Secretary/ Member, Sales Tax Tribunal	PB-4 + GP Rs.12000/-
(5)	Secretary to the Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(6)	Secretary to the Governor	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(7)	Chief Electoral Officer	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(8)	Registrar, Cooperative Societies	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(9)	State Transport Controller	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Commissioners of Divisions	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(11)	Transport Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(12)	Prohibition, Excise and Taxation Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(13)	Resident Commissioner, Haryana Bhawan, New Delhi	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(14)	Director, Agriculture	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(15)	Director, Industries	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(16)	Director, Town and Country Planning-cum-Urban Estate and Colonization	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(17)	Director, Higher Education	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
HIMACHAL PRADESH		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Additional Chief Secretary	Rs.80000/-(fixed)

(3)	Principal Secretary	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(4)	Financial Commissioner (Appeals)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(5)	Financial Commissioner-cum-Principal Secretary(Revenue)	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(6)	Principal Resident Commissioner, New Delhi	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(7)	Principal Secretary to Governor	HAG Scale – 67000 (annual increment @ 3%) – 79000
(8)	Divisional Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(9)	Secretary to Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Secretary (Lokayukta)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(11)	CEO-cum-Secretary (Election)	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(12)	Director, Social Justice & Empowerment	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(13)	Director of Industries	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(14)	Excise & Taxation Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(15)	Director, Public Finance & Public Enterprises	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(16)	Director, HPIA	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(17)	Registrar of Co-operative Societies	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(18)	Director of Tourism & Civil Aviation	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(19)	Director of Vigilance	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
JAMMU AND KASHMIR		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Financial Commissioner, Revenue	Rs.80000/-(fixed)
(3)	Principal Secretary	HAG Scale: 67000– (annual increment @ 3%) – 79000
(4)	Chairman, J&K Special Tribunal	HAG Scale:67000 - (annual increment @ 3%) - 79000
(5)	Principal Secretary to Chief Minister	HAG Scale:67000 - (annual increment @ 3%) - 79000

(6)	Principal Secretary to Governor	HAG Scale:67000 - (annual increment @ 3%) - 79000
(7)	Principal Resident Commissioner	HAG Scale:67000 - (annual increment @ 3%) - 79000
(8)	Commissioner and Secretary to Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(9)	Divisional Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Transport Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(11)	Chief Electoral Officer	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(12)	Commissioner, Commercial Taxes	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(13)	Excise Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(14)	Registrar Cooperative Societies	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
JHARKHAND		
(1)	Chief Secretary	Rs.80,000/-(Fixed)
(2)	Development Commissioner	Rs.80,000/-(Fixed)
(3)	Member, Board of Revenue	Rs. 80000/- (Fixed)
(4)	Principal Secretary	HAG Scale : Rs.67000 - (annual increment @3%) - 79000
(5)	Principal Secretary to Governor	HAG Scale : Rs.67000 - (annual increment @3%) - 79000
(6)	Principal Secretary to Chief Minister	HAG Scale : Rs.67000 - (annual increment @3%) - 79000
(7)	Chief Electoral Officer	HAG Scale : Rs.67000 - (annual increment @3%) - 79000
(8)	Agricultural Production	HAG Scale : Rs.67000 - (annual increment @3%) - 79000
(9)	Divisional Commissioner	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Secretary to Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
KARNATAKA		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Additional Chief Secretary	Rs.80000/-(fixed)

(3)	Development Commissioner	Rs.80000/-(fixed)
(4)	Principal Secretary to the Govt.	HAG Scale : Rs.67000-(annual increment @ 3%) – 79000
(5)	Chairman, Karnataka Appellate Tribunal	HAG Scale : 67000-(annual increment @ 3%) – 79000
(6)	Chief Electoral Officer & E/o Prl.Secretary to Govt. DPAR (Elections)	HAG Scale : 67000-(annual increment @ 3%) – 79000
(7)	Prl.Secretary to CM	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(8)	Resident Commissioner, Karnataka Bhavan, New Delhi	HAG Scale: Rs. 67000 - (annual increment @ 3%)- 79000
(9)	DG, AR & Trg., ATI, Mysore	HAG Scale: Rs.67000 (annual increment @ 3%) - 79000
(10)	Secretary to Government	Pay Band-4: Rs.37400-67000; and Grade PayRs.10000/-
(11)	Commissioner for Commercial Taxes	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(12)	IG of Registration & Commissioner of Stamps	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(13)	Commissioner for Excise	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000/-
(14)	Director of Industries & Commerce & Commissioner for Industrial Development	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000/-
(15)	Secretary to Governor	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(16)	Registrar of Co-op. Societies	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(17)	Commissioner for Food & Civil Supplies	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(18)	Commissioner for Transport & Road Safety	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(19)	Commissioner for Cane Development & Director of Sugar	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(20)	Commissioner for Public Instructions, Bangalore	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(21)	Commissioner for Sericulture Development & Director of Sericulture	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(22)	Commissioner for Collegiate Education	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(23)	Commissioner for Agriculture	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(24)	Commissioner for Health & Family Welfare Services	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000

(25)	Commissioner for Watershed Development & E/o Secy. Agriculture & Horticulture	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(26)	Secy. Malnad Area Development Board, Shimoga	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(27)	Executive Director, Karnataka Jalasamvardhana Sangha	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(28)	Commissioner for Labour	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(29)	Commissioner for Backward Classes	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(30)	Commissioner for Public Instructions, Dharwad	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(31)	Commissioner for Public Instructions, Gulbarga	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(32)	Commissioner for Social Welfare	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(33)	Commissioner for Tourism	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(34)	Commissioner for Employment & Training	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(35)	Commissioner for Information & E/o Secretary ITYS	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(36)	Member, KAT	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(37)	Commissioner, Survey Settlement & Land Records	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
KERALA		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Additional Chief Secretary	Rs.80000/-(fixed)
(3)	Principal Secretary to Government	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(4)	Agricultural Production Commissioner	HAG Scale: Rs. 67000 - (annual increment @ 3%) - 79000
(5)	Commissioners	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(6)	Resident Commissioner, New Delhi	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(7)	Secretary to Government	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(8)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000

(9)	Director of Agriculture	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(10)	Secretary to Governor	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(11)	Director of Industries & Commerce	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(12)	Registrar of Co-operative Societies	Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000
(13)	Director Institute of Management & Governance	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Executive Director, State Poverty Alleviation Cell (Kudumbashree)	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Commissioner, Land Use	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Director (Disaster Management)	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
MADHYA PRADESH		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	President, Board of Revenue	Rs.80000/-(fixed)
(3)	DG of Academy of Admn. Of MP	Rs.80000/-(fixed)
(4)	Chairman, Board of Secondary Education	Rs.80000/-(fixed)
(5)	Vice Chairman, NVDA	Rs.80000/-(fixed)
(6)	Principal Secretary to the Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(7)	Administrative Member, Board of Revenue	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(8)	Development Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(9)	Agriculture Production Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(10)	Chief Electoral Officer	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(11)	Divisional Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Member, Board of Revenue	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Commissioner, Commercial Taxes	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(15)	Land Record and Settlement Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Commissioner, MP, New Delhi	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Registrar, Co-operative Societies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(18)	Secretary to Governor, MP	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(19)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(20)	Director, Academy of Administration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(21)	Commissioner, Industries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(22)	Labour Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(23)	Commissioner of Women & Child Development	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(24)	Secretary, Lokyukta, MP	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(25)	Inspector General of Registration and Suptd.of Stamps	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(26)	Excise Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(27)	Commissioner of Tribal Development	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(28)	Commissioner, Scheduled Castes Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(29)	Commissioner, Backward Classes Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(30)	Commissioner, Public Instructions	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(31)	Commissioner, Higher Education	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(32)	Commissioner, Health Services	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(33)	Commissioner, Treasuries and Accounts	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(34)	Commissioner, Public Relations	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(35)	Commissioner, Town & Country Planning	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(36)	Member, Rehabilitation, NVDA	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(37)	Commissioner-cum-Director, Archaeology and Museum	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(38)	Commissioner, Urban Administration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(39)	Commissioner, Food and Civil Supplies and Consumer Protection	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(40)	Commissioner, Agricultural Marketing	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(41)	Commissioner, Panchayat and Social Justice	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(42)	Director, Institutional Finance	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(43)	Commissioner, Field NVDA, Indore	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(44)	Member Secretary, State Planning Board	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(45)	Relief Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(46)	Rehabilitation Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(47)	Environment Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
MAHARASHTRA		
(1)	Chief Secretary to Government & Development Commissioner	Rs.80000/- (fixed)
(2)	Additional Chief Secretary to Government	Rs.80000/- (fixed)
(3)	Principal Secretary to Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(4)	Principal Secretary & Special Enquiry Officer	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(5)	Principal Secretary & Chief Protocol Officer	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(6)	Principal Secretary & Chief Electoral Officer	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(7)	Divisional Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(8)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Secretary to Governor	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Commissioner of Sales Tax	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Settlement Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(12)	Commissioner, Sugar	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Commissioner for Co-operation and Registrar of Co-operative Societies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Development Commissioner, Industries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Commissioner, Prohibition & Excise	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Secretary to the Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Special Commissioner, Maharashtra Sadan, New Delhi	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(18)	Transport Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(19)	Dairy Development Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(20)	Commissioner, Food & Drugs Administration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(21)	Commissioner of Employees State Insurance Scheme	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(22)	Commissioner of Agriculture	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(23)	Commissioner of Tribunal Development	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(24)	Commissioner, Employment & Self-Employment	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(25)	Commissioner of Small Savings & State Lotteries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(26)	Commissioner, Animal Husbandry	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(27)	Commissioner, Women & Child Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(28)	Commissioner, Labour	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(29)	Commissioner, Integrated Child Development Scheme	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(30)	Director, Municipal Administration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
MANIPUR-TRIPURA		
MANIPUR		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Additional Chief Secretary to Government	Rs.80000/-(fixed)

(3)	Principal Secretary to Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(4)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(5)	Resident Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(6)	Director General of State Academy of Training	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(7)	Secretary to Governor	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(8)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Secretary, Public Service Commission	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Commissioner, Departmental Enquiries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
TRIPURA		
(1)	Chief Secretary to the Government	Rs.80000/-(fixed)
(2)	Principal Secretary to Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(3)	Director General, State Institute of Public Administration and Rural Development	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(4)	Principal Secretary to Governor, Tripura	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(5)	Principal Resident Commissioner, Tripura Bhawan, New Delhi	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(6)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(7)	Chief Executive Officer, Tripura Tribal Areas Autonomous District Council	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(8)	Resident Commissioner, Tripura	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Commissioner for Departmental Enquiries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
NAGALAND		
(1)	Chief Secretary	Rs. 80000 (fixed)
(2)	Addl. Chief Secretary & Home Commissioner <i>to be</i> redesignated as Additional Chief Secretary	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(3)	Addl. Chief Secretary Planning & Coordination <i>to be</i> redesignated as	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000

	Additional Chief Secretary	
(4)	Principal Secretary	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(5)	Principal Secretary to Chief Minister	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(6)	Principal Secretary & Financial Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(7)	Commissioner & Secretary to Government <i>to be</i> redesignated <i>as</i> Commissioner & Secretary	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(8)	Divisional Commissioner <i>to be</i> redesignated <i>as</i> Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Director, ATI	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Special Secretary to Governor <i>to be</i> redesignated <i>as</i> Secretary to Governor	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Commissioner, Taxes & Excise	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Resident Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
ORISSA		
(1)	Chief Secretary to the Govt. & Chief Development Commissioner	Rs.80000/-(fixed)
(2)	Member, Board of Revenue	Rs.80000/-(fixed)
(3)	Chief Administrator, KBK	Rs.80000/-(fixed)
(4)	Additional Chief Secretary to Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(5)	Agriculture Production Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(6)	Principal Secretary to Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(7)	Chief Electoral Officer	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(8)	Additional Development Commissioner & Secretary to Government Planning & Co-ordination Department	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(9)	Principal Secretary-cum-Commissioner, ST & SC Development	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(10)	Director General, Training Co-ordination, Gopabandhu Academy of Administration, Bhubaneswar	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(11)	Revenue Divisional Commissioner	Pay Band-4: Rs.37400-67000; and Grade PayRs.10000/-

(12)	Commissioner Land Reforms	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(13)	Commissioner, Commercial Taxes	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(14)	Commissioner, Land Records & Settlement	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(15)	Transport Commissioner	Pay Band-4: Rs.37400-67000; and Grade Pay Rs.10000/-
(16)	Commissioner-cum-Secretary to Governor	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(17)	Commissioner-cum-Secretary to CM	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(18)	Commissioner, Consolidation	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(19)	Commissioner-cum-Secretary to Govt.	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(20)	Special Relief Commissioner	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(21)	Resident Commissioner, New Delhi	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
(22)	Special Secretary to Govt. General Administration Department	Pay Band-4: Rs.37400-67000; Grade Pay Rs.10000
PUNJAB		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Financial Commissioner (Development)	Rs.80000/-(fixed)
(3)	Financial Commissioner (Revenue)	Rs.80000/-(fixed)
(4)	Financial Commissioner/ Principal Secretary	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(5)	Financial Commissioner (Appeals-1)	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(6)	Chief Electoral Officer and Principal Secretary, Deptt. Of Elections	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(7)	Commissioner of Divisions	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(8)	Excise & Taxation Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(9)	Secretary to Governor	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Secretary to CM	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Commissioner, State Transport	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Director, Mahatma Gandhi State Institute of Public Administration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Registrar of Cooperative Societies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Commissioner, Food, Civil Supplies and Consumer Affairs	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Secretary, Institutional Finance & Banking and Bureau of Public Enterprises-cum-Secretary to Govt.	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Resident Commissioner, Govt. of Punjab, New Delhi	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(18)	Commissioner for Technical Education and Industrial Training	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(19)	Commissioner, Industries & Commerce	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
RAJASTHAN		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Chairman, Board of Revenue	Rs.80000/-(fixed)
(3)	Chairman, Rajasthan Civil Service Appellate Tribunal	Rs.80000/-(fixed)
(4)	Additional Chief Secretary & Ex-officio Director General, HCM RIPA	Rs.80000/-(fixed)
(5)	Principal Secretary to Government	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(6)	Chairman, Rajasthan Tax Board	HAG Scale – 67000 – (annual increment@ 3%)79000/-
(7)	Director, HCM RIPA	HAG Scale – 67000 – (annual increment@ 3%)79000/-
(8)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Divisional Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(10)	Commissioner, Departmental Enquiries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Commissioner, Commercial Taxes	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Member, Board of Revenue	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Commissioner, Command Area Development	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Transport Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Registrar, Cooperative Societies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Commissioner, Labour & Employment	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Commissioner, Agriculture	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(18)	Commissioner, Excise	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(19)	Commissioner, Industries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(20)	Inspector General, Registrations & Stamps	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(21)	Commissioner, Tourism	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(22)	Member, Rajasthan Tax Board	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(23)	Commissioner, Rural Development & Panchayati Raj	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(24)	Resident Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
SIKKIM		
(1)	Chief Secretary to Government	Rs.26000/- (Fixed)
(2)	Additional chief Secretary	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(3)	Principal Secretary	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(4)	Commissioner-cum-Secretary	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
TAMIL NADU		
(1)	Chief Secretary	Rs.80,000/-(Fixed)
(2)	Vigilance Commissioner	Rs.80,000/-(Fixed)

(3)	Principal Commissioner Revenue Administration	Rs.80,000/-(Fixed)
(4)	Development Commissioner	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(5)	Special Commissioners	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(6)	Chief Electoral Officer & Secretary to Government	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(7)	Commissioner of Prohibition & Excise	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(8)	Secretary State Planning Commission	HAG Scale : Rs.67000 – (annual increment @3%) – 79000
(9)	Commissioner of Transport	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Special Commissioner of Archives &HR	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Director, Anna Institute of Management	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Special Commissioner of Indian Medicine and Homeopathy	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Special Commissioner of Museums	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Commissioner for Disciplinary Proceedings, Chennai	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Resident Commissioner, Tamil Nadu House, New Delhi	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Secretaries / Spl. Secretaries to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Secretary to Governor	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(18)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(19)	Industries Commissioner & Director of Industries & Commerce	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(20)	Commissioner Sugar	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(21)	Commissioner for Civil Supplies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(22)	Commissioner of Town Panchayats	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(23)	Commissioner of Milk Production	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(24)	Registrar of Cooperative Societies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(25)	Commissioner of Labour	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(26)	Commissioner of Municipal Administration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(27)	Commissioner of Rural Development	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(28)	Chairman, Teachers Recruitment Board	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(29)	Secretary, State Human Rights Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(30)	Commissioner of Technical Education	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(31)	State Commissioner of Disabled	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(32)	Commissioner of Maternal Child Health & Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(33)	Inspector general of Registration	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(34)	Commissioner of Agriculture	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(35)	Commissioner of Survey and Settlements	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(36)	Commissioner of Employment and Training	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(37)	Commissioner of Rehabilitation	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(38)	Commissioner of Handlooms and Textiles	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(39)	Commissioner of Fisheries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(40)	Commissioner of Town & Country Planning	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(41)	Commissioner of Geology & Mining	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
UTTARAKHAND		
(1)	Chief Secretary	Rs.80000/-(fixed)
(2)	Director General, Uttarakhand Academy of Administration, Nainital	Rs.80000/-(fixed)
(3)	Principal Secretary to Government	HAG Scale – 67000 (annual increment @ 3%)– 79000/-
(4)	Chief Revenue Commissioner	HAG Scale – 67000 (annual increment @ 3%)– 79000/-

(5)	Principal Secretary Forests & Rural Development Commissioner	HAG Scale – 67000 (annual increment @ 3%)– 79000/-
(6)	Principal Secretary & Infrastructure Development Commissioner	HAG Scale – 67000 (annual increment @ 3%)– 79000/-
(7)	Principal Secretary & Social Welfare Commissioner	HAG Scale – 67000 (annual increment @ 3%)– 79000/-
(8)	Resident commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Secretary to Governor	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Divisional Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Commissioner, Excise	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Commissioner, Taxes	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Chief Executive Officer, Tourism	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
UTTAR PRADESH		
(1)	Chief Secretary	Rs.80,000/- (Fixed)
(2)	Chairman, Board of Revenue & Adviser, Land Reforms	Rs.80,000/- (Fixed)
(3)	Chairman, Administrative Tribunal and Chairman, Vigilance Commission	Rs.80,000/- (Fixed)
(4)	Member, Board of Revenue	Rs.80,000/- (Fixed)
(5)	Director General, Training	Rs.80,000/- (Fixed)
(6)	Divisional Commissioners (Agra, Varanasi, Meerut, Lucknow, Allahabad, Kanpur)	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(7)	Principal Secretary to the Government	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(8)	Resident Commissioner, New Delhi	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(9)	Agriculture Production Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(10)	Industrial Development Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000

(11)	Social Welfare Commissioner	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(12)	Principal Secretary to Governor	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(13)	Principal Secretary to Chief Minister	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(14)	Director General, State Institute of Rural Development	HAG Scale: Rs. 67000 – (annual increment @ 3%) – 79000
(15)	Divisional Commissioners	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(16)	Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Secretary to Chief Minister	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(18)	Sales Taxes Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(19)	Commissioner of Rural Development	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(20)	Transport Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(21)	Registrar, Cooperative Societies	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(22)	Director, Administrative Training Institute	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(23)	Director of Industries	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(24)	Excise Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(25)	Director, Handlooms	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(26)	Cane Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(27)	Secretary, Board of Revenue	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(28)	Director General, Prisons	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(29)	Director General, Tourisms	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(30)	Labour Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(31)	Chairman Administrative Tribunal II	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(32)	Member (Judicial) Board of Revenue	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(33)	Commissioner, Food	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(34)	Entertainment Tax Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(35)	Inspector General of Registration & Stamps	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(36)	Commissioner for Consolidation	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(37)	Principal Staff Officer to Chief Secretary	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(38)	Director, Culture	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
WEST BENGAL		
(1)	Chief Secretary to Government	Rs.80000/-(fixed)
(2)	Additional Chief Secretary & Commissioner General, Land Reforms	Rs.80000/-(fixed)
(3)	Additional Chief Secretary, Forest Department	Rs.80000/-(fixed)
(4)	Additional Chief Secretary, Home Department	Rs.80000/-(fixed)
(5)	Principal Secretary to the Government	HAG Scale – 67000 – (annual increment @ 3%)79000/-
(6)	Commissioner of Division	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(7)	Secretary/Special Secretary to Government	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(8)	Land Reforms Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(9)	Director, Administrative Training Institute	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(10)	Director, Social Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(11)	Commissioner for Commercial Taxes	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(12)	Labour Commissioner	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(13)	Commissioner of Backward Classes Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(14)	Commissioner of Panchayats	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(15)	Commissioner of Family Welfare	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

(16)	Commissioner of School Education	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000
(17)	Commissioner of Excise	Pay Band-4 : Rs.37400 – 67000; Grade Pay Rs.10000

B – Posts carrying pay in the Senior Scale of the Indian Administrative Service under the State Governments including posts carrying Special Allowance in addition to pay. ⁵(1) The number of posts in the Selection Grade in a State Cadre shall be as per the norms issued by the Central Government for fixation of cadre strength of IAS.

⁸GOI notification no. 11030/41/2008-AIS-II, dated 12/1/2009

⁵GOI notification no. 2011/1/2008-AIS-II, dated 25/2/2010

⁶ Added/Re-numbered w.e.f. 1/3/1962 vide MHA Not. No.1/22/63-AIS(II)B, dated 15.09.64.

⁶(2) The State Government concerned shall be competent to grant a special⁷ allowance for any of the posts specified in this part of the Schedule either individually or with reference to a group or class of such posts.

⁷(3) The amount of any special allowance which may be sanctioned by the State Government under clause (2) shall be Rs.400 for posts in the Junior Time Scale, Rs.600/- for posts in the ^{Senior} Time Scale, Rs.800/- for posts in the Junior Administrative Grade and Rs.1000/- for posts in the Selection Grade.

⁶(4) Post in the junior time scale of the Service have not been specified in the Schedule but it shall be within the competence of the State Governments concerned to sanction any special allowance to be attached to such posts.

⁶ Added/Re-numbered w.e.f. 1/3/1962 vide MHA Not. No.1/22/63-AIS(II)B, dated 15.09.64.

S.No.	ANDHRA PRADESH
(1)	Additional /Joint / Deputy Secretaries
(2)	Secretary to CCLA

(3)	Additional /Joint Secretary to CCLA
(4)	Collectors and District Magistrates
(5)	Joint Collectors
(6)	Deputy Commissioner, Excise
(7)	Secretary to Commissioner, Excise
(8)	Director, Civil Supplies
(9)	Director, Tourism
(10)	PO, ITDA/PD, DRDA, CEO, ZP
(11)	Director, Social Welfare
(12)	Joint Commissioner (CT)
(13)	Deputy Commissioners (CT)
(14)	Secretary to Commissioner, CT
(15)	Chief Rationing Officer
(16)	Director of Distilleries & Breweries & Additional Secretary to Commissioner, Excise
(17)	Additional / Joint Chief Electoral Officer & EO Joint Secretary to Govt. GA (Elec.) Department
(18)	Directors
(19)	Secretary to Vigilance Commission
(20)	State Project Director, DPEP
(21)	Project Director, Aids Cell Society
(22)	Project Director, Outer Ring Road
	ARUNACHAL PRADESH-GOA-MIZORAM-UNION TERRITORIES
	ARUNACHAL PRADESH
(1)	Secretary (Industries)

(2)	Secretary (Supply & Transport)
(3)	Secretary (Rural Development)
(4)	Secretary to Chief Minister
(5)	Secretary to Governor
(6)	Registrar, Cooperative Societies
(7)	Director (Transport)
(8)	Director of Civil Supplies
(9)	Director (Education)
(10)	Director (Health Services)
(11)	Resident Commissioner
(12)	Deputy Commissioner (Districts)
	GOA
(1)	Secretary to Governor
(2)	Secretary to Chief Minister
(3)	Secretaries to Government
(4)	Commissioner (VAT)
(5)	Director of Industries and Mines
(6)	Collector/District Magistrate
(7)	Commissioner of Excise
(8)	Director (Education)
(9)	Director (Tourism)
(10)	Resident Commissioner
	MIZORAM

(1)	Secretaries
(2)	Secretary to Governor
(3)	Secretary to Chief Minister
(4)	Registrar, Cooperative Societies
(5)	Special Secretaries
(6)	Director (Food & Supply)
(7)	Director (Industries)
(8)	Director (Education)
(9)	Deputy Commissioners (Districts)
(10)	Resident Commissioner
	ANDAMAN and NICOAR ISLANDS
(1)	Secretary to Lt. Governor
(2)	Deputy Commissioner (Districts)
(3)	Secretary (Personnel)
(4)	Secretary (Tourism)
(5)	Secretary (Health)
(6)	Secretary (Education)
(7)	Secretary (RD/LSG & PWD)
(8)	Resident Commissioner
	CHANDIGARH
(1)	Deputy Commissioner (Districts)
(2)	Joint Secretary (Finance)
(3)	Secretaries

(4)	Additional Secretary
(5)	Additional Deputy Commissioner
	DAMAN and DIU / DADRA and NAGAR HAVELI
(1)	Collector /District Magistrate (Daman, Diu and Dadra & Nagar Haveli)
	NATIONAL CAPITAL TERRITORY OF DELHI
(1)	Dy. Commissioner (Districts)
(2)	Director of Training (UTCS)
(3)	Director of Social Welfare
(4)	Director, Agricultural Marketing
(5)	Special Secretary(Finance)
(6)	Additional Director of Education (Admn.)
(7)	Special Secretary (Planning & Monitoring and ISHM, Health & FW)
(8)	Special Secretary (Services)
(9)	Special Secretary (NCR)
(10)	Special Secretary (UD)
(11)	Special Secretary (PWD)
(12)	Special Secretary to Lt. Governor
(13)	Director, Women & Child Development
	LAKSHADWEEP
(1)	Collector-cum-District Magistrate
	PONDICHERRY
(1)	Secretaries to Government
(2)	Resident Commissioner

(3)	Secretary to Lt. Governor
(4)	Secretary to Chief Minister
(5)	Collectors
	ASSAM-MEGHALAYA
	ASSAM
(1)	Staff Officer to Chief Secretary
(2)	Secretary/Addl.Secretary/Joint Secretary/Deputy Secretary
(3)	Commissioner of Transport
(4)	Commissioner of Excise
(5)	Director, Land Records
(6)	Registrar of Co-operative Societies
(7)	Deputy Commissioner
(8)	Member, Board of Revenue
(9)	Director, Social Welfare
(10)	Labour Commissioner
(11)	PD, DRDA/PD,ITDP/ADC

	MEGHALAYA
(1)	Secretary/Addl.Secretary/Joint Secretary/Deputy Secretary
(2)	Director of Food, Civil Supplies & Consumer Affairs
(3)	Registrar of Co-operative Societies
(4)	Deputy Commissioners
(5)	Director of C & RD
(6)	Commissioner of Taxes
(7)	Commissioner of Excise
(8)	ADC/DPO
	BIHAR
(1)	Special/Additional/Joint/Deputy Secretary
(2)	District Magistrate & Collector/Addl.D.M
(3)	Registrar, Cooperative Societies
(4)	Secretary, Board of Revenue
(5)	I.G. Prisons
(6)	State Transport Commissioner
(7)	Labour Commissioner
(8)	Director, Training & Employment
(9)	Director, Social Security
(10)	Director, Land Records and Survey
(11)	Director, Panchayati Raj
(12)	Director, Industries
(13)	Director, Social Welfare

(14)	Director, Primary Education
(15)	Director, Higher Education
(16)	Director, Food & Civil Supplies
(17)	Director, Urban Development
(18)	Director, ICDS
(19)	Director, BREDA
(20)	Director, Handloom & Sericulture
(21)	Director, Mid Day Meal
(22)	Director, GPF
(23)	Director, Agriculture
(24)	Director, Tourism
(25)	Project Director, Bihar Aids Control Society
(26)	Sugar Cane Commissioner
(27)	CEO cum Municipal Commissioner, Patna Municipal Corporation
(28)	Director, SC & ST Welfare
(29)	Director, Land Consolidation
	CHHATTISGARH
(1)	Collector
(2)	Executive Director, DRDA and Ex-officio, CEO, District Panchayat
(3)	Additional Collector
(4)	Additional Secretary/Joint Secretary/ /Deputy Secretary to Government
(5)	Director, Public Instruction
(6)	Director, Women and Child Development

(7)	Director, Land Records
(8)	Director, Urban Administration
(9)	Director, Panchayat & Social Welfare
(10)	Director, Food Civil Supplies & Consumer Protection
(11)	Secretary, Public Service Commission
(12)	Director, Treasuries and Accounts
(13)	Director, Institutional Finance
(14)	Director, Budget
(15)	Director, Local Fund Audit
(16)	Additional Resident Commissioner, Govt. of Chhattisgarh, New Delhi
	GUJARAT
(1)	Secretary to Chief Minister
(2)	Additional / Joint / Deputy Secretary to Government
(3)	Collector
(4)	District Development Officer
(5)	Director of Municipalities
(6)	Registrar of Cooperative Societies
(7)	Commissioner of Labour
(8)	Commissioner, Entertainment Tax
(9)	Deputy Director General SPIPA
(10)	Director of Employment & Training
(11)	Director of Civil Supplies
(12)	Director of Scheduled Caste Welfare

(13)	Additional Commissioner of Industries
(14)	Additional Development Commissioner
(15)	Additional Commissioner of Commercial Tax
(16)	Additional Rural Development Commissioner
(17)	Superintendent of Stamps & Inspector General of Registration
(18)	Director, Bureau of Public Enterprises
	HARYANA
(1)	Joint Secretary/ Deputy Secretary to Government
(2)	Labour Commissioner
(3)	Director, Secondary Education
(4)	Director, Primary Education
(5)	Director, Food & Supplies
(6)	Director, Public Relations, Grievances and Cultural Affairs
(7)	Director, Hospitality and Tourism
(8)	Director, Consolidation, Land Records and Special Collector
(9)	Director, Social Justice and Empowerment and Welfare of Scheduled Castes and Backward Classes
(10)	Director, Women and Child Development
(11)	Director, Industrial Training
(12)	Director, Environment
(13)	Director, Sports
(14)	Director, Development and Panchayats
(15)	Director, Rural Development and Institutional Finance
(16)	Director, Supplies and Disposals

(17)	Director, Urban Development
(18)	Deputy Commissioner
(19)	Additional Deputy Commissioner-cum-Chief Executive Officer, District Rural Development Agency/ Additional Collectors
	HIMACHAL PRADESH
1.	Secretary/Special Secretary/Additional Secretary/Joint Secretary to Government
2.	Secretary, HPPSC
3.	Secretary, Food, CS &CA
4.	Director of RD & PR
5.	Labour Commissioner cum Director Emp.
6.	Director of Transport
7.	Settlement Officers
8.	Deputy Commissioners
9.	Commissioner, Departmental Enquiries
10.	Additional Deputy Commissioners
11.	Additional Registrar, Cooperative Societies
12.	Additional Director of Industries
13.	Director of Land Records
14.	Director of Urban Development
15.	Director of IT & BT
	JAMMU AND KASHMIR
(1)	Deputy Commissioners
(2)	Director, Industries and Commerce
(3)	Director, Consumer Affairs and Public Distribution

(4)	Secretaries/Special Secretaries/Additional Secretaries to Governm
(5)	Labour Commissioner
(6)	Settlement Commissioner
(7)	Additional Deputy Commissioners
(8)	Additional District Development Commissioners
	JHARKHAND
(1)	Spl./Addl./Jt./Dy.Secretary
(2)	Tribal Welfare Commissioner
	Director Industries
(3)	I.G. Prison
(4)	I.G. Registration
(5)	State Transport Commissioner
(6)	Labour Commissioner
(7)	Registrar, Cooperative Societies
(8)	District Magistrate/Collector/DC/ADC
(9)	Settlement Officer/DDC/Chief Executive Officer
(10)	Commissioner, Commercial Taxes
(11)	Director, Panchayati Raj
(12)	Director, Municipal Administration
(13)	Director, Land Acquisition & Land Records
	KARNATAKA
(1)	Secretary, KPSC
(2)	Director of Agricultural Marketing
(3)	Director of P.U Education

(4)	Director of Municipal Administration
(5)	Dir. Project Planning & Monitoring Unit & E/o Addl./Jt.Dy.Secy. to Govt. RD & PR Dept.
(6)	Commissioner for Religious & Charitable Endowment
(7)	Addl.Jt./Dy.Secretary to Govt.
(8)	Director, Women & Child Welfare Dept.
(9)	Director Rural Infrastructure & E/o Dy./Jt./Addl. Secy. RD & PR Dept.
(10)	Addl./ Jt. Director Food & Civil Supplies Dept.
(11)	Jt./Addl.Commissioner of Commercial Taxes
(12)	Dir. SEP & E/o Addl./ Jt./ Dy. Secy. to Govt. RDPR Dept.
(13)	Dir. I.T & B.T
(14)	Addl. Resident Commissioner, New Delhi
(15)	Addl./ Jt. Commissioner of Excise
(16)	Director, Karnataka Rural Water Supply & Sanitation Agency & E/o Addl./Jt. Secy. to Govt. RD & PR Dept.
(17)	DC/Sr.AC/CEO, ZP
	KERALA
(1)	Special Secretary/Additional/Joint/ Deputy Secretary to Government
(2)	Joint and Deputy Commissioners
(3)	Secretary, Land Board
(4)	Director, Kerala Institute of Local Administration
(5)	Inspector General of Registrations
(6)	Director of Fisheries
(7)	Director of Panchayats
(8)	Director Urban Affairs

(9)	Director of Public Relations
(10)	Director of Tourism
(11)	Director of Sports and youth Affairs
(12)	Director of Social Welfare
(13)	Director, Scheduled Castes Development Department
(14)	Labour Commissioner
(15)	Director of Employment and Training
(16)	Director of Civil Supplies
(17)	District Collectors
(18)	Additional Director of Industries and Commerce
(19)	Director of Survey and Land Records
(20)	Director, Scheduled Tribes Development Department
(21)	District Planning Officer/General Manager District Industries Centre/Project Officer DRDA/Cardamom Settlement Officer/ Sub-Collectors Grade-I
(22)	Commissioner, Rural Development
(23)	Commissioner, Entrance Examinations.
(24)	Commissioner, Housing
(25)	Additional Resident Commissioner, Kerala House, New Delhi.
(26)	Director, Collegiate Education
(27)	Director, Public Instructions
(28)	Director, Information Technology
(29)	Director, NORKA (Non Resident Keralites Affairs)
(30)	Additional Director (General), Tourism

(31)	Director Hill Area Development
(32)	Director, Coastal Area Development
(33)	Executive Assistant to the Chief Secretary
	MADHYA PRADESH
(1)	Collector
(2)	Additional Commissioner, Revenue
(3)	Executive Director, DRDA and Ex-officio CEO Zila Panchayat
(4)	Additional/Deputy Secretary
(5)	Director, Employment & Training
(6)	Secretary, Public Service Commission
(7)	Additional Commissioner, Sales Tax
(8)	Additional Commissioner, Tribal Development
(9)	Director, Indian System of Medicine and Homeopathy
(10)	Director, NVDA
(11)	Director, Tribal Area Development & Planning
(12)	Additional Commissioner, Excise
(13)	Secretary, Board of Revenue
(14)	Director, Women & Child Development
(15)	Director, Gas Claim
	MAHARASHTRA
(1)	Joint Secretary/Addl.Secretary/Special Secretary
(2)	Collector
(3)	Additional Collector

(4)	Chief Executive Officer, Zila Parishad
(5)	Inspector General of Registration
(6)	Additional Commissioner of Sales Tax
(7)	Deputy Commissioner of Sales Tax
(8)	Director of Social Welfare
(9)	Additional Commissioner
(10)	Director, Handloom, Power-looms and Co-operative Textiles
(11)	Controller of Rationing
(12)	Additional Commissioner of Tribal Sub-plan
(13)	Director of Sports & Youth Services
(14)	Director General, Information & Public Relation
(15)	Commissioner, Persons with Physical Disabilities
	MANIPUR-TRIPURA
	MANIPUR
(1)	Special/Additional/Joint/Deputy Secretary
(2)	Deputy Commissioners
(3)	Commissioner for Excise
(4)	Commissioner for Taxes
(5)	Director of Vigilance
(6)	Director of Food & Civil Supplies
(7)	Registrar of Cooperative Societies
(8)	Director of Settlement and Land Records
(9)	Director of Tourism

(10)	Director of Information and Public Relations
(11)	Director of Commerce & Industries
(12)	Director of Transport
(13)	Director of Tribal Development & Backward Classes
(14)	Director of Municipal Administration and Urban Development
(15)	Director of Youth Affairs & Sports
(16)	Director of Higher Education
(17)	Director of School Education
	TRIPURA
(1)	Secretary to Public Service Commission
(2)	Additional Secretary/Deputy Secretary/Joint Secretary to Government
(3)	District Magistrate and Collector
(4)	Director of Higher Education
(5)	Director of School Education
(6)	Director of Vigilance
(7)	Director of Social Welfare and Social Education
(8)	Director of Food and Civil Supplies
(9)	Director of Land Records and Settlement
(10)	Director of Information, Cultural Affairs and Tourism
(11)	Registrar of Cooperative Societies
(12)	Labour Commissioner
(13)	Director, Youth affairs and Sports
(14)	Director of Welfare for Schedule Tribes

(15)	Director of Welfare for Schedule Castes, OBC & Religious Minorities
(16)	Director of Excise and Taxes
(17)	Director of Industries and Commerce
(18)	Director, Information Technology
(19)	Director of Handloom, Handicraft and Sericulture
(20)	Director, Planning and Coordination
	NAGALAND
(1)	Secretary
(2)	Addl./Joint/Deputy Secretary to Government
(3)	Deputy Commissioner
(4)	Addl. Deputy Commissioner
	ORISSA
(1)	Secretary/Additional Secretary/Joint Secretary/Deputy Secretary to Govt.
(2)	Secretary, Board of Revenue
(3)	Magistrates & Collectors
(4)	Additional District Magistrate/Sub-Collector, Grade-I/PA,ITDA
(5)	Registrar, Co-operative Societies
(6)	Director, ST & SC Development
(7)	Director, Panchayati Raj
(8)	Director of Industries
(9)	Director of Employment
(10)	Inspector General of Registration
(11)	Excise Commissioner

(12)	Labour Commissioner
(13)	Director of Tourism
(14)	Director of Textiles
(15)	Director, Social Welfare
(16)	Director, Special Project
(17)	Director, Elementary and Mass Education
(18)	Director, Secondary Education
	PUNJAB
(1)	Special/Addl./Joint Secretary to the Govt.
(2)	Director, Information and Public Relation
(3)	Director of State Transport
(4)	Director of Industries & Commerce
(5)	Director of Rural Development and Panchayat
(6)	Director of Land Records and Settlement & Consolidation and Land Acquisition
(7)	Director of Local Government
(8)	Labour Commissioner
(9)	Director of Employment
(10)	Director, Welfare of SC/BC
(11)	Director, Development of Women and Children
(12)	Director, Information and Technology
(13)	Director, School Education
(14)	Additional Director of Industries
(15)	Additional Registrar of Co-op Societies

(16)	Director, Excise and Taxation
(17)	Director, Grievances & Pensions
(18)	Deputy Commissioners
(19)	Additional Deputy Commissioner/Joint Development Commissioner, Integrated Rural Development/Chief Executive Officer or Addl. Deputy Commissioner Development
(20)	Additional Chief Electoral Officer
	RAJASTHAN
(1)	Special Secretary to Government
(2)	Deputy Secretary to Government
(3)	Settlement Commissioner & ex-officio Director of Consolidation
(4)	Collector & District Magistrate
(5)	Director, Watershed Development & Soil Conservation
(6)	Director, Secondary Education
(7)	Director, Women & Child Development
(8)	Director, State Insurance & PF
(9)	CEO, Zila Parishad
(10)	Additional Commissioner, Commercial Taxes
(11)	Additional Registrar, Co-op Societies
(12)	Registrar, Board of Revenue
(13)	Additional Commissioner, Food
(14)	Director, Information & Public Relations
(15)	Director, Information Technology
(16)	Secretary, RPSC

(17)	Director, Social Justice & Empowerment
(18)	Director, Archeology & Museum Department
(19)	Director, Mines & Geology Department
(20)	Mission Director, National Rural Health Mission
(21)	Commissioner, Mid-Day -Meal
(22)	Commissioner, Employment Guarantee Scheme
(23)	Director, Elementary Education
(24)	Commissioner, Colonization
(25)	Additional Commissioner, Bureau of Industrial Promotion
	SIKKIM
(1)	Secretary to Government/Joint Secretaries/Deputy Secretaries
(2)	District Magistrates and Collectors
	TAMIL NADU
(1)	Additional/Joint/Deputy Secretaries to Government
(2)	Director of Adi Dravidar & Tribal Welfare
(3)	Deputy/Joint/Additional Commissioners
(4)	Director of Small Savings & Raffles
(5)	Director of Stationery & Printing
(6)	Director of Backward Classes
(7)	Deputy/Joint/Additional Commissioners for Commercial Taxes
(8)	Addl. Commissioner of Industries & Commerce
(9)	Collectors
(10)	Director of Land Reforms

(11)	Additional Director of Agriculture
(12)	Secretary, State Election Commission
(13)	Director of MBC & De-notified Communities
(14)	Director of Agricultural Marketing
(15)	Director of Horticulture & Plantation Crops
(16)	Director of Treasuries & Accounts
(17)	Director of Statistics
(18)	Additional Registrar of Coop Societies
(19)	Director of Information & Public Relations
(20)	Director of Sericulture
(21)	Director of Social Welfare
(22)	Sub-Collectors/Additional Collectors/Additional Collectors (Development)
(23)	Secretary, TNPSC
(24)	Commissioner, HR & CE
(25)	Commissioner for Disciplinary Proceedings (Madurai/Coimbatore)
(26)	Additional Director of Social Welfare
(27)	Director of Tourism
(28)	Controller of Examinations, TNPSC
(29)	Director of Urban Land Ceiling
(30)	Deputy Secretary/Joint Secretary/Additional Secretary to Chief Minister
(31)	Commissioner, Data Centre
	UTTARAKHAND
(1)	Commissioner & Director Industries

(2)	Commissioner, Labour and Director, Training & Employment
(3)	Director, Cultural & Sports
(4)	Commissioner Transport
(5)	Director, Information & Editor Gazetteer
(6)	Registrar, Co-operative Societies
(7)	District Magistrates
(8)	Additional Secretary
(9)	Chief Development Officer
	UTTAR PRADESH
(1)	District Magistrates
(2)	Joint Development Commissioner/CDO/Additional/Joint Project Administrator, Area Development
(3)	Special Secretary to Government
(4)	Joint Secretary to Government
(5)	Additional/Joint Labour Commissioner
(6)	Additional/Joint Director of Industries
(7)	Additional Registrar, Cooperative Societies
(8)	Additional Commissioner, Rural Development
(9)	Additional/Joint Sales Tax. Commissioner
(10)	Director, Panchayats
(11)	Director, Information
(12)	Director, Training & Employment
(13)	Director, Social Welfare
(14)	Secretary, Public Service Commission

(15)	Director, Urban Land Ceiling
(16)	Relief Commissioner
(17)	Director, Local Bodies
(18)	Regional Food Controller
(19)	Director(Administration), Medical Health & Family Welfare
(20)	Additional Registrar, Cooperative Societies
(21)	Deputy Land Reforms Commissioner
(22)	Director, Bureau of Public Enterprises and Joint/Special Secretary to Government
(23)	Director (Administration), SGPGI
(24)	Additional Director, Administrative Training Institute
(25)	Additional Resident Commissioner
	WEST BENGAL
(1)	Director of Land Records and Survey
(2)	Director of Public Vehicles Department
(3)	Joint Secretary to Government
(4)	Director of Cottage and Small Scale Industries
(5)	Director of Evaluation, Development and Planning Department
(6)	Director of Rationing
(7)	Director of District Distribution Procurement and Supply
(8)	Director, Local Bodies and ex-officio Joint Secretary, Local Government and Urban Development Department
(9)	Secretary, Vigilance Commission
(10)	Registrar, Cooperative Societies
(11)	District Magistrate and Collector

(12)	Additional District Magistrate/DLLRO/Settlement Officer
(13)	Land Acquisition Collector, Kolkotta
(14)	Director of Employment
(15)	Director of Consumer Goods
(16)	Director of Fisheries
(17)	Director, ESI
(18)	Director, Sericulture
(19)	Principal Director, SIPARD Kalyani
(20)	Commissioner, Agricultural Income Tax
(21)	Advisor, Industries
(22)	Director of Industries
(23)	Principal Secretary, Darjeeling Gorkha Hill Council
(24)	Secretary, KMDA
(25)	CEO, WBIIDC

" ¹PART-C - Posts under the Central Government when held by member of the Service.

TABLE

Name of Post	Scale of Pay	Central (Deputation on Tenure) Allowance
(1)	(2)	(3)
Cabinet Secretary	Rs.90000 / - (Fixed)	----
Secretary to the Government of India/ Special Secretary to the Government of India	Rs.80000 / - (Fixed)	---
Additional Secretary to the Government of India	² HAG Scale : Rs 67000 - (increment @ 3%)- 75000	---
Joint Secretary to the Government of India	Pay Band: Rs.37400-67000; and Grade Pay Rs.10000	---
Director to the Government of India	Selection Grade: (Pay Band- 4: Rs.37400-67000; and Grade Pay Rs.8,700/-)	Ten percent of the basic pay subject to the maximum of rupees four thousand per mensem.
Deputy Secretary to the Government of India	Selection Grade: (Pay Band-4: Rs.37400-67000; and Grade Pay Rs.8,700) Or Junior Administrative Grade: Pay Band-3: Rs.15600-39100; and Grade Pay Rs.7600	Ten percent of the basic pay subject to the maximum of rupees four thousand per mensem.
Under Secretary to the Government of India	Junior Administrative Grade Pay Band-3: Rs.15600-39100; and Grade Pay Rs.7600. Or Senior Time Scale (Grade: Pay Band-3: Rs.15600-39100; and Grade Pay Rs.6600)	Ten percent of the basic pay subject to the maximum of rupees four thousand per mensem.

Note - The Central (Deputation 'on Tenure) Allowance specified in this rule shall be paid to a member of the Service for the period of deputation approved by the competent authority".

¹GOI notification no. 14021/1/2008-AIS-II, dated 19/9/2008

²GOI notification no. 20011/5/2009-AIS-II, dated 13/8/2009

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 3

GUIDELINES REGARDING PROMOTION TO VARIOUS GRADES IN THE INDIAN ADMINISTRATIVE SERVICE.

(1) The relevant instructions for the Indian Administrative Service as contained in Annexure I and II are being issued for guidance of all concerned. The relevant rules/instructions have been indicated as footnotes.

2. It is requested that in the interest of uniformity and objectivity, these instructions may be followed strictly, while granting promotion to the members of the Indian Administrative Service in different grades. Members of the DPCs may also be suitably briefed on these instructions at the time their meetings are held. Should any deviation from any of these guidelines is required to be made in exceptional circumstances, prior approval of the Central Government must be sought.

(Department of Personnel & Training's letter No. 20011/4/92-AIS-II dated 28th March, 2000)

ANNEXURE - I

PRINCIPLES REGARDING PROMOTION OF MEMBERS OF THE INDIAN ADMINISTRATIVE SERVICE AND COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES

I. APPOINTMENT TO SENIOR TIME SCALE

An officer is eligible for appointment to the Senior Time Scale on completion of 4 years' service, subject to the provisions of rule 6A of the IAS (Rectt.) Rules, 1954. A Committee consisting of the Chief Secretary and two officers of at least Super Time Scale level of the State Government concerned shall evaluate the performance of the eligible officers for deciding their suitability for promotion to posts in the Senior Time Scale¹. Subject to availability of posts, this scale can be allowed from or after 1st January during the relevant year in which officers become eligible for this scale². **II. APPOINTMENT TO THE JUNIOR ADMINISTRATIVE GRADE**

An officer is eligible for appointment in the Junior Administrative Grade on completing 9 years of service. This grade is non-functional and shall be admissible without any screening, as a matter of course, to all the officers of the Senior Time Scale from 1st January of the relevant year³, except in cases where any disciplinary/criminal proceedings are pending against the officer.

¹.DP&T's Letter No. 11030/20/75-AIS(II), dt. 27.12.1975

².DP&T's Letter No. 11030/15/97-AIS(II), dt.15.10.1997

³.DP&T's Letter No. 11030/22/91-AIS(II), dt.16.3.1993

III. APPOINTMENT TO THE SELECTION GRADE

An officer of the Junior Administrative Grade shall be eligible for appointment to the Selection Grade on completion of 13 years of service as per the proviso to rule 3(2A) of the IAS (Pay) Rules, 1954. A Committee consisting of the Chief Secretary and two officers of the concerned State Government, in the Super Time Scale or above, shall screen the eligible members of the Service for promotion in this grade². This grade will be available from or after 1st January of the relevant year subject to availability of vacancies in this grade³.

IV. PROMOTION IN THE SUPER TIME SCALE

The members of the Service who are working in the Selection Grade and have completed 16 years of service² shall be eligible for appointment in the Super Time Scale at any time during the year of their eligibility, subject to availability of vacancies in this grade. The Screening Committee to consider officers for promotion in this scale would consist of the Chief Secretary as Chairman and 2 officers working in the grade of Principal Secretary within the State Government concerned, as members.

If, however, there is only one officer working in the grade of Principal Secretary to the Government available in the cadre, the senior-most Super Time Scale officer available in the cadre may be included in the Committee.

V. PROMOTION IN THE FIRST ABOVE SUPER TIME SCALE i.e PRINCIPAL SECRETARY TO THE STATE GOVERNMENT.

The zone of consideration for promotion in this grade may consist of the Super Time Scale level officers who have completed 25 years' service. Promotion of officers thus cleared could be made at any time during the relevant year, provided vacancies in this grade are available. The Screening Committee to consider officers for promotion in this scale will consist of the Chief Secretary as Chairman and one senior-most officer each working in the grades of Chief Secretary to the Government and Principal Secretary to the Govt. respectively in the cadre, as members. If an officer of the grade of Principal Secretary to the Government is not available in the cadre, the senior-most officer of the same level of the cadre working in the Government of India may be taken as a member.

VI. PROMOTION IN THE GRADE OF CHIEF SECRETARY

The zone of consideration for promotion in this grade would consist of all the members of the Service who have completed 30 years of service. Appointment in this grade would be made from amongst the officers thus cleared, *at any time during the relevant year* and subject to

².DP&T's Letter No. 11030/20/75-AIS(II), dt. 27.12.1975

³.DP&T's Letter No. 11030/15/97-AIS(II), dt.15.10.1997

the provisions of rule 9(7) of the I.A.S. (Pay) Rules, 1954. The Screening Committee for this purpose shall consist of the Chief Secretary concerned, one officer working in this grade in the cadre and another officer of the cadre serving in Government of India in the same grade.

ANNEXURE II

GENERAL GUIDELINES FOR PROMOTION ETC. AND FUNCTIONING OF SCREENING COMMITTEES

1. FUNCTIONS OF SCREENING COMMITTEES

It should be ensured while making promotions that suitability of candidates for promotion is considered in an objective and impartial manner. For this purpose, Screening Committees (hereafter referred to as Committees) as mentioned in Annexure I should be formed for different grades whenever an occasion arises for making promotions/confirmations etc. The Committees so constituted shall adjudge the suitability of officers for:-

- (a) Promotions in various grades, including ad-hoc promotions in cases where disciplinary proceedings/criminal prosecutions are prolonged;
- (b) Confirmation; and
- (c) Assessment of the work and conduct of probationers for the purpose of determining the suitability for retention in service or their discharge from service or extending their probation.

The Committee shall also undertake the three-monthly review cases which have been placed in the Sealed Cover, as prescribed in para 19 supra.

2. FREQUENCY AT WHICH COMMITTEES SHOULD MEET

Meetings of the Committees should be convened at regular intervals to draw panels for filling up vacancies arising during the course of a year. For this purpose, it is essential for the concerned State Government to initiate action to fill up the existing as well as anticipated vacancies well in advance of the expiry of the previous panel by collecting relevant documents like ACRs, integrity certificates, seniority list etc. for placing before the Committees. Meetings of the Committees may be convened every year on a predetermined date e.g. 1st of May or June. All the cadres should lay down a time schedule for holding the Committee meetings and the Secretary-in-charge of the Personnel Department of the State Government shall ensure that they are held regularly. Holding of these meetings should not be delayed or postponed on one or the other administrative ground or on the ground that the necessary material for placement before the Committees is not ready. The requirement of convening regular meetings of the Committees can

be dispensed with only after a certificate has been issued by the Secretary-in-charge of the Personnel Department to the effect that there are no vacancies to be filled by promotion or no officers are due for promotion/confirmation during the year in question.

3. DETERMINATION OF VACANCIES

It is essential that the number of vacancies in respect of which a panel is to be prepared should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a grade due to death, retirement, resignation, promotions and deputation. As regards vacancies arising due to deputation, only those cases of deputation for periods exceeding one year should be taken into account, taking due note of the number of deputationists likely to return to the cadre. Purely short term vacancies arising as a result of the officers proceeding on leave, training or on deputation for a short-term period or as a result of overutilisation of the sanctioned State Deputation Reserve not approved by the Central Government, should not be taken into account for the purpose of preparation of a panel. In cases where there has been delay in holding the Committee meetings for a year or more, vacancies should be indicated year-wise separately, by also including the names of officers in the zone of consideration who would have been eligible and available for consideration had the meeting(s) of the DPC taken place in time⁶ but have since retired or expired.

4. PAPERS TO BE PUT UP FOR CONSIDERATION BY COMMITTEES

4.1 The proposals should be completed and submitted to the Committee well in time. No proposal for holding a Committee meeting should be sent until and unless at least 90% of the up-to-date and complete ACRs are available. Every effort should be made to keep the ACR dossiers up-to-date lest this aspect is advanced as the reason for not holding the Committee meetings in time. The officer referred in para 2 above would be responsible for monitoring and the completion of the ACR dossiers as per the extant instruction in this regard. In respect of cases relating to confirmation and assessment of the work and conduct of probationers, he would ensure the timely submission of the Assessment Reports etc.

4.2 The folder of ACRs/Assessment Reports should be checked to verify whether the ACRs for individual years/relevant periods are available. If the ACR for a particular year/particular period is not available and for valid/justifiable reasons it cannot be made available, a certificate should be recorded to that effect and placed in the folder.

4.3 The integrity certificate on the lines indicated below should be furnished to the Committees constituted to consider cases for promotion or confirmation :-

“ The records of service of the following officers who are to be considered for promotion/confirmation in the grade have been carefully scrutinized and it is certified that there is no doubt about their integrity.”

⁶DP&T's OM No. 22011/4/98-Estt.(D), dt.12.10.1998.

If there are names of persons in the list of eligible candidates, whose integrity is suspect or has been held in doubt at one stage or the other, the fact should specifically be recorded by the officer-in-charge of the Personnel Department and brought to the notice of the Committee. The integrity certificate would be withheld only in cases where one or the other contingencies as indicated in para 11.1 supra has arisen. It should be ensured that the information thus furnished is factually correct and complete in all respects. Cases where incorrect information has been furnished should be investigated and suitable action taken against the person responsible for it.

5. CONSIDERATION OF OFFICERS ON DEPUTATION ETC.

The names of officers who are on deputation for a period exceeding one year shall also be included in the list submitted to the Committee for consideration for promotion/confirmation in case they fulfil the prescribed eligibility conditions. In cases where a certain number of years of service in the lower grade is prescribed as a condition for becoming eligible for consideration for promotion to the higher grade and/or for confirmation, the period of service rendered by an officer on deputation should be treated as comparable service in his cadre for the purposes of promotion as well as confirmation. This is subject to the condition that the deputation is with the approval of the competent authority and it is certified that but for deputation, the officer would have continued to be in the relevant grade in his cadre. The same would apply in cases of officers who are on leave/study leave duly sanctioned by the competent authority or training under the various training schemes which are treated as duty for all purposes.

6. PROCEDURE TO BE OBSERVED BY COMMITTEES

Each Committee should decide its own method and procedure for objective assessment of the suitability of the candidates. While merit has to be recognized and rewarded, advancement in an officer's career should not be regarded as a matter of course. It should be earned by dint of hard work, good conduct and result oriented performance as reflected in the annual confidential report and based on strict and rigorous selection process. The misconception about "Average" performance also requires to be cleared. While "Average" may not be taken as adverse remark in respect of an officer, it cannot also be regarded as complimentary to the officer. Such performance should be regarded as routine and undistinguished. Nothing short of above-average and noteworthy performance should entitle an officer to recognition and suitable rewards in terms of career progression.

7. CONFIDENTIAL REPORTS

7.1 The Annual Confidential Reports are the basic inputs on the basis of which assessment is to be made by each Committee. The evaluation of ACRs should be fair, just and non-discriminatory. The Committee should consider ACRs for equal number of years in respect of all officers falling within the zone of consideration for assessing their suitability for promotion. Where one or more ACRs have not been written for any reason, the Committee should consider the available ACRs. If the Reviewing Authority or the Accepting Authority as the case may be, has overruled the Reporting Officer or the Reviewing Authority respectively, the remarks of the Accepting Authority should be taken as the final remarks for the purposes of assessment. While making the assessment, the Committee should not be guided merely by the

overall grading that may be recorded in the ACRs but should make its own assessment on the basis of the overall entries made in the ACRs.

7.2 In the case of each officer, an overall grading should be given which will be either “Fit” or “Unfit”. There will be no benchmark for assessing suitability of officers for promotions.

7.3 Before making the overall grading, the Committee should take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any higher authority has been conveyed to him. Similarly, the Committee would also take note of the commendations received by the officer during his service career. The Committee would also give due regard to the remarks indicated against the column of integrity.

The list of candidates considered by the Committee and the overall grading thus assigned to each candidate would form the basis for preparation of the panel for promotion.

8. PREPARATION OF YEAR-WISE PANELS WHERE THE COMMITTEE HAVE NOT MET FOR A NUMBER OF YEARS

8.1 Where for any reasons beyond control, the Committee has not met in a year(s) even though vacancies arose during the year(s), the first Committee that meets thereafter should follow the procedures indicated below :

(a) Determine the actual number of vacancies that arose in each of the previous year(s) immediately preceding and the actual number of vacancies proposed to be filled in the current year separately.

(b) Consider in respect of each of the years only those officers including the officers who have retired/died in the meanwhile, who would be within the zone of consideration with reference to the vacancies of each year starting with the earliest year onwards.

(c) Prepare a panel by placing the panel of the earlier year above the one for the next year and so on.

8.2 Where a Committee has already met in a year and further vacancies arise during the same year, the following procedure should be followed :-

(a) For vacancies due to death, voluntary retirement, new creations etc. belonging to the category which could not be foreseen at the time of placing the facts and the matter before the Committee, another meeting of the Committee should be held for drawing up a panel for the vacancies thus arising. If for any reason, the Committee cannot meet for the second time, the procedure of drawing up of year wise panel, as indicated above, may be followed when it meets next for preparing panels in respect of vacancies that arise in the subsequent year.

(b) In cases of non-reporting of vacancies due to error or omission, since the wrong whereby such an error artificially restricted the zone of consideration cannot be undone, a Review DPC should be held taking into consideration the total vacancies in the year.

(c) For the purpose of evaluating the merit of the officers while preparing year wise panels, the scrutiny of the record of the service of the officer should be limited to the records that would have been available had the Committee met at the appropriate time. However, if on the date of such meeting, departmental proceedings against an officer are in progress and the sealed cover procedure is to be followed, such procedure should be observed even if departmental proceedings were not in existence in the year to which the vacancy related. The officer's name should be kept in the sealed cover till the proceedings are finalized.

(d) While promotions will be made in the order of the consolidated panel, such promotions will have only prospective effect if it is in functional grade, involving higher duties and responsibilities, even in cases where the vacancies relate to earlier years. In cases of promotions in non-functional grades, not involving higher duties and responsibilities, promotions may be allowed from the due dates retrospectively.

9. CONFIRMATION

In the cases of confirmation, which is now a one-time affair during one's entire service, the Committee should not determine the relative merit of officers but it should assess the officers as "Fit" or "Not Yet Fit" for confirmation in their turn on the basis of their performances as assessed with reference to their records of service. In case the Committee finds a probationer 'Not Yet Fit', it shall record reasons for the same.

10. PROBATION

In the case of probation, the Committee should not determine the relative grading of officers but only decide whether they should be declared to have completed the probation satisfactorily within the meaning of the IAS (Probation) Rules, 1954. If the performance of any probationer is not satisfactory, the Committee may advise whether the period of probation should be extended or whether he should be discharged from service, within the meaning of these Rules.

11. PROCEDURE TO BE FOLLOWED IN RESPECT OF OFFICERS AGAINST WHOM DISCIPLINARY/COURT PROCEEDINGS ARE PENDING OR WHOSE CONDUCT IS UNDER INVESTIGATION

11.1 At the time of consideration of the cases of officers for promotion, details of such officers in the zone of consideration falling under the following categories should be specifically brought to the notice of the concerned Screening Committees:-

(a) Officers under suspension; (b) Officers in respect of whom a charge sheet has been issued and disciplinary proceedings are pending ; (c) Officers in respect of whom prosecution for criminal charge is pending.

11.2 The Screening Committee shall assess the suitability of the officers coming within the purview of the circumstances mentioned above, along with other eligible candidates, without taking into consideration the disciplinary case/criminal prosecution which is pending. The assessment of the Committee including "Unfit for Promotion" and the grading awarded by it will

be kept in a sealed cover. The cover will be superscribed "FINDINGS REGARDING THE SUITABILITY FOR PROMOTION TO THE SCALE OF.....IN RESPECT OF SHRI.....NOT TO BE OPENED TILL THE TERMINATION OF THE DISCIPLINARY CASE/CRIMINAL PROSECUTION AGAINST SHRI....." The proceedings of the Committee need only contain the note " THE FINDINGS ARE CONTAINED IN THE ATTACHED SEALEAD COVER". The same procedure will be adopted by the subsequent Screening Committees till the disciplinary case/criminal prosecution against the officer concerned is concluded.

12. ADVERSE REMARKS

12.1 Where adverse remarks in the Confidential Report of the officer concerned have not been communicated to him, this fact should be taken note of by the Committee while assessing the suitability of the officer for promotion/confirmation. In a case where a decision on the representation of an officer against adverse remarks has not been taken or the time allowed for submission of representation is not over, the Committee may defer the consideration of the case until a decision on the representation is arrived at.

12.2 An officer whose increments have been withheld or who has been reduced to a lower stage in the time-scale, cannot be considered on that account to be ineligible for promotion as the specific penalty of withholding promotion has not been imposed on him. The suitability of the officer for promotion should be assessed by the Committee as and when occasions arise. They will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of overall service records of the officer and the fact of the imposition of the penalty, he should be considered for promotion or not. Even where the Committee considers that despite the penalty the officer is suitable for promotion, the officer may be promoted only after the currency of the penalty.

13. VALIDITY OF THE COMMITTEE PROCEEDINGS WHEN ONE MEMBER IS ABSENT

In such cases and provided that the Chairman was not absent, the proceedings of the Committee shall be legally followed and can be acted upon. It should, however, be ensured that the member was duly invited but he absented himself for one reason or the other and there was no deliberate attempt to exclude him from the Committee's deliberations and provided further that the majority of the members constituting the Committee are present in the meeting.

14. PROCESSING OF RECOMMENDATIONS OF THE COMMITTEES

14.1 The recommendations of the Committee are advisory in nature and should be duly placed before the State Government for approval. There may, however, be occasions when the State Government may find it necessary to disagree with the recommendations. In any case, however, the decision to agree or disagree with the recommendations should be taken within a period of 3 months from the date the Committee forwards its recommendations.

14.2 Where the State Government proposes to disagree with the recommendations of the Committee, it may refer the matter again to the Committee for reconsideration of their earlier recommendations. If the Committee reiterates its earlier recommendations giving also the reasons in support thereof, the State Government shall take a decision either to accept or to vary the recommendations of the Committee, by giving reasons to be recorded in writing, and such a decision shall be final.

15. VIGILANCE CLEARANCE WHILE IMPLEMENTING THE COMMITTEE RECOMMENDATIONS

A clearance from vigilance angle should be available before making actual promotion or confirmation of officers approved by the Committee to ensure that no disciplinary proceedings are pending against the officer concerned.

16. ORDER IN WHICH PROMOTIONS TO BE MADE

The officers placed in the approved panels for promotion are to be considered for appointment to higher grades in the order of their inter-se position in the respective panels, except in cases where disciplinary/court proceedings are pending against an officer. The procedure to be adopted in cases of officers against whom disciplinary/court proceedings are pending has been laid down in the succeeding paragraphs.

17. PROMOTION OF OFFICERS ON DEPUTATION

If a panel contains the name of an officer who is away from the cadre and is on deputation in public interest for a period exceeding one year including an officer who has gone on study leave/training, the officer shall be eligible for his regaining the temporarily-lost promotion in the higher grade on his return to the cadre. It has to be borne in mind that seniority of members of India Administrative Service which is initially fixed, is not to undergo any change throughout their career and early or late promotion of an officer vis-à-vis other officer(s) in a particular grade is to have no impact on their seniority. Therefore, such an officer need not be reconsidered by a fresh Committee, if subsequently held, while he continues to be on deputation/study leave/training. This would be irrespective of the fact whether or not he has got the benefit of proforma promotion under the 'Next-Below Rule'.

18. SEALED COVER CASES – ACTION AFTER COMPLETION OF DISCIPLINARY/CRIMINAL PROSECUTION⁷

18.1 If the proceedings of the Committee for promotion contain findings in a sealed cover, on conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the officer is completely exonerated, the due date of his promotion will be determined with reference to the findings of the Screening Committee kept in sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such findings. The officer shall be promoted even if it requires to revert the junior-most officiating person. (...) ^{deleted-7} He may be promoted notionally with reference to the date of promotion of his such junior. However, whether the officer concerned will be entitled to any arrears of pay for the

period of notional promotion preceding the date of actual promotion and if so to what extent, will be decided by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where arrears of salary or part of it, are denied reasons, will be recorded for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denial of arrears of salary or part of it may be become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal, are, for example delayed at the instance of the employee or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.⁷

18.2 If a penalty is imposed on the officer as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next Screening Committee in the normal course, having regard to the penalty imposed on him. (...)^{deleted 7}

19. THREE MONTHLY REVIEW OF SEALED COVER CASES

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against an officer is not unduly prolonged and all efforts to expeditiously finalise the proceedings are taken so that the need for keeping the cases of officers in sealed cover/covers is limited to the barest minimum. The concerned State Governments shall comprehensively review such cases on the expiry of three months from the date of convening of the first Screening Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also after every three months. The review shall, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures required to be taken to expedite their completion. The material/evidence collected in the investigations would also be scrutinized to determine in cases involving suspensions whether there is a prima-facie case for initiating disciplinary action or sanctioning prosecution against the officer. If as a result of such a review, the State Govt. comes to a conclusion that there is prima facie no case, the sealed cover would be opened and the officer concerned would be given his due promotion with reference to the position assigned to him by the DPC.

Same procedure is to be followed in considering the cases of confirmation.

20. AD HOC PROMOTIONS IN CASES WHERE DISCIPLINARY PROCEEDINGS/ CRIMINAL PROSECUTIONS ARE PROLONGED.

As appointment of the members of the Indian Administrative Service to various grades is made on regular basis and the provision of one-time confirmation exists in their cases, the concept of grant of ad hoc promotion is alien to them. Unlike Central Government servants, ad hoc

⁷DP&T's OM No. 20011/1/2007-Estt.(D), dt.6.11.2007

promotions are not to be allowed in their cases even if the disciplinary cases/criminal prosecutions instituted against them are found to have been prolonged. In their cases, only three-monthly review of their disciplinary/criminal cases is to be undertaken and efforts are to be made to expedite their completion.

21. SEALED COVER PROCEDURE APPLICABLE TO OFFICERS IN WHOSE CASES CONTINGENCIES OF PARA 11.1 SUPRA ARISE BEFORE ACTUAL PROMOTION⁷

In the case of an officer recommended for promotion by the Screening Committee where any of the circumstances mentioned in para 11 above arise before actual promotion, sealed cover procedure would be followed. The subsequent Committee shall assess the suitability of such officers along with other eligible candidates and place their assessment in sealed cover. The sealed cover/covers will be opened on conclusion of the disciplinary case/criminal prosecution. In case the officer is completely exonerated, he would be promoted as per the procedure outlined in para 18 above and the question of grant of arrears would also be decided accordingly. If any penalty is imposed upon him as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be acted upon, as outlined in para 18.2 above.

22. VALIDITY OF THE PANEL²

A panel for promotion recommended by the Committee and approved by the State Governments shall be valid till all the officers placed in the panel have been promoted. This will, of course, exclude officers who are away on deputation but they do not opt to rejoin the cadre in the higher post or are on study leave or training.

23. REVIEW COMMITTEE MEETING

23.1 The proceedings of any Committee may be reviewed only if the Committee had not taken all the material facts into consideration or if material facts were not brought to their notice or if there were grave errors in the procedure followed by them. Special review may also be done in cases where adverse remarks in an officer's ACRs are expunged or modified. The Review Committee would consider only those officers who were eligible as on the date of meeting of the Original Committee. They would also restrict their scrutiny of the ACRs for the period relevant to the first Committee meeting. If any adverse remarks relating to the relevant period were toned down or expunged, the modified ACRs should be considered as if the original adverse remarks did not exist at all. Before doing so, the appointing authority would scrutinize the relevant cases

².DP&T's Letter No. 11030/20/75-AIS(II), dt. 27.12.1975

⁷DP&T's OM No. 20011/1/2007-Estt.(D), dt.6.11.2007

with a view to decide whether or not a review by the Committee is justified, keeping in mind the nature of the adverse remarks toned down or expunged. While considering a deferred case or review of the case of a superseded officer, if the Committee finds the officer fit for promotion/confirmation, it would place him at the appropriate place in the relevant panel after taking into account the toned-down remarks or expunged remarks, as the case may be.

23.2 If the officers placed junior to the above-said officer have been promoted, the latter should be promoted immediately and if there is no vacancy, the junior-most person officiating in the higher grade should be reverted to accommodate him. On promotion, his pay should be fixed at the stage it would have reached had he been promoted from the date the officer immediately below him was so promoted, but no arrears for the past periods would be admissible. In the case of confirmation, if the officer concerned is recommended for confirmation on the basis of a review, he should be confirmed from the due date.

24. AVAILABILITY OF VACANCIES

Whenever promotions are vacancy based, while computing the available vacancies for filling up the same by promoting officers placed in the panel, care should be taken to ensure that the total ex-cadre posts created in various grades for the purpose do not exceed in sum the permissible quota of State Deputation Reserves indicated in the respective Cadre Schedules. Provisions of rule 9(7) of the IAS (Pay) Rules, 1954 would also require to be followed while making promotions in the highest grade of the Service.

25. SUPERSESSION OF OFFICERS

If an officer has not been included in the panel for promotion to any of grades, the detailed reasons for his supersession may be recorded in writing. Such officers would be eligible for reconsideration after earning two more reports, except in the case of promotion in the grade of Chief Secretary, in which case an officer would be eligible for reconsideration after earning only one more report.

(2) It has been decided that since the Junior Administrative Grade is non-functional and is available to officers as a matter of course without any screening, the members of the All India Services may be allowed this grade from the 1 January of the year in which they complete 9st years of service.

(Deptt. of Personnel & Training's letter No. 11030/22/91-AIS(II) dated 16 March, '93.)

(3) Promotion of All India Service officers against whom disciplinary/criminal proceedings are pending - procedure to be followed :-

(3.1). Instructions in regard to the procedure for promotion or confirmation to be followed, in respect of the members of the All India Services who are under suspension, or against whom disciplinary/criminal proceedings are pending or contemplated, have been issued from time to time. In this respect, attention is especially invited to Department of Personnel & Training's letters No. 6/3/72-AIS(III) dated 24 July, 1975, No. 11030/20/75-AIS(II) dated 27 December, 1975 and No. 11030/22/87-AIS(II) dated 7 September, 1987. The Govt. of India have reviewed these instructions carefully and have also taken note of the judgement dated 27 August, 1991 of the Supreme Court in the matter of Union of India etc. Vs. K.V. Jankiraman, etc. (AIR 1991-SC 2010). As a result of the review and in supersession of earlier instructions on this subject, the procedure to be followed in respect of members of All India Services in such cases will be as follows hereafter :-

Confirmation in the Service:

(3.2) Rule 3 of the IAS (Probation) Rules, 1954 and analogous rules for the IPS and IFS lays down the period of probation of persons appointed to the IAS through different sources of recruitment. Rule 3.A *ibid* provides that a probationer, who has completed his period of probation to the satisfaction of the Central Govt., shall be confirmed in the service at the end of his period of probation. A probationer who is under suspension or against whom disciplinary proceedings have been instituted or against whom a criminal case is pending in a court, cannot be considered to have completed the period of probation to the satisfaction of the Central Government and as such, he cannot be confirmed in service before such proceedings are dropped or concluded in his favour.

(3.3) Promotion of officers to the various scales/grades of pay : At the time of consideration of the cases of officers for promotion, details of such officers in the zone of consideration falling under the following categories should be specifically brought to the notice of the concerned Screening Committee.

- (i) Government servants under suspension.
- (ii) Government servants in respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
- (iii) Government servants in respect of whom prosecution for criminal charge is pending.

(3.4) The Screening Committee shall assess the suitability of the officers coming within the purview of the circumstances mentioned in para 3 above, along with other eligible candidates, without taking into consideration the disciplinary case/criminal prosecution which is pending. The assessment of the grading awarded by it will be kept in a sealed cover. The cover will be superscribed "FINDINGS REGARDING THE SUITABILITY FOR PROMOTION TO THE SCALE/GRADE OF IN RESPECT OF SHRI (Name of the officer)". "NOT TO BE OPENED TILL THE TERMINATION OF THE DISCIPLINARY CASE/CRIMINAL PROSECUTION AGAINST SHRI" The proceedings of the Screening Committee need only contain the note "The findings are contained in the attached Sealed Cover."

(3.5) The same procedure outlined in the above para will be adopted by the subsequent Screening Committees convened till the disciplinary case/criminal prosecution against the officer concerned are concluded.

(3.6) On the conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the officer is completely exonerated, the due date of his promotion will be determined with reference to the findings of the Screening Committee kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such findings. The Government servant may be promoted, if necessary, by reverting the junior-most officiating person. He may be promoted notionally with reference to the date of promotion of his junior.

(3.7) In the cases of complete exoneration, the officer will also be paid arrears of salaries and allowances. In other cases, the question of arrears will be decided by the Central Government by taking into consideration all the facts and circumstances of the disciplinary/criminal proceedings, but where the Government denies arrears of salary or a part of it, the reasons for doing so shall be recorded.

(3.8) If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next Screening Committee in the normal course and having regard to the penalty imposed on him.

(3.9) It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any officer is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the cases of officers in a sealed cover is limited to the barest minimum. It has, therefore, been decided that the appointing authorities concerned should review comprehensively the cases of Government servants, whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convening of the meeting of the first Screening Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.

(3.10) An officer who is recommended for promotion by the Screening Committee but in whose case any of the circumstances mentioned in para 3 above arise after the recommendations of the Screening Committee are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the Screening Committee. All the subsequent Committees shall assess the suitability of such officers along with other eligible candidates and place their assessment in a 'sealed cover'. The sealed cover(s) will be opened on conclusion of the disciplinary case/criminal prosecution. In case the officer is completely exonerated, he would be promoted as per the procedure outlined in para 6 above and the question of grant of arrears would also be decided accordingly. If any penalty is imposed upon him as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover in his case shall not be acted upon.

(DP&T's letter No. 20011/12/92-AIS(II) dated 8 November, '93).

(4.1) A question has been raised whether the sealed cover procedure outlined in the letter dated 8.11.93 would apply in respect of promotion of All India Services officers in the Junior Administrative Grade which is non-functional and is allowed as a matter of course to all the officers from 1 January of the 10 year of their service. This doubt has cropped up because the Screening Committees are not involved while appointing the All India Service officers in the Junior Administrative Grade.

(4.2) It is hereby clarified that it has not been the intention to allow Junior Administrative Grade to the AIS officers who are under suspension or against whom disciplinary/criminal proceedings are pending. The position would therefore be that the procedure as outlined in para 4 to 7 of DP&T's letter of even number dated 8.11.93 would equally apply in cases of appointment of the officers to the Junior Administrative Grade. It is clarified that a member of the All India Service who is under suspension or against whom disciplinary/criminal proceedings are pending on the date of his eligibility for JAG, shall not be allowed this grade till his suspension is revoked and the proceedings against him are concluded. At that time, his case shall be taken up for review and if it is found that he stood exonerated of the charges levelled against him, this grade would be allowed to him retrospectively from the due date along with payment of arrears of pay and allowances. If, however, a penalty is imposed on him as a result of the culmination of the proceedings, JAG shall not be allowed during the period of operation of the penalty. The question of arrears would also depend upon the same.

(4.3) In the contingency where the disciplinary/criminal proceedings instituted against the officer due for appointment in the JAG are unduly prolonged, the procedure contained in para 8 of the letter dated 8.11.93 would apply.

(DP&T's letter No. 20011/12/92-AIS(II) dated 22.11.94).

(5) [Copy of the *DP&T's letter No. 20011/01/2007-AIS-II*, dated 6th November, 2007 to all State Governments]

Subject: Sealed Cover Cases – action after completion of disciplinary / criminal proceedings.

5.1 I am directed to refer to the provisions of para 6 of this Department's letter no. 20011/12/92-AIS-II dated 8th November 1993 (guidelines regarding sealed cover procedure) and paras 18.1 and 18.2 of Annexure-II of letter no. 20011/4/1992-AIS-II dated 28th March 2000 (by which guidelines regarding promotion to various grades in the IAS was circulated) on the subject noted above. It has been pointed out by some states that these provisions seem to convey the impression that retrospective promotions can be granted (and payments of arrears on this account may be made) to the concerned officers of the All India Services by the Screening Committees/Central Government even when they have been awarded a penalty on conclusion of the disciplinary proceedings against them or even after having been convicted in the criminal proceedings. It has been decided to issue clarification in this regard to obviate the possibility of any confusion in this regard.

5.2 It would be appropriate to point out that this Department's letter dated 8th November, 1993 was issued, and its contents were incorporated in the promotion guidelines, to give effect to the directions of the Hon'ble Supreme Court in its judgement dated 27.8.1991, in the case of Union of India vs. K.V. Jankiraman etc. on the procedure of adoption of "sealed cover" in the cases of Govt. servants facing disciplinary/criminal cases at the time of the convening of the screening committees. There was an error in the wording of paragraph 18 of the Guidelines regarding Promotion to various grades in the IAS (circulated by letter dated 28th March 2000) which led to the confusion given above.

5.3 It is clarified, in terms of Supreme Court's judgement delivered in the case of Sh.K.V.Jankiraman, that in the cases wherein an officer of All India Services facing disciplinary/criminal proceedings and on the conclusion of these proceedings he is awarded a penalty or convicted, as the case may be, he cannot be promoted retrospectively. His case for promotion may be considered by the next Screening Committee in the normal course for prospective promotion, having regard to the penalty imposed on him. Therefore there would no question for payment of arrears etc. to him.

5.4 It is further clarified that in cases wherein the officer has been completely exonerated in the disciplinary proceedings or acquitted in the criminal proceedings as the case may be, his due date of promotion will be determined with reference to the findings of the Screening Committee kept in sealed cover/covers and with reference to the date promotion of his next junior even if it requires to revert the junior-most officiating person. He may be promoted notionally with reference to the date of promotion of his such junior. However, whether the officer concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so to what extent, will be decided by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where arrears of salary or part of it, are denied reasons, will be recorded for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denial of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal, are, for example delayed at the instance of the employee or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

5.5 In view of the above clarifications, the last sentence in paragraph 18.1 and the last two sentences in paragraph 18.2 of the Guidelines regarding promotion to various grades in the Indian Administrative Service (Circulated by letter No. 20011/4/92-AIS-II dated 28th March 2000) may be treated to be deleted and portion underlined above may be read as inserted at the end of paragraph 18.1.

(DP&T's letter No. 20011/01/2007-AIS-II, dated 6th November, 2007)

(6) Various communications of the Govt. of India suggesting 1 July of the relevant year to be the relevant date for according promotions in the Senior Time Scale and Selection Grade is only advisory and does not in any manner restrict the power of the State Governments to effect

promotions to these grades on or after the 1 of January of the relevant year with regard to and subject to the availability of vacancies in these grades in accordance with the rules, regulations and guidelines of the Central Govt.

(DP&T's letter No. 11030/15/97-AIS(II) dated 15 October, '97).

(7.1) A question has been raised that though Junior Administrative Grade is a non-functional grade and is allowed without any screening, whether the same would also be admissible in cases where there are adverse entries in the service records of the officers concerned.

(7.2) The matter has been carefully examined and it is considered that though no screening is involved while considering officers for appointment in the JAG, the system of promoting every officer in the normal course is not an effective system from the point of view of the efficiency of the cadres. An ineffective officer who has earned adverse entries for the discharge of his duties and who is promoted in Junior Administrative Grade in the normal course, tends to lower the efficiency and image of the cadre. In such cases, therefore, it would not be a healthy practice to allow automatic promotions in the Junior Administrative Grade. In partial modification of the earlier instructions on the subject, it is, as such, clarified that the Junior Administrative Grade of the Service would be allowed subject to fulfillment of other conditions and only where the remarks in their service records are not "adverse" and they have earned at least the grading "average". In cases where the JAG is so withheld, the position would be reviewed annually for the purpose of release of this grade to such officers.

(DP&T's letter No. 11030/4/97-AIS(II) dated 25 June, '98).

(8.1) Subsequent to the acceptance of the recommendations of the Central Fifth Pay Commission, the Pay Rules for the three All India Services, namely IAS, IPS and IFS were amended vide our Notifications No. 14021/2/97-AIS(II)-A, 14021/2/97-AIS(II)-B, and 14021/2/97-AIS(II)-C dated 17 October, 1997. A number of references have been received seeking clarifications on the precise import of some of the provisions thus incorporated and the manner in which pay of the AIS officers is to be fixed or their increments regulated under certain circumstances. The necessary clarifications are furnished below.

Point of Doubt

(8.2) In terms of the third proviso to rule 3(3), when fixing the pay of an officer in the revised scale of pay, it is to be ensured that he gets at least one increment in the revised scale of pay for every three increments (inclusive of stagnation increments, if any) drawn by him in the existing scale of pay. It is not clear when the next increment should be granted in such cases.

Clarification

(8.3) The next increment in such cases shall be granted on the date an officer would normally have drawn his increment had he continued in the pre-revised scale of pay. It is further clarified that in cases where the pay of an officer is stepped up with reference to the pay of his junior

under various other provisions, the next increment shall be admissible on his completing 12 months of qualifying service from the date his pay is stepped up with reference to the pay of his junior in the revised scale of pay.

Point of Doubt

(8.4) Date of next increment in the revised scale of pay in cases where an officer has reached the maximum of the pre-revised scale or has been stagnating at the maximum for more than a year as on 1 January, 1996.st

Clarification

(8.5) Such an additional increment is allowed under the third proviso to rule 5(3A). In these cases, the pay of an officer is to be fixed initially in the revised scale in terms of the provisions of rule 3(3) after allowing the benefits of bunching or of one increment for every three increments earned in the pre-revised scale, as the case may be. Thereafter, if the officer has also been stagnating for more than one year at the maximum of the pre-revised scale or has drawn one or more stagnation increments as admissible, he may also be allowed an additional increment on 1 January, 1996 itself in terms of the said rule. The subsequent increment in such cases shall be admissible on 1 January, 1997. The benefit of an additional increment on 1 January, 1996 shall also be admissible to those officers who reached the maximum of their pre-revised scale of pay on 1 January, 1995.

Point of Doubt

(8.6) Manner of payment of arrears on account of revision of scale of pay in respect of those officers who were working in the Central Government and who superannuated on or after 1 January, 1996 but before 30 September, 1997.

Clarification

(8.7) In accordance with the position intimated in regard to payment of arrears in respect of AIS officers on Central deputation vide our letter No. 14021/6/97-AIS(II) dated 27.11.97, all arrears accruing for the relevant period i.e. from 1.1.96 to 30.9.97 are to be paid in two installments and no distinction is to be made in this regard between serving and superannuated officers. An exception may, however, be made in cases where an officer has expired before being paid the arrears due on account of revision of pay scales and allowances. In such cases, the arrears may be paid in one lumpsum to the legal heirs of the deceased officer.

(DP&T's letter No. 14021/2/98-AIS(II), dated 5 August, 1998).

(9.1) The IAS (pay) Rules 2007 have been notified by this department on 20th March 2007 and Rules 3(2)(ii) & (iii) thereof makes it mandatory for the State Cadres or Joint Cadre Authority to seek the prior concurrence of the Central Government regarding the number of available vacancies for appointment of a member of the service in the Selection Grade of IAS and above.

(9.2.) It is provided under paragraph 24 of the 'Guidelines regarding promotion to various grades in the Indian Administrative Service' dated 28.3.2000 that 'whenever promotions are vacancy based, while computing the available vacancies for filling up the same by promoting officers placed in the panel, care should be taken to ensure that the *total ex-cadre posts treated in various grades for the purpose do not exceed in sum the permissible quota if State Deputation Reserves* indicated in the respective Cadre Schedules'. Further, as per these guidelines, promotions to the Selection Grade and above in the IAS are vacancy based.

(9.3) It is also provided under paragraph 3 of the above mentioned guidelines that 'vacancies to be taken into account should be the clear vacancies arising in a grade due to death, retirement, resignation, promotions and deputation. As regards *vacancies arising due to deputation, only those cases of deputation for periods exceeding one year* should be taken into account, taking due note of the number of deputationists likely to return to the cadre. Purely short term vacancies arising as a result of the officers proceeding on leave, training or on deputation for a short-term period or as a result of *overutilisation if the sanctioned State Deputation Reserve not approved by the Central Government, should not be taken into account* for the purpose of preparation of a panel.

(9.4) Therefore, before sending any proposal to this department for concurrence to the availability of the number of vacancies in the Selection Grade and above as per the provisions of rule 3(2)(ii) & (iii) of the IAS (pay) Rules 2007, all necessary details regarding the authorized strength of the posts in the particular grade and the officers in position (with anticipated vacancies on the date of eligibility of a particular batch for promotion to particular grade) in the grade to which promotions are proposed to be made may be sent to this department at least 3 months before the promotions are proposed. Besides, the position regarding the number of ex-cadre posts created in each grade from Time Scale to Chief Secretary Grade may also be indicated along with the permissible quota of State Deputation reserve. The provisions of paragraph 3 of the guidelines regarding promotion should also be kept in mind while taking into account the vacancies arising due to deputation.

(DP&T's letter No. 20011/1/2005-AIS(II), dated 14 May, 2007).

(10.1) I am directed to refer to this Department's letter of even number dated 14th May 2007 on the subject noted above and to say that in terms of para 3 thereof it was, inter-alia, clarified that while sending proposals for confirmation of vacancies, the vacancies resulting from overutilisation of sanctioned State Deputation Reserve not approved by the Central Government, should not be taken into account. However in this Department's letter No. 11033/3/2002-AIS-II dated 27.1.2005 regarding fixation of norms for conducting review of cadre strength and composition of the State cadres of Indian Administrative Service, in para 5 (iv) thereof it was, inter-alia, prescribed that the State Governments may have the flexibility to create ex-cadre posts subject to the condition that the total number of persons on ex-cadre posts and Central Deputation shall not exceed the CDR+SDR for the state.

(10.2) It is therefore clarified that while sending proposals for confirmation of vacancies in the Selection Grade and above grades, the number of underutilized posts in the Central Deputation Reserve of the respective state cadres, may be reckoned against the

overutilised number of posts in the State Deputation Reserve of the state and similarly the number of overutilised posts in the Central Deputation Reserve of the respective state cadres may be deducted from the sanctioned strength of the SDR and the vacancies may be calculated accordingly.

(DP&T's letter No. 20011/12005-AIS(II), dated 14 December, 2007).

(11.1) I am directed to refer to this Department's letter of even number dated 14th May 2007 on the subject noted above and to say that in terms of para 3 thereof it was, inter-alia, clarified that while sending proposals for confirmation of vacancies, the vacancies resulting from overutilisation of sanctioned State Deputation Reserve not approved by the Central Government, should not be taken into account. However, subsequently, by our letter of even number dated 14.12.2007, it was clarified that while sending proposals for confirmation of vacancies in the Selection Grade and above grades, the number of underutilized posts in the Central Deputation Reserve of the respective state cadres, may be reckoned against the overutilised number of posts in the State Deputation Reserve of the state and similarly the number of overutilised posts in the Central Deputation Reserve of the respective state cadres may be deducted from the sanctioned strength of the SDR and the vacancies may be calculated accordingly.

(11.2) The matter has been re-examined and it may be clarified that the clarification sent in this Department's letter dated 14.12.2007 *ibid* goes against the explicit provisions of rule 8(2) & (3) of the IAS (Cadre) Rules, 1954 which provide as under:-

8(2) A Cadre officer shall not hold an ex-cadre post in excess of the number specified for the concerned State under item 3 of the Schedule to the IAS (Fixation of Cadre Strength) Regulations, 1955.

(3) The State Government may, with the prior approval of the Central

Government, appoint a cadre officer to hold ex-cadre post in excess of the number specified for the concerned State in item 3 of the Schedule to the IAS (Fixation of Cadre Strength) Regulations, 1955 and, for so long as the approval of the Central Government remains in force, the said ex-cadre post shall be deemed to be an addition to the number specified in item 3 of the said Schedule.

(11.3) It is therefore requested that this Department's subsequent letter of even number dated 14.12.2007 may be treated as withdrawn and the proposals for confirmation of vacancies may be sent accordingly.

(DP&T's letter No. 20011/1/2005-AIS(II), dated 23rd January, 2008).

(12.1) I am directed to say that, under Rule 3(2)(ii) & (iii) of the IAS(Pay)Rules, 2007, notified by this Department on 20th March, 2007, all the cadre authorities in respect of the IAS are required to seek concurrence of availability of vacancies in the cadre for appointments to posts of the level of selection grade and above. The text of rule 3(2)(ii) & (iii) is as follows:-

3(2)(ii) Appointment of a member of the service in the scales of Selection Grade and above shall be subject to availability of vacancies in these grades and for this purpose, it shall be mandatory upon the State Cadres or the Joint Cadre Authorities, as the case may be, to seek prior concurrence of the Central Government on the number of available vacancies in each grade.

(iii) The Central Government shall accord such concurrence within a period of thirty days from the date of receipt of such references and if the Central Government does not accord concurrence within a period of said thirty days, the concurrence on availability of vacancies shall be deemed to have been accorded. The position emanating as referred to this clause shall be placed before the Screening Committee at the time it meets to consider promotion in these grades.

(12.2) Further instructions have also been issued in this Department's letter no. 20011/1/2005-AIS(II), dated 14th May, 2007 wherein State cadre/Joint Cadre authorities have been requested to forward proposals for concurrence of the Central Government for availability of vacancies at least three months before the promotions are proposed along with all the details of vacancies in cadre and ex-cadre posts at different levels in the Cadre. The Department of Personnel and Training conveys its concurrence on the basis of details of vacancy position received from the State Governments. It has been noticed that some State Governments have sent incorrect or incomplete information for the purpose of obtaining concurrence of vacancies. It is clarified that the insertion of a new clause in the Pay Rules for obtaining the concurrence of vacancies from the Central Government does not absolve the State Cadre/Joint Cadre Authorities from ascertaining and verifying the existence of vacancies in the cadre as per the Pay Rules, Promotion Guidelines and the instructions of this Department prior to sending the proposal. The onus of the correctness of the details and the existence of vacancies lies with the concerned State/Joint Cadre Authorities and any concurrence obtained on the basis of incomplete or incorrect information would be ab-initio void and the promotion would be liable for cancellation. These conditions hold true even if the promotions are given in exercise of the powers given to the State/Joint Cadre Authorities under rule 3(2)(ii) of the IAS(Pay)Rules.

(12.3) This Department has received complaints through the CVC that the instructions of the Central Government are not being strictly followed by some cadre authorities in the matters of promotions to posts .of the level of the Selection Grade and above in the IAS. It is, therefore, requested that all the State/Joint Cadre Authorities may ensure strict adherence to the provisions contained in Rule 3(2)(ii) and (iii) of IAS (Pay) Rules, 2007 after thorough verification of the vacancy position in different grades of the IAS in the cadre.

(DP&T's letter No. 20011/1/2005-AIS(II), dated 25th March, 2008).

(13.1) I am directed to refer to this Department's letter of even no. dated 25th March, 2008 on the above mentioned subject whereby the requirement of seeking prior concurrence of availability of vacancies in the cadre for appointments to posts of the level of selection grade and above of the IAS under Rule 3(2)(ii)&(iii) of the IAS(Pay)Rules, 2007, was emphasized. It has been noticed while processing the cases of re-fixation of pay of officers, on central deputation, on getting proforma promotion, that the State cadre authorities are making

appointments at these levels without obtaining the prior concurrence or even ignoring the denial of concurrence by this Department. This is not only against the provisions of the IAS (Pay) Rules but also creates problem with respect to the re-fixation of pay of officers on central deputation consequent upon proforma promotion.

(13.2) In order to enforce the provisions of Rule 3(2)(ii) and (iii) of the IAS (Pay) Rules, 2007 regarding the requirement of prior concurrence of the Central Government to the availability of vacancies at the level of Selection Grade and above effectively, it is requested that all the State/Joint Cadre Authorities may clearly indicate in the last para of the appointment order the details of the communication from this Department conveying concurrence of the Central Government to the availability of vacancies at the level of the Selection Grade and above against which such appointments have been made. In case it has been treated as 'deemed concurrence' by the State Government under Rule 3(2)(iii), the reference no. and date of receipt in this Department of the proposal from the State Government for concurrence of vacancies and reminder, if any, should be reflected in the appointment/promotion order. It is clarified that if a query has been asked by this Department or further information has been sought, the date of receipt in this Department of the final and complete information sent by the State Government should be mentioned in the order.

Proforma for concurrence of vacancies in Selection Grade and above level posts of IAS under rule 3(2)(ii) &(iii) of IAS (Pay) Rules, 2007

Snap shot of existing Incumbency of IAS at different levels in the State/Joint Cadre, as on the date of proposal

Grade	No. of Cadre posts	Utilization of cadre posts	No. of Officers occupying Ex cadre posts under SDR quota in the State	Officers on inter-cadre deputation to other State Governments	Vacancies (<i>Relevant quota</i>)
Chief Secretary Grade					
ASTS					
STS					
Selection Grade					
Sr. Scale/JAG					
Total					

Snap shot of Incumbency of IAS at different levels in the State/Joint Cadre after promotion is effected as per the proposal

Grade	No. of Cadre posts	Utilization of cadre posts	No. of Officers occupying Ex cadre posts under SDR quota in the State	Officers on inter-cadre deputation to other State Governments
Chief Secretary Grade				
ASTS				
STS				
Selection Grade				
Sr. Scale/JAG				
Total				

Signature:

Dated:

Name & Designation of the signing authority

(DP&T's letter No. 20011/2/2008-AIS(II), dated 19th June, 2008).

(14.1) This Department has been receiving references from the State Governments as well as the offices of State AGs (A&E) seeking clarifications with regard to various provisions made in the revised rules. Various points of doubt raised by the States and clarifications thereon are as follows:

Point of Doubt

(14.3) Under Rule 4(6) of IAS pay Rules amended vide IAS (Pay) Second Amendment Rules 2008, whether, the two additional increments computed on 37400+8700 are to be allowed after fixation of pay at the minimum of Pay Band 4 on promotion of IAS Officers to Selection Grade of IAS.

Clarification

(14.3) Yes. In such a case, pay in the pay band 4 shall not be less than the pay Rs.40180 arrived at by granting two additional increments computed @ 3% of the sum of pay in the pay band and grade pay Rs.8700 i.e. Rs.2780/- (Rs.1,390/- each).

Point of Doubt

(14.4) Under rule 5(c) of IAS (Pay) 2nd Amendment 2008, does it mean that one increment on notional basis equal to 3% of the sum of the pay in the Pay Band and the existing grade pay rounded off to the next 10 is to be added to the existing pay in the Pay Band for Senior Time Scale and then two additional increments at the prescribed rates be added for fixation of pay on promotion to JAG?

Clarification

(14.5) Yes.

Point of Doubt

(5.6) The pay of SCS officers appointed to IAS after 01/01/2006 was fixed by taking into account the assumed pay / actual pay drawn by them in the State scales of pay effective from different dates after 1.1.1996. In some States, the pay-scales for the State services have been revised for the second time too after 1.1.1996 but there is no concept of pay structure namely Pay Bands and Grade Pay in the said revision. Whether, the pay already fixed in the Senior Time Scale/JAG/Selection Grade in respect of IAS officers promoted from SCS after 1/1/2006 shall be considered for fixation of pay in terms provisions contained Rule 3A.

Clarification

(14.7) In case the pay scale of State Service has not been revised to the new pay structure with effect from the 1st January, 2006, on the basis of recommendations of the Sixth Central Pay Commission, the pay of the officer shall first be fixed in the pre-revised IAS scale and thereafter shall be revised as per the fitment tables, prescribed under rule 4 of the IAS (Pay) Second Amendment Rules, 2008 and forwarded vide this Department's letter dated 29th September, 2008. The grade pay may be granted as per the criterion prescribed in rule 10 of the IAS(Pay) Second Amendment Rules, 2008.

The pre-revised pay scales of SCS/non-SCS shall be the pay scales effective w.e.f. 1.1.1996, on the basis 5th CPC recommendations.

Point of Doubt

(14.8) Whether the pay already fixed by the Government of India in respect of non-SCS may be considered for revision of pay as per IAS (Pay) 2nd Amendment Rules, 2008 or whether the details of pay drawn by them in State Pay scales are to be furnished to Central Government for revision of their pay.

Clarification

(14.9) In cases where the pay of non-SCS officers appointed to IAS after 1.1.2006 has already been fixed by the Central Government in the pre-revised Senior scale of IAS, it may be revised by the State Government as advised in respect of SCS officers in point 3 above.

Point of Doubt

(14.10) After fixation of pay in the revised pay structure, pay of AIS Officers in the above Super Time Scale i.e. in Pay Band 4 with Grade Pay 12000 when increments are sanctioned on 01.07.2006, 01.07.2007, the pay in pay band goes beyond 67000. In such a contingency whether pay in pay band is to be restricted to 67000 i.e. minimum Band Pay of Pay Band 4.

Clarification

(14.11) It has already been clarified vide this Department's letter no. 14021/5/2008-AIS-II, dated 29th September, 2008 that pay in Pay Band 4 plus grade pay shall, in no case, exceed Rs. 79000/-. In such a case the pay in pay band will be restricted to Rs.67000/-.

Point of Doubt

(14.12) Para 2 of schedule 1 provides for re-fixation of pay of SCS/non-SCS officers appointed in IAS during the period of probation on account of enhancement of pay in State service due to increment, pay revision etc. in the same manner as the initial pay fixation on promotion as if the officer is promoted to the IAS with effect from the date of such enhancement.

Clarification

(14.13) In the revised pay structure, stepping up of pay of the officer on account of change in State pay during the period of probation, in terms of clause 2, Schedule-I of IAS (Pay) Rules 2007, can be considered, provided that it does not contravene point 3 above.

Point of Doubt

(14.14) City Compensatory Allowance to Central Government Employees have been abolished with effect from 01.09.08 vide O.M.No.2 (13) 2008 E II (B) dt.29.08.2008. However AIS Officers are entitled to the existing rates of City Compensatory Allowance, under State Rules since payment of City Compensatory Allowance is to be regulated under Rule 3 of AIS (Compensatory Allowance) rules 1954. In view of this, it may be clarified whether City Compensatory Allowance rates sanctioned by the State Government to their employees can be made applicable to AIS Officers working with the affairs of the State.

Clarification

(14.15) Rule 3 of AIS (Compensatory Allowance) rules 1954, states that the grant of a compensatory allowance admissible to a member of the Service and the conditions subject to which it may be granted shall be regulated by such general or special order of the Government under whom such member is for the time being serving as may from time to time be made by that Government. Therefore, in the States where CCA continues to exist, after its abolition at the Centre w.e.f. 1.9.2008, this allowance becomes an allowance specific to those States.

(DP&T's letter No.14021/5/2008-AIS-II, dated 16th December, 2008)

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 4

(1) Both the categories of State Civil Service and non State Civil Service officers who can be promoted to the IAS are governed by the same principles of pay fixation as contained in various sections of schedule II of the IAS (Pay) Rules, 1954. Accordingly, all circulars and instructions issued from time to time in regard to pay fixation of promoted SCS officers in the IAS shall equally be applicable in the cases of non-SCS officers also.

This applies mutatis mutandis to the promoted officers of the IPS and the IFS as well.

(DP&T's letter No. 20016/12/89-AIS(II) dated 13 September, '89).

(2.1) It is seen that general application of the existent rules in such cases of pay fixation on promotion from one grade to another involving higher duties and responsibilities and in overlapping pay scales may cause undue hardship to some members of the All India Services. In orders to remove such hardships, it has been decided that the officers may be given an option for fixation of their pay on promotion as under :-

- (a) Either their initial pay may be fixed in the higher post at the stage next above the pay notionally arrived at by increasing pay in the lower scale by one increment at the stage at which such pay accrued (or by an amount equal to the last increment in the lower scale if the officer was drawing pay at the maximum of the lower scale) or the minimum of the higher scale, whichever is higher, without any further review on accrual of an increment in the pay scale of lower post, or
- (b) Pay on promotion may be fixed initially at the stage next above the pay in the lower scale which may be refixed in the manner mentioned at (a) above on the date of accrual of next increment in the scale of pay of the lower post.

(2.2) If pay is fixed under (b) above, the next date in increment will fall due on completion of 12 months' qualifying service from the date pay is refixed on the second occasion.

(2.3) The above option may be given within one month of the date of promotion and option once exercised shall be final.

(2.4) This option is to be allowed only in cases of promotion to higher posts in the normal line within the cadre and will not be available in cases of appointment by transfer on deputation.

(DOP&T's letter No. 20011/1/93-AIS(II), dated 25 May, 1993).

(3.1) Doubts have been expressed as to whether an IAS officer who has not been promoted in the Junior Administrative Grade and/or Selection Grade can be considered for promotion in the Super Time Scale. The existing statutory rules and the instructions issued on the subject from time to time are silent on this aspect.

(3.2) The matter has been carefully examined. It is true that promotions in the Super Time Scale in the IAS are functional in nature, involving higher duties and responsibilities. It is also already laid down that promotions in this grade are to be allowed on merit-cum-seniority basis for which Character Roll records and the general assessment of the work of the officers concerned are to be taken into account. If, therefore, an IAS officer, for whatsoever reason, has not been considered for promotion in the lower grades i.e. JAG and /or Selection Grade which are non-functional, he would obviously also not be fit for promotion in the higher scale - particularly when the latter is a functional promotion. Rule 3(2A) of the IAS (Pay) Rules, 1954 also indicates that promotions in the Selection Grade and above scales would be available on merit with due regard to seniority. The natural conclusion would, therefore, be that such officers not having been found fit for promotion in JAG/Selection Grade would not be fit on merit for promotion in the Super Time Scale - be it under any circumstances, i.e. whether promotion has been finally withheld on merit or because of some disciplinary proceedings etc. This clarification is necessary because the rules and instructions governing promotions within the IAS do not provide for holding posts in a lower level/pay scale as a pre-requisite for promotion in a higher level post/pay scale and the length of service in the IAS is the only criterion to be followed for the purpose.

(3.3) The above-mentioned clarification will apply mutatis mutandis in the cases of promotions within the Indian Police Service and the Indian Forest Service.

(DP&T's letter No. 11030/3/97-AIS(II), dated 29 May, 1997).th

(4.1) Under rule 5(f) of the IAS (Pay) 2nd Amendment Rules, 2008 and similar rules in respect of IPS and IFS, on promotion from one grade to another, the AIS officers have an option to get their pay fixed in the higher grade either from the date of promotion or from date of his next increment, viz. 1st July of the year. The procedure for fixation of pay of an officer, who exercises an option to get his pay fixed in the higher grade from date of his next increment, viz. 1st July of the year has been prescribed in the said rule.

(4.2) In case the officer opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment on the next 1st July if he was promoted between 2nd July and 1st January. However, if he was promoted between 2nd January and 30th June of a particular year, he shall get his increment on 1st July of next year.

(DP&T's letter No.14021/5/2008-AIS-II, dated 29th September, 2008)

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 5

(1) The State Governments have been requested that while sending proposals for grant of proforma promotion they should see that all the conditions laid down in the Ministry of Finance letter No. F. 2. (55)-Est. III/46, dated 2/4/1947 (copy enclosed) for grant of benefit of 'next below-rule' are fulfilled by the officers concerned.

[G.I., MHA letter No. 3/1/67-AIS(III), dated 27/1/67.]

(2) Copy of the letter No. F. 2(25)-Est. III/46, dated the 2nd April, 1947 from the Ministry of Finance, Government of India , New Delhi, to all Provincial Governments.

Sub: Clarification to the Secretary of State's rulings to the Next-below rule'.

(2.1) I am directed to state that doubts have frequently been expressed by Provincial Governments and Audit Officers regarding the exact scope of the various rulings issued by the Secretary of State in connection with the operation of the `next-below-rule'. For avoidance of doubt, the extant decisions on this subject have been summarised below.

(2.2) The working rule sub joined to this paragraph may be taken to express the convention which is commonly known as the "next-below-rule", as originally approved and its provisions and the modifications made from time to time by the Secretary of State. The intention underlying the "rule" is that an officer out of his regular line should not suffer by forfeiting the officiating promotion which he would otherwise have received had he remained in his original line. The so-called "rule" is not a rule of any independent application. It sets out only the guiding principles for application in any case in which the Governor General in Council, or the Governor exercising his individual judgement in virtue of the powers conferred on him by the Secretary of State's rule of the 14th April, 1942 (published with Home Department Notification No. 195/40/-Ests. dated the 9th June, 1942) proposes to regulate officiating pay by special orders under the second proviso to Fundamental Rule 30(1). The conditions precedent to the application of the `next below rule' must therefore be fulfilled in each individual case before action may be taken under this proviso. It also follows that the benefits of officiating promotion is to be given only in respect of the period or periods during which the conditions of the `next-below-rule' are satisfied.

Rule : When an officer in a post (whether within the cadre of his Service or not) is for any reason prevented from officiating in his turn in a post on higher scale or grade borne on the cadre of the Service to which he belongs, he may be authorised by special order of the appropriate authority for officiating promotion into such scale or grade, and thereupon be granted the pay of that scale or grade, if that be more advantageous to him, on each occasion on which the officer immediately junior to him in the cadre of his Service (or if that officer has been passed over by reason of inefficiency or unsuitability or because he is on leave or serving outside the ordinary line or foregoes officiating promotion of his own volition to that scale or grade, then the officer next junior to him not passed over) draws officiating pay in that scale or grade.

Provided that all officers senior to the officer to whom the benefit under the substantive part of this rule to be allowed are also drawing, unless they have been passed over for one or other of the reasons, aforesaid officiating pay in the said or some higher scale or grade within the cadres.

Provided further that, except in cases, covered by any special order of the Secretary of State, not more than one officer (either the senior most fit officer in a series of adjacent officers outside the ordinary line, or if such an officer either foregoes the benefit of his own volition or does not require the benefit in virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of pay and pension then the next below in the series)

may be authorised to draw the pay of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior under this rule.

(2.3) The "next below rule" set out in the preceding paragraphs should be applied with regard to the rulings or decisions mentioned hereunder:

(i) A purely fortuitous officiating promotion given to an officer who is junior to an officer outside the regular line does not in itself give rise to a claim under the "next below line".

(ii) The expression "outside the ordinary line" occurring in Fundamental Rule 30 (1) is not intended to be rigidly interpreted as necessarily involving a post either "outside the cadre of a Service" or "outside the ordinary time scale".

(iii) Although certain special posts in cadre may be considered to be posts outside the ordinary line of a Service for the purpose of applying the "next below rule" (vide the Secretary of States' orders in India Office letter No. S&G 5079/44, dated the 2nd January, 1945 copy forwarded with Home Department letter No. 143/44-Ests. dated the 26th April, 1945) there are no orders to cover the converse type viz, the treating as cadre posts of those posts created by Government in India which are declared to be equivalent in status and responsibility to permanent post included in Secretary of State's Cadres. Now that the powers of Government in India to add temporary posts to the cadre of a Secretary of State Service have been withdrawn under the Constitution Act of 1935, the benefit under the next below rule may not be allowed without the sanction of the Secretary of State to an officer outside the ordinary line if an officer junior to him is appointed to a post created and declared by Government in India to be so equivalent.

(iv) If Government have approved in any department a list of officers in order of merit for promotion to administrative rank or a selection grade, then that order will prevail as the order of seniority for the purpose of the "next below rule" over the order of seniority of the officers in the ordinary gradation list of their cadre.

(2.4) The Secretary of State has held that holders of special (e.g. tenure) posts such as Secretaryships to a Governor or a Provincial Government should be ready to accept loss of officiating promotion for periods to posts on a higher scale or grade in the ordinary line in consequence of their incumbency and that, when the stage is reached at which their retention involves loss of substantive or lengthy officiating promotions, the proper course is to make arrangements to release them from the special posts rather than to compensate them for the loss of officiating promotion under the "next below rule". "Short period" should be interpreted as meaning period not exceeding three months.

(2.5) If in such a case conditions of the "next below rule" are not satisfied and an officer is deprived of officiating promotion owing to its being impracticable for the time being to release him from the special post, he may be granted with the approval of the Governor General in Council or of the Governor acting in his individual judgement according as the officer concerned is serving at the Central or in the Province such compensation for loss of officiating promotion as would have been admissible under the next below rule for the period in excess of the first three

months of his retention in the special post in the public interest. No specification of declaration in terms of the second proviso to Fundamental Rule 30(1) by the Governor General in Council or the Governor will be necessary in these cases and it will suffice if those authorities issue the requisite orders granting the officer concerned the compensation on that basis. As in the case of the "next below rule" the periods for which compensation equivalent to the "next below rule" benefit is allowed will count for increment in the higher scale or grade in which an officer would have officiated, had he not been holding the special post in the public interest.

(2.6) If, however, in such a case the conditions of the "next below rule" are satisfied, the officer concerned may be granted under the second proviso to Fundamental Rule 30(1) the concession admissible not under the "next below rule" but, save in exceptional circumstances, such an officer should not be retained in the special post if the pay attached thereto is lower than that admissible to him under the "next below rule" for more than 6 months beyond the date from which the "next below rule" begins to operate. The sanction of the Secretary of State is, however, necessary for exceeding this time in individual cases in exceptional circumstances.

(2.7) This letter issues with the approval of Secretary of State.

[G.I., MHA letter No. 3/1/67-AIS(III), dated 27/1/1967.]

(3) State Governments are required to immediately find suitable postings as and when the officers cleared for proforma promotion in the Super Time Scale during their absence from State cadres return to rejoin the cadre. It would be obligatory for the State Governments to find such postings and in case the same cannot be done because of some administrative reason or otherwise, such officers would become eligible for notional enhancement of their pay in the Super Time Scale on the basis of their earlier proforma promotion in the said scale - provided of course, that they fulfil all other conditions laid down in the rule *ibid*.

The same principles will apply in the cases of officers returning to their cadres after being cleared for promotion in the grade of Rs.7300-7600 during their absence from the cadres.

(DP&T's letter No. 11030/5/97-AIS(II) dated 22 July, 1997).

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 6

(1) The increment of a member of the Service was withheld under sub-rule (1) for failure to pass the departmental examination and his pay restricted at Rs.350. He was, however, promoted to officiate in the senior post of Superintendent of Police in view of his seniority. The question arose as to how his pay should be regulated in the senior post.

2. Under rule 8, the member is entitled to draw pay in the senior timescale during the period he holds the senior post. Since, however, his pay in the junior timescale has been restricted at Rs.350, it was decided that he should be remunerated at Rs.600 with effect from the date he took over as Superintendent of Police and his future increments regulated with reference to his pay in the junior time-scale.

[G.I., MHA Letter No. 1/111/59-AIS(II), dated 5th October 1959.]

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 7

(1) The second and third increments shall accrue to the member of the I.A.S. from the date of his passing the departmental examination but shall become payable only after the first increment raising his pay to Rs. 400, has become due. The drawal of the second and third increment may be simultaneous with first increment but, in no case, before the first increment has become due.

[G.I., MHA letter No. 1/27/58-AIS(II), dated 30th October, 1958.]

(2) It has been decided that those open market Special Recruits, whose initial pay has been fixed beyond the second/third incremental stages in the junior time-scale of the I.A.S. need not be given any advance increments on passing the prescribed departmental examinations.

[G.I., MHA letter No. 1/79/59-AIS(II), dated 3rd July, 1959.]

(3) An I.P.S. Officer shall on passing the prescribed departmental examinations, be entitled to have his pay fixed at Rs. 410 and 440. The second and third increases shall accrue to him from the date of his passing the departmental examination but shall become payable only after the first actual increase raising his pay to Rs. 380 has become due. The drawal of the second and third increases may be simultaneous with the first increase but in no case, before the first increase has become due.

[G.I. MHA letter No. 1/149/57-AIS(II), dated 21st July, 1959.]

(4) A member of the Service, who has failed to qualify in one subject in the Departmental Examination, was exempted temporarily from passing the examination in that subject and allowed to draw advance increments under this rule. The question arose whether this was in order.

The underlying object of this rule is to give incentive to direct recruits to pass the prescribed departmental examination fully as early as possible. The intention is not to exempt an officer temporarily from passing in a particular subject simply with a view to giving him advance increments. Temporary exemption indicates that the officer has not gained sufficient proficiency in the subject and that he would be required to pass the examination in the particular subject at a future date. It would be a different matter if a particular officer, in view of his previous special experience of training in a particular subject, is exempted permanently from passing the examination in that subject. In such a case there would be justification for giving advance increments after exempting the officer permanently from passing the examination in the particular subject.

[G.I., MHA letter No. 1/152/58-AIS(II), dated 16th September, 1959.]

(5) A question arose whether a member of the Service who had been exempted from passing the language test of the higher grade because he had passed an equivalent test before his appointment to the Service, was entitled to the grant of advance increments under this rule.

As the member concerned has been exempted from passing the language examination, he is not required to pass it again. He is, therefore, entitled to the grant of advance increments under this rule, provided he has already passed the other parts of the departmental examination or is exempted from appearing in these parts.

[G.I., MHA letter No. 1/5/60-AIS(II), dated 9th February, 1960.]

GOVERNMENT OF INDIA'S DECISIONS UNDER RULE 9

(1) A question arose whether the State Governments were competent to equate an ex-cadre post to a cadre post in the Indian Administrative Service, even though the time scale of the ex-cadre post was not identical with the senior time scale of the Indian Administrative Service. The basic criterion for such equation is the nature and responsibilities of duties attached to the post and not the pay attached to the post. It is, therefore, within the competence of the State Government to declare such equation.

[G.I., MHA letter No. 32/52/56-AIS(II), dated 10th July, 1956.]

(2) A question arose whether a declaration under rule 9 had anything to do with the special pay, if any to be granted to a member while holding a non-cadre post.

Special pay is normally granted to an incumbent of post in consideration of (i) the specially arduous nature of the duties or (ii) a specific addition to the work or responsibilities of the post. In cases where an I.A.S. officer is appointed to an ex-cadre post, the State Government should first decide in the light of the above principles whether the duties and responsibilities attached to such a post justify the grant of any special pay or not. After examining this aspect the ex-cadre post may be equated to a post in Schedule III which carries/does not carry the desired special pay. An I.A.S. Officer appointed to an ex-cadre post would thus get a special pay, if the cadre post to which it is equated carries a special pay.

[G.I., MHA letter No. 1/86/60 -AIS(II), dated 23rd May, 1960.]

(3) It has been decided that the administrative Ministries/Departments concerned should be delegated the power to equate an ex-cadre post to a post specified in Schedule III, if the time scale of pay of the ex-cadre post is identical to the time scale of the post in the said Schedule to which it is sought to be equated, provided that, for this purpose, the time scale of the post in the Schedule shall be that applicable to holders of the post other than the members of the I.A.S./I.P.S. The prior concurrence of the Ministries of Home Affairs and Finance (Department of Expenditure) is not, therefore, necessary for equating the ex-cadre post to a scheduled post carrying pay in the prescribed time-scale identical to the time-scale of the ex-cadre post. Copies of the orders should, however, be endorsed to the Ministries of Home Affairs and Finance for record.

As regards ex-cadre posts, the time-scale of pay of which are not identical with that of any scheduled post, concurrence of the Ministries of Home Affairs and Finance (Department of Expenditure) should be obtained before making a declaration under this rule and the fact that the declaration issues in consultation with the said Ministries indicated in the body of the communication issued.

[G.I., MHA letter No. 1/31/60-AIS(II), dated 6th January, 1961.]

(4) See Government of India's Decision (6.2) below rule 4 of the I.A.S. (Cadre) Rules, 1954.

(5) Where the administrative Ministry/Department is of the view that there is no post in Schedule III to which the post in question can be equated in status and responsibilities, then the prior concurrence of the Department of Personnel and Ministry of Finance (Department of Expenditure) should be taken before the Administrative Ministry dispenses with the equation in terms of sub-rule (4). This power should be used sparingly and only on administrative grounds not related to conferment of any pecuniary benefit on a particular incumbent.

Where an order dispensing with an equation has been issued in terms of sub-rule (4) of Rule 9 and the post to which a member of the Indian Administrative Service is to be appointed does not change any prescribed pay or scale the incumbent has to be fixed ad hoc. In such cases the pay of the incumbent should be fixed only after getting the concurrence of the Department of Personnel and the Department of Expenditure of the Ministry of Finance.

[Department of Personnel & A.R. O.M. No. 1/107/70-AIS(II), dated 22/4/1972.]

(6) Whenever an IAS officer serving at the Centre on tenure deputation basis in the grade of Director is cleared for promotion in the Super Time Scale in the cadre, an immediate intimation of the same would be conveyed by the concerned State Government to the Establishment Officer in the Department of Personnel & Training. The Establishment Officer in turn would provide an option to the concerned officer through his Central Administrative Ministry to revert to his cadre in order to avail of the actual benefits of the promotion. If the officer so opts, the Establishment Officer would take steps to revert the officer to the State concerned. If, however, the officer opts to continue at the Centre, he would be eligible to draw only the pay of the post held by him at the Centre. On his subsequent reversion to the cadre in due course in the latter cases, the officer would become eligible for the notional benefits of such promotion on fulfilment of conditions laid down in Rule 5(5)(b) of the IAS (Pay) Rules, 1954. The same procedure will apply in cases of the officers serving in posts in the Super Time Scale at the Centre and who are cleared for promotion in their cadres in the higher grades of Rs.7300-7600 and Rs.8000/- (fixed).

The above will also apply, mutatis mutandis, to the officers of the Indian Police Service and Indian Forest Service.

(DP&T's letter No. 11030/15/92-AIS(II) dated 8.9.1994).

(7.1) State Governments are competent to make temporary additions to the AIS cadres under the respective Services. They are also competent to declare posts not specified in Schedule III to

the Pay Rules of the respective Services as equivalent to the scheduled posts in the light of the comparative status and responsibilities of the posts or to dispense with the said equation under rule 9 of the Pay Rules. It was also clarified vide our letter No. 1/135/71-AIS(II) dated 10 January, 1974 that while the State Governments are competent to take above actions, they are not competent to do so retrospectively and action under these rules can have only prospective effect.

(7.2) These questions have been considered further subsequent to the receipt of some references for allowing retrospective creation of ex-cadre posts and/or retrospective equation of the ex-cadre posts held by the AIS officers with the scheduled posts for our concurrence by resorting to rule 3 of the AIS (Conditions of Service - Residuary Matters) Rules, 1960. It has been noticed that it is not unusual for the State Governments to post an officer to a particular post, whether cadre or ex-cadre, and thereafter issue formal orders either creating the post on ex-cadre basis or as a temporary addition to the cadre, or equating the post under rule 9 of the Pay Rules if the post is not included in Schedule III *ibid*. It has also been found that there is usually a time-gap between assumption of charge of a post by an officer and issuance of formal sanction orders in this regard. The same problem arises at the time of promotion of officers particularly when posts in the respective grades are not available. The time-gap is also there when officers join the non-scheduled posts at the Centre. In all these cases, formal references are required to be made to this Department for regularisation of the pre-equated period by resorting to the provisions of rule 3 of the Residuary Matters Rules.

(7.3) Since the orders of posting of an officer on promotion or to an ex-cadre post at the senior levels has the approval of the Cabinet of the respective State Governments, the highest authority in the State, it is considered that it would be in order to assume that the gap, if any, between joining a particular post and formal issue of orders creating that post or equating that post with a scheduled post is only technical or procedural in nature. Same will be the position in respect of the ex-cadre posts under the Central Government as these posts are also filled up with the approval of the Appointments Committee of the Cabinet or by the Ministers-in-charge who are the highest respective authorities. It has, therefore, been decided that such cases, whose duration does not exceed six months, would henceforth not require the approval of the Department of Personnel and Training for retrospective creation of posts or retrospective equation of posts under the concerned Cadre Rules or Pay Rules respectively. In such cases the Central Ministries and the State Governments concerned would be competent to grant whatever relaxation is necessary. In cases requiring relaxation for a period exceeding six months, however, approval of the Department of Personnel & Training would have to be taken. The relevant instructions contained in our letter dated 10 January, 1974 referred to above would stand modified to this extent.

(7.4) This will also apply *mutatis mutandis* in the cases of officers belonging to the Indian Police Service and the Indian Forest Service.

(DP&T's letter No. 20019/2/95-AIS(II), dated 13.7.95).

(8) In case where an IAS officer has received promotion in Super Time Scale in his or her cadre and has started drawing pay in this grade before his deputation to Govt. of India, he or she would be allowed the maximum of the Selection Grade (Rs.15100-400-18300), i.e. Rs.18,300/- in

addition, they would also be eligible to draw Central (Deputation on Tenure) Allowance which is at present fifteen percent of their grade pay subject to a maximum of Rs.1000/- per month.

(DP&T's letter No. 14021/5/97-AIS(II), dated 19.12.97, as amended vide DP&T's Notification No. 11030/8/97-AIS(II)-A dated 11.8.98).

(9) While fixing pay of the IAS officers appointed as Joint Secretaries in the Central Govt., who had previously been promoted in the Above Super Time Scale in their cadres, under DP&T's letter No.11030/3/98-AIS(II) dated 13.5.98, it would be ensured that the benefit of grant of pay of Rs.22400/- in the Super Time Scale plus the amount payable on account of stagnation increments would not exceed the pay they were actually drawing the Above Super Time Scale of HAG Scale : Rs.67000 - (annual increment @3%) - 79000 in their cadres before coming as Joint Secretaries or equivalent in the Central Govt. While doing so, it would also be ensured that their pay at the Centre is fixed in such a manner that the sum total of Rs.22400/- and the stagnation increments thus to be allowed fits within the pay scale of Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000. For example, if an officer has been drawing pay of Rs.22925/- in the Above Super Time Scale of HAG Scale : Rs.67000 - (annual increment @3%) - 79000, he would be allowed pay of Rs.22900/- (Rs.22400/- pay as allowed vide our letter dated 13.5.98 plus one stagnation increment of Rs.500) at the time of his initial appointment as Joint Secretary or equivalent at the Centre.

(DP&T's letter No.11030/3/98-AIS(II), dated 13.7.98)

(10.1) Reference DOPT's letter No. 14021/5/97-AIS(II) dated 19.12.97 and No. 11030/3/98-AIS(II) dated 13.5.98 where under IAS officers appointed as Directors and Joint Secretaries or equivalent were allowed the benefit of maximum of the Selection Grade of IAS (Rs.15,100-400-18,300) i.e. Rs.18,300/- and Super Time Scale of IAS (Rs.18,400-500-22,400) i.e. Rs.22,400/- with the prior approval of this Department. The condition prescribed for grant of the benefit was that the

(i) officers should have actually started drawing pay in the higher grade in their cadre.

(ii) promotion to the above Super Time Scale had been allowed strictly in compliance of the relevant rules and guidelines.

(10.2) Further in terms of this Department's letter No.11030/17/93-AIS(II) dated 11.4.2001 the benefit of NBR was extended to the IAS officers working in the Central Government in the Selection Grade and Super Time Scale of IAS on their proforma promotion to Super Time Scale and above Super Time Scale of IAS in their parent cadres. This was done to redress the anomaly created in cases of senior officers coming to hold a post in the rank of Directors/Joint Secretaries in the Central Government without being promoted in the respective higher grades in their cadre and junior officers who joined on Central deputation on the above posts after having been promoted to the next higher grade in their cadres start getting more pay than their seniors. The seniors in such cases could not get the benefit of maximum of the grade in which they are appointed at the Centre for the reason they had not actually drawn pay in the higher scale in their cadres.

(10.3) The above benefit was made applicable to the cases of IPS/IFS officers with suitable modifications.

(10.4) Similarly, the pay of the officers appointed to posts of Joint Secretary and equivalent shall be fixed at the stage of Rs. 22,400/- in the pay scale of Rs. 18,400-500-22,400/- on proforma promotion to the Above Super Time Scale in their parent cadres. Upon such pay fixation, officers appointed to posts of Joint Secretary and equivalent shall also be entitled to stagnation increments as per the conditions prescribed in Para 2 of this Department's orders of 13.5.98, cited above i.e. the stagnation increment which an officer would have drawn in Super Time scale in his parent cadre but for his promotion to the next higher grade subject to the condition that the promotion to the above Super Time scale had been allowed by the State Govt., strictly in compliance with the relevant rules and guidelines issued by the DOP&T.

(10.5) A stagnation increment would be admissible for every two years of service rendered on Central deputation after reaching the maximum of the scale subject to a maximum of three increments and up to the Super Time scale in terms of Rule 5A of IAS (Pay) Rules, 1954, IPS (Pay) 1954 & IFS (Pay) Rules, 1968.

(10.6) In addition to the fixation of the pay at the maximum of the pay of the post of Directors/Joint Secretaries, the IAS officers on Central deputation up to the level of Directors who had started drawing pay in the next higher grade in their parent cadres or on their proforma promotion in their parent cadres, would also be entitled to draw CDTA at the rate of 15% of their pay subject to the maximum of Rs.1,000 per mensem further subject to the condition that the CDTA shall be admissible during the normal deputation of the tenure.

(10.7) Further, in terms of this Department's letter No. 16017/1/98-AIS(II) dated 17.7.2000 it was clarified that the pay of IPS officers working as DIG (in the pay scale of Rs. 16,400-450-20,000) and IFS officers working as Conservator of Forest (in the pay scale of Rs. 16,400-450-20,000) in their cadres who are subsequently appointed as Directors in the Central Government would be fixed either at the same stage of their grade pay in the Director's scale of Rs. 14,300-18,300/- or if there was not such stage at the immediately preceding lower stage than their grade pay. The difference of their State pay and Director's pay thus fixed, if any, was to be treated as personal pay to be absorbed in their future increments. In no case would these officers be allowed more than the pay of Directors i.e. Rs. 18,300/-.

(10.8) It may be stated that in terms of relevant DOP&T's promotion guidelines the IAS officers and eligible for promotion to the Super Time Scale (Rs. 18,400-500-22,400/-) of IAS on completion of 16 years of their service and on completion of 25 years of their service they are eligible for promotion the above Super Time Scale of IAS (Rs. 22,400-525-24,500/-). Number of the years of service is prima facie calculable from their year of allotment.

(10.9) As per the relevant promotion guidelines issued by Ministry of Home Affairs the IPS officers are eligible for promotion to the Grade of DIG (Rs. 16,400-450-20,000/-) and IG (Rs. 18,400-500-22,400/-) on completion of 14 and 18 years of their service respectively and are

eligible for promotion to the above Super Time Scale of Rs. 22,400-525-24,500/- of IPS on completion of 26 years of their service calculated from their year of allotment.

(10.10) Similarly, IFS officers are eligible for promotion to the grade of Conservator of Forests (Rs. 16,400-450-20,000/-) and Chief Conservator of Forests (Rs. 18,400-500-22,400/-) on completion of 14 and 18 years of their service respectively and to the post of Additional Principal Chief Conservator of Forests of Rs. 22,400-525-24,500/- on completion of 25 years of their service calculated from their year of allotment.

(10.11) In this Department's letter dated 11.4.2001 subject to the following conditions, the benefit of proforma promotion may be granted to AIS officers working on Central deputation:-

a) Pay scale of the Central deputation posts should be lower than the scale of pay in the parent cadre to which the officer had been promoted on proforma basis under the 'Next Below Rule'.

b) The proforma promotion in the parent cadre should have been approved strictly in accordance with the relevant rules and instructions including eligible years of service.

(10.12) The officer concerned should have been promoted in his cadre only after having fulfilled the eligibility criteria for promotion to the higher grade as prescribed in the relevant AIS rules and instructions.

(10.13) The benefit under the said letter dated 11-4-2001 is admissible from the date of its issue. However, in the case of AIS Officers who were on Central deputation on this date were eligible for this benefit from the past date of their proforma promotion by their cadres.

(10.14) Further, vide DOPT's letter dated 23-3-2003, the benefit of DOPT's letter dated 11-4-2001 were extended to AIS officers who were on Central deputation from 13-5-1998 to 11-4-2001.

(10.15) The eligibility condition for promotion in terms of numbers of years as indicated as para 5,6, &7 above may be specifically kept in view while granting the benefit. The provisions of the IAS, IPS & IFS (Pay) Rules including equivalence for posts has to be followed. (Rule 9 of the IAS , IPS & IFS Pay Rule).

(10.16) For deputation on posts besides the Central Staffing Scheme, the equivalence of such posts to one of the cadre posts in relevant Schedule-III of IAS/IPS/IFS (Pay) Rules may be drawn up in terms of rule 9 of the respective pay rules. In the case of dispensation in equivalence, for sufficient reason to be recorded in writing, prior concurrence of Department of Personnel & Training & M/o Finance (Department of Expenditure) may be obtained.

(10.17) In the case overlapping pay scales of the posts the principle as laid down in this Department's letter dated 17.7.2000 as also explained in para 6 above may be observed.

(10.18) To facilitate the process of pay fixation as aforesaid a checklist is being prescribed at Annexure-I. All proposals for pay fixation on proforma promotion under the Central Staffing Scheme may invariably be forwarded to DOP&T in the prescribed proforma for the IAS and to the Cadre Controlling Authority for the IFS & IPS for cases of IAS & IPS officers. Any cases of deviation from the prescribed rules and guidelines may invariably be referred for prior concurrence of DOP&T.

Enclosures:

(i) Checklist

(ii) No. 14021/5/97-AIS(II) dated 19.12.1997

(iii) No. 11030/3/98-AIS(II) dated 13.5.1998

(iv) No. 16017/1/98-AIS(II) dated 17.7.2000

(v) No. 11030/17/93-AIS(II) dated 11.4.2001

(vi) No.20062/3/2003-AIS(II) dated 23.3.2004.

(Department of Personnel & Training's letter No.11030/2/2003-AIS(II) dated 12th July, 2004)

ANNEXURE-I

(No. 11030/2/2003-AIS.II dated)

CHECKLIST FOR PROPOSALS TO CADRE CONTROLLING AUTHORITY FOR PAY FIXATION FOR THE ALL INDIA SERVICES

Pay fixation of cases of IAS/IPS/IFS officers appointed to the Government of India under the Central Staffing Scheme (to be forwarded with all cases for pay fixation)

1. Details of the Officer:

Name of the officer

Year of allotment

Service

Cadre

2. Details of the Posting

Scale of the post

Pay of the post

Date of posting/tenure

3. Proforma Fixation of Pay*

Year of promotion

Years of service completed before promotion

Whether promotion is as per guidelines*

4. Pay fixation*

Basic Pay fixed

CDTA

Stagnation increment(s)

Any other

Total fixation

Date:

Ministry/Department

* NOTE: In case where there is any deviation from rules/guidelines, please refer the case to DOPT for fixation.

ANNEXURE II

As the underlying principle while issuing the letter dated 16th December, 1994, was to allow the maximum of the Selection Grade in cases of appointments in the Director level in the Central Government subsequent to an officer's promotion in the Super Time Scale in his cadre, such officers would be eligible to receive the maximum of the revised Selection Grade of the IAS (Rs.15100-400-18300), i.e. Rs.18300. In addition, under the existing rules, they would also be eligible to draw Central (Deputation on Tenure) Allowance which is at present 15% of their grade pay subject to the condition that the Central (Deputation on Tenure) Allowance does not exceed Rs.500/- per month and pay thus allowed plus Central (Deputation on Tenure) Allowance do not exceed Rs.18750/- per month.

(Department of Personnel & Training's letter No. 14021/5/97-AIS-II dated 19th December, 1997.)

ANNEXURE III

The matter regarding fixation of pay of IAS officers appointed as Joint Secretaries or equivalent in the Central Government has been considered carefully and it has been found that the IAS

officers having been promoted in the Above Super Time Scale of Rs.22400-525-24500 in their cadres and subsequently appointed as Joint Secretaries or equivalent at the Centre in the pay scale of Rs.18400-500-22400 are placed exactly in the circumstances obtaining in the cases of officers appointed as Directors in the Central Government after getting promotion in the Super Time Scale in their cadres. It has, therefore, been decided that in order to minimize the hardship in such cases, in case an IAS officer has been promoted in the Above Super Time Scale of Rs.22400-525-24500 in his cadre and had actually started drawing pay in this grade before his deputation to the Central Government in a post in the pay scale of Rs.18400-500-22400, he may be allowed, with the prior approval of this Department, the maximum of the Super Time Scale viz. Rs.22400/- on his appointment as Joint Secretary or equivalent at the centre. Further, if he would have drawn one or more Stagnation Increment in the Super Time Scale but for his promotion to the Above Super Time Scale in his cadre, such Stagnation Increment(s) would also be admissible in addition to the pay of Rs.22400/- as a Joint Secretary or equivalent at the Centre. However, these benefits would be admissible to a member of the Service only if the promotion to the Above Super Time Scale had been allowed by the State Government concerned strictly in compliance with the relevant rules and the guidelines issued in this respect by this Department from time to time.

2. Ministries/Departments in the Government of India may send proposals for such pay fixation to this Department along with the full details.

3. This would apply mutatis mutandis in the cases of members of the Indian Police Service and the Indian Forest Service as well.

(Department of Personnel & Training's letter No. 11030/3/98-AIS-II dated 13th May, 1998)

ANNEXURE IV

In the cases of IPS and IFS officers who come to the Centre as Directors in the pay scale of Rs.14300-400-18300/- subsequent to their cadre promotion in the grade of Deputy Inspector General of Police / Conservator of Forests in the pay scale of Rs.16400-450-20000/-, the pay may either be fixed at the same stage of the officers' Grade Pay in the Director's scale of Rs.14300-18300, or if there is no such stage, at the immediately preceding lower stage of their grade pay. The difference of their State Pay and the Director's pay thus fixed, if any, is to be treated as Personal Pay, to be absorbed in future increments/increases in pay. This position is based on the general practice being followed in respect of the Central Government employees in cases involving appointments from higher scales to lower scales.

2. It has been brought to notice that pay fixation in the cases of the type under consideration has not been done in the above manner and in some cases, the officers concerned have been allowed to draw pay in the higher grade of Rs.16400-20000 even while they worked as Directors in the Central Government in the lower pay scale of Rs.14300-18300. In the interest of consistency and in the light of the general practice followed in such cases in the Central Government, therefore, all the Ministries/Departments are advised to regulate such cases of pay fixation in the manner explained above. As this is a clarificatory instruction, all past cases are also to be dealt with in

the same manner. Recoveries on account of overpayments, if any, would also require to be made from the officers concerned.

(Department of Personnel & Training' letter No. 16017/1/98-AIS-II dated 17th July, 2000)

ANNEXURE V

The 5th Central Pay Commission had recommended, inter alia, that : (i) instead of restricting the CDTA only to those appointed to posts of Director and below, the allowance may also be extended to those officers appointed to posts of Joint Secretary and above; and (ii) such of those officers appointed as Joint Secretary and above but are in receipt of pay in a higher pay scale in their parent organization without any restriction or the grade pay of the deputation post along with the CDTA.

2. Government has carefully considered these recommendations and has decided not to accept the recommendation relating to CDTA to officers appointed to posts of Joint Secretary and above. It has also been decided not to accept the recommendation relating to protection of pay admissible in parent cadres on proforma promotion while on Central deputation as this would result in officers becoming entitled to the pay of a higher post while discharging the duties of a lower post and would be contrary to the well-recognized principle that no officer should be allowed the pay of a post, the specified duties and responsibilities of which are not actually discharged by him. However, in order to rectify the anomalies as pointed out at para 2 above, it has been decided that IAS officers who are approved for proforma promotion to the Super Time Scale and Above Super Time Scale in their State cadres while on Central deputation may be permitted to draw their pay at the maximum of the scale applicable for the lower deputation post with effect from the date on which they are granted proforma promotion to higher scales of pay in their parent cadre. In other words, the pay of officers appointed to posts of Director and equivalent in the Central Government shall be fixed at the stage of Rs.18300/- in the pay scale of Rs.15100-400-18300 on their proforma promotion to the Super Time Scale in their parent cadres. Similarly, the pay of officers appointed to posts of Joint Secretary and equivalent shall be fixed at the stage of Rs.22400/- in the pay scale of Pay Band-4 : Rs.37400 - 67000; Grade Pay Rs.10000 on proforma promotion to the Above Super Time Scale in their parent cadres. Upon such pay fixation, officers appointed to posts of Joint Secretary and equivalent shall also be entitled to stagnation increments as per the conditions prescribed in para 2 of this Department's orders of 13.5.98, cited above.

3. Fixation of pay at the maximum of the applicable scale of pay shall be subject to the following conditions:-

- (i) Pay scale of the central deputation posts should be lower than the scale of pay in the parent cadre to which the officer had been promoted on proforma basis under the 'Next Below Rule'.
- (ii) The proforma promotion in the parent cadre should have been approved strictly in accordance with the relevant rules and instructions.

(iii) The officer concerned should have been promoted in his cadre only after having fulfilled the eligibility criteria for promotion to the higher grade as prescribed in the relevant AIS rules and instructions.

4. These orders shall be effective from the date of issue. However, in cases of officers who are already on central deputation on the date of issue of these orders, the benefit of pay fixation at the maximum of the pay scale of the lower deputation post may be extended from the date of the grant of proforma promotion to the higher scales of pay in their State cadres. Past cases where the central deputation has already ended and the officers have since reverted to their cadres, would **not** be covered by this dispensation. The other conditions as contained in this Department's orders dated 19-12-1997 and 13-5-1998 as referred to at Para 1 above, shall also remain valid.

5. These instructions would equally apply in the cases of members of the Indian Police Service and Indian Forest Service with suitable modifications in the light of our letter No.16017/1/98-AIS (II) dated 17th July, 2000 relating to their pay fixation on their central appointments at the Director level.

(Department of Personnel & Training's letter No. 11030/17/93-AIS-II dated 11th April, 2001)

Annexure VI

The matter has been re-considered and it has been decided that the benefit under this Department's above referred letter dated 11th April 2001, may be extended to the IAS officers who were on central deputation as Directors/Joint Secretaries or equivalent during the period 13.5.1998 to 11.4.2001. The other conditions as contained in this Department's letter dated 11th April 2001, as referred to at Para 1 above, shall also remain valid.

2. These instructions would be equally applicable in the cases of members of Indian Police Service and Indian Forest Service with suitable modifications in the light of our letter no. 16017/1/98-AIS-II dated 17th July 2000 relating to their pay fixation on their central appointments at the Directors level.

(Department of Personnel & Training's No. 20062/03/2003-AIS-II dated 19th/23rd March, 2004)

(11.1) In partial modifications of the provisions of this Department's letter dated 19/23-3-2004, it has further been decided that the orders issued vide this Department's letter dated 11-4-2001 under reference would equally apply to such officers also who were on Central deputation during the period from 16-12-1994 to 12-05-1998 and had repatriated to their parent cadres before 13-05-1998 subject to fulfillment of other conditions cited in the letter dated 11-4-2001.

(11.2) These instructions would be equally applicable in the cases of members of Indian Police Service and Indian Forest Service with suitable modifications in the light of our letter No.

16017/1/1998-AIS-II dated 17th July 2000 relating to their pay fixation on their central appointments at the Director's level.

(Department of Personnel & Training's letter No. 20062/03/2003-AIS-II dated 20th January, 2005)

(12.1) Fixation of pay of All India Service officers who were on deputation and got promotion in the cadre subsequently while they were still on deputation

- i. In case the officer was on deputation on 1.1.06 and got promoted to a higher post in his cadre after 1.1.06, but was not granted proforma promotion under the 'Next Below Rule', his pay will get fixed w.e.f.1.1.06 in the grade which he was holding on 1.1.06.
- ii. In case the officer had been granted proforma promotion under the 'Next Below Rule', his pay will be fixed using the provisions of the 'Next Below Rule', as explained in (iii) below.
- iii. In the revised pay structure, the pay of an officer would be regulated in the following manner on grant of proforma promotion to him under 'Next Below Rule'.
 - (a) In case an AIS officer on deputation to a post gets promoted in his cadre to a post in a higher grade, his pay in the pay band will be fixed with reference to the pay in the pay band of the officer immediately junior to him in the cadre of his service. However, the officer in question would continue to draw the grade pay attached to the deputation post for the remaining duration of the deputation.
 - (b) In case an AIS officer on deputation to a post in PB-4 gets promoted in his cadre to a post in HAG+, his basic pay will be fixed with reference to the basic pay of the employees immediately junior to him in the cadre of his service, but the total of pay in the pay band and grade pay of the deputation post will not exceed Rs.79,000.
 - (c) In case an officer on deputation to a post in PB-4 gets promoted in his cadre to a post in apex scale, his basic pay will be fixed with reference to the basic pay of the employees immediately junior to him in the cadre of his service, but the total of pay in the pay band and grade pay of the deputation post will not exceed Rs.79,000.
 - (d) In case an officer on deputation to a post in HAG+ gets promoted in his cadre to a post in apex scale, his basic pay will be fixed with reference to the basic pay of the employees immediately junior to him in the cadre of his service.

(12.2) Fixation of pay of member of service who go on deputation to a lower post:

- (i) In case an AIS officer goes on deputation to a post carrying a lower grade pay, his pay in the pay band would continue unchanged, but he will be granted the grade pay of the lower post for the entire duration of the deputation.
- (ii) In case an officer in HAG+ scale goes on deputation to a lower post in PB-4, his basic pay in the deputation post will be fixed at a stage equal to his basic pay in the cadre of his service, but the total of pay in the pay band and grade pay of the deputation post will not exceed Rs.79,000.

- (iii) In case an officer in the apex scale goes on deputation to a lower post in PB-4, his pay in the pay band will be fixed at the maximum of PB-4 (Rs.67000) and he will be granted the grade pay attached to the deputation post, but the total of pay in the pay band grade pay of the deputation post will not exceed Rs.79,000. In case deputation is from the apex scale to a post in HAG+, the basic pay will be protected in HAG+.

(DP&T's letter No.14021/5/2008-AIS-II, dated 29th September, 2008)

(13) In the case of appointment of a member of the AIS, on Central deputation to a post with a lower grade pay than that attached to the substantive post in State Cadre, his pay in the pay band would continue unchanged but he will be granted the grade pay of the lower post till he continues to hold that post. Subsequently, on his appointment to a higher post after empanelment on Central deputation, he would be eligible for the grade pay of the higher post and his pay in the pay band would be fixed taking into account what he would have drawn had he been in his cadre. (An illustration is enclosed in Annexure-I)

Annexure - I

Illustration : Case of Pay fixation of IAS officer, holding a post in Super Time Scale in the State Cadre, appointed on Central deputation initially at the level of Director in Selection Grade of IAS and subsequently at the higher level of Joint Secretary in Super Time Scale.

1	Substantive Pay in the Super Time Scale in the State Cadre as on 1.1.2006	Rs.46050/- in the pay band Rs.37400-67000 plus grade pay Rs.10000/-
2	Date of appointment as Director (on Central deputation)	15/04/2005
3	Pay fixed in the grade of Director (on Central Deputation) w.e.f. 1.1.2006	Rs.46050/- in the pay band Rs.37400-67000 plus grade pay Rs.8700/-
4	Pay on increment as on 1.7.2006 (as calculated with grade pay of Rs.8700)	Rs.47700/- in the pay band Rs.37400-67000 plus grade pay Rs.8700/-
5	Date of appointment as Joint Secretary on Central deputation	10.10.2006
6	Pay fixed in the Super Time Scale on appointment as Joint Secretary on Central Deputation) w.e.f. 10.10. 2006	Rs.47740/-* in the pay band Rs.37400-67000 plus grade pay Rs.10000/-

(* as would be admissible to the next junior officer drawing pay in same pay band and grade pay in the State cadre, i.e. with the last increment calculated on the Grade pay of Rs.10000/-)

(DP&T's O.M. 11030/35/2008-AIS-II, Dated 20/11/2008)

(13) Fixation of pay of the members of All India Services in new HAG scale, on deputation shall be regulated in terms of clarifications given by the Ministry of Finance, Department of Expenditure vide their O.M. no. 1/ 1/2008-IC, dated 28th August, 2009 (Annexure-II).

(DP&T's letter no. 20011/5/2009-AIS-II, Dated 28/8/2009)

(Annexure-II)

Subject: Fixation of pay on deputation after the replacement of the pre-revised S-30 scale by the new HAG scale – clarifications-regarding.

Attention is drawn towards this Department's O.M. of even number dated 13th September, 2008 on the subject 'Clarifications on CCS (Revised Pay) Rule, 2008. Vide the said O.M. clarifications were issued, inter-alia, regarding fixation of pay of Government servants on deputation consequent upon the implementation of the revised pay structure recommended by the Sixth Central Pay Commission. The Government has since notified a new HAG scale (Rs.67000-79000) in replacement of the pre-revised S-30 scale of Rs.22400-24500. Consequently, the following clarifications regarding fixation of pay on deputation on account of the replacement of the pre-revised S-30'scale by the new HAG scale are issued:-

1. CASES *WHERE* GOVERNMENT SERVANTS WERE ON DEPUTATION AS ON 01.01.2006

(A) In case a Government servant was on deputation to a post in PB-4 with grade pay of Rs.10000 on 1.1.2006 and got promoted to the HAG scale in his cadre after 01.01.2006 while still on deputation and was also granted proforma promotion under the 'Next Below Rule', his pay will be fixed in the manner indicated below: -

As on 1.1.2006, the pay of the Government servant will be fixed with reference to the fitment table of the pre-revised scale of Rs.18400-22400. Subsequently, when he gets promoted to HAG scale in his cadre and is allowed proforma promotion under the 'Next Below Rule', his basic pay will be fixed with reference to the basic pay of the officer immediately below him in his parent cadre (who is working in the cadre), though he will continue to be in the pay band PB-4. From such basic pay, Rs.10,000 will be treated as grade pay and the rest as pay in the pay band. The Government servant will continue to earn his annual increments

during the remaining period of deputation subject to a maximum pay in the pay band of Rs.67000 (the maximum of the pay band PB-4).

(B) In case a Government servant was on deputation to a post in PB-4 with grade pay of Rs.10000 on 1.1.2006, but had already been promoted to the HAG scale in his cadre prior to 1.1.2006, his pay will be fixed in the manner indicated below: -

i) As on 1.1.2006, the pay of the Government servant will be fixed with reference to the fitment table of the pre-revised scale of Rs.18400-22400. Immediately thereafter (on the same day), his basic pay will be stepped up with reference to the revised basic pay of the officer immediately below him in his parent cadre (who is working in the cadre). From such stepped up basic pay, Rs.10,000 will be treated as grade pay and the rest as pay in the pay band PB- 4. The Government servant will continue to earn his annual increments during the remaining period of deputation subject to a maximum pay in the pay band of Rs.67000 (the maximum of the pay band PB-4).

ii) Subsequently, in case the Government servant got laterally appointed on deputation basis to a post in the HAG scale, his pay in the pay band and grade pay will be consolidated and will become his basic pay in the HAG scale, subject to a maximum of Rs.79000.

2. CASES WHERE GOVERNMENT SERVANTS PROCEED ON

DEPUTATION AFTER 01.01.2006

(A) In case a Government servant comes on deputation to a post in PB-4 with grade pay of Rs.10000 after 1.1.2006 and later gets promoted to the HAG scale in his cadre and is also granted proforma promotion under the 'Next Below Rule', his pay will be fixed in the manner indicated below: -

On his appointment on deputation basis, the pay of the Government servant will be fixed as per the terms of deputation/ extant rules. Subsequently, when he gets promoted to HAG scale in his cadre and is allowed proforma promotion under the 'Next Below Rule', his basic pay will be fixed with reference to the basic pay of the officer immediately below him in his parent cadre (who is working in the cadre) but will continue to be in PB-4. From such basic pay, Rs.10,000 will be treated as grade pay and the rest as pay in the pay band. The Government servant will continue to earn his annual increments during the period of deputation subject to a maximum pay in the pay band of Rs.67000 (the maximum of the pay band PB-4).

(B) Fixation of pay of Government servants who are in the grade pay of Rs.10000 in the pay band PB-4 in their parent cadre and who go on deputation, other than under the Central Staffing Scheme (i) directly to a post in HAG scale; and (ii) to a post in the same grade pay and thereafter get laterally appointed on deputation basis to a higher post in the HAG scale will be done in the manner indicated below:-

In such cases, as per extant instructions, On his appointment on deputation basis, the Government servant has the option to have his pay fixed either with reference to his pay-in his parent cadre (in which case he will also be eligible for deputation (duty) allowance), or to opt for the pay of the post. If the Government servant opts to have his pay fixed in the pay of the post, his pay will be fixed in the HAG scale by granting an increment to his basic pay @ 3% and adding Rs.2000 thereto, subject to a minimum of Rs.67000 and maximum of Rs.79000.

3. PAY FIXATION OF GOVERNMENT SERVANTS WHO PROCEED ON DEPUTATION UNDER THE CENTRAL STAFFING SCHEME AFTER 01.01.2006

(A) Fixation of pay of Government servants who are in the HAG scale in their parent cadre and go on deputation to a post in the grade pay of Rs.10000 in the pay band PB-4 under the Central Staffing Scheme will be done in the manner indicated below: -

Under the extant rules, Government servants are not permitted to go on deputation to a lower level post. The same is, however, permitted under the Central Staffing Scheme, Accordingly, in case a Government Servant in HAG scale goes on a deputation (under the Central Staffing Scheme) to a lower post in PB-4 with grade pay of Rs.10000, his basic pay in the deputation post will be fixed at a stage equal to his basic pay in his parent cadre. However, since the basic pay of Joint Secretaries/equivalent posts has two components, viz., grade pay (Rs.10000) and pay in the pay band, in such cases, the pay on deputation will be fixed by treating Rs.10000 from the basic pay as grade pay and the remaining amount as pay in the pay band. *To illustrate*, if a Government servant's basic pay in the cadre in HAG grade was Rs.73220, on his appointment on deputation basis as a Joint Secretary under the Central Staffing Scheme, his basic pay will continue to be Rs.73220, of which Rs.10000 will be treated as grade pay and the remaining Rs.63220 as pay in the pay band. Thereafter, he will continue to earn his annual increments, subject to his pay in the pay band not exceeding Rs.67000.

(B) Fixation of pay of Government servants who are in the HAG scale in their parent cadre and go on deputation to a post in the grade pay of Rs.10000 in the pay band PB-4 under the Central Staffing Scheme and thereafter get appointed on deputation basis to posts in the HAG scale will be done in the manner indicated below: - .

In such cases, on initial appointment to a 'post in the grade pay of Rs.10000 in PB-4, the pay of a Government servant will be fixed in the manner indicated in 3 (A)

above. 'Subsequently, when the Government servant is appointed on deputation basis to a post in HAG scale under the Central Staffing Scheme, his pay in the pay band and grade pay will be consolidated and will become his basic pay in the HAG scale subject to a maximum of Rs.79000.

(14) Subject: Fixation of pay of All India Service officers appointed as Director / Joint Secretary / Additional Secretary under the Central Staffing Scheme – reg.

(14.1) The undersigned is directed to say that after the revision of pay scales w.e.f. 1/1/2006, the pay of All India Service officers on their appointment as Director/Joint Secretary/Additional Secretary under Central Staffing Scheme, as well as on proforma promotion to the next higher grade in the State cadre, is regulated in terms of revised provisions of Schedule-II.C of IAS (Pay) Rules, 2007 and similar rules in respect of IPS/IFS and the instructions issued by this Department vide letter no. 14021/5/2008-AIS-II, dated 29.9.2008 and no. 20011/5/2009-AIS(II), dated 28/8/2009.

(14.2) As per the provisions contained in Schedule-II.C of the IAS (Pay) Rules, 2007, the post of Deputy Secretary under Central Staffing Scheme carries the twin pay scales of Pay Band-3 plus grade pay Rs.7600 and Pay Band-4 plus grade pay Rs.8700. In the case a member of All India Service is appointed as Deputy Secretary under Central Staffing Scheme after his promotion to Selection Grade of IAS/IPS/IFS in his State cadre or has been granted proforma promotion in the Selection Grade subsequent to appointment as Deputy Secretary at Centre, his pay is fixed in the Selection Grade, in the same manner as would have been fixed in the State cadre and he is allowed the Central Deputation (tenure) Allowance @10% subject to the maximum of Rs.4000 per month.

(14.3) In terms of instructions contained in this Department's letter dated 29/9/2008, an officer, who has been appointed as Director on Central deputation subsequent to his promotion to the Super Time Scale (JS level) in the State cadre, continues drawing his pay in Pay Band as he was drawing in the State cadre but his grade pay restricted to that attached to the deputation post of Director. In case of his proforma promotion in his State cadre to a post in a higher grade, his pay in the pay band is fixed with reference to the pay in the pay band of the officers immediately junior to him in the cadre of his service, and he continues to draw the grade pay attached to the deputation post for the remaining duration of the deputation plus CDTA, wherever applicable.

(14.4) Similarly, the pay of All India Service officers, on their appointment as Joint Secretary on Central deputation subsequent to their promotion in HAG scale as well as on proforma promotion to HAG scale, is regulated in terms of instructions issued by this Department vide letter dated 28/8/2009.

(14.5) However, this Department has been receiving references from the Ministries/Departments for fixation of pay of All India Service officers appointed under Central Staffing Scheme, for approval in terms the instructions issued by this Department vide letter no.11030/2/2003-AIS-II, dated 12th July, 2004.

(14.6) The matter has been considered in this Department and it has been decided that the Ministries/Departments may fix the pay of AIS officers, on their appointment as Deputy Secretary/Director/Joint Secretary/Additional Secretary under Central Staffing Scheme, in terms of Schedule-II.C of the IAS (Pay) Rules, 2007 and similar rules in respect of IPS/IFS without making a reference to this Department.

(14.7) In the case of appointment of an All India Service officer to a lower grade at Centre or in the case of proforma promotion to the next higher grade *i.e. Super Time Scale or Above Supertime Scale*, or in the case of their proforma promotion to any of these grades, their pay may be fixed in terms of the instructions issued vide letters dated 29/9/2008 and 28/8/2009 provided it is certified by the concerned State cadre authority that:

- (i) The officer had actually started drawing pay in the higher grade in his cadre or, in the case of proforma promotion, his immediate junior in the State has started drawing his pay in the higher grade.
- (ii) The promotion to the higher grade *i.e. Super Time Scale or Above Supertime Scale* in the State cadre has been allowed by the concerned State Cadre authority in accordance with the relevant rules and promotion guidelines.
- (iii) The State Government has obtained prior concurrence of the Central Government to the availability of vacancies in terms of rule 3 (2)(ii) of the IAS (Pay) Rules, 2007 or similar rules in respect of IPS/IFS officers, as the case may be.

(DP&T letter No.14021/12/2008-AIS(II), 12th March, 2010)

(15) Subject:- Non-Functional financial upgradation for Officers of IPS/IFS in Pay Band - 3 and Pay Band - 4 in terms of Note 3 below rule 3(1) of the IPS/IFS (Pay) Amendment Rules, 2008

(15.1) I am directed to say that the provision of non-functional financial upgradation of IPS/IFS officers in PB-3 or PB 4 linked to appointment of an IAS officer at Centre, as already made in the Note 3 below rule 3(1) of the IPS/IFS (Pay) Amendment Rules, 2008 has been further amended vide notification nos. GSR 172(E) and GSR 173(E) dated 3rd March, 2010 to include the HAG Scale and to make the application of this provision in the State cadres more clear. The text of the new provision is as follows:

“Note 3: Whenever any Indian Administrative Service officer of a particular batch is posted at the Centre to a particular grade carrying a specific grade pay in PB-3 or PB-4 or HAG scale, the members of Service, who are senior to such Indian Administrative Service officer by two years or more and have not so far been promoted to that particular grade, shall be granted the same grade on non-functional basis in their respective State cadres from the date of posting of the Indian Administrative Service officer at the Centre in that particular grade.

In the case of those members of the Service who are posted at the Centre, at the time of grant of Non-Functional upgradation under Note 3 above, their pay in pay band will be fixed by granting one increment @ 3% of the existing pay in the pay band and existing grade pay subject to the minimum of the pay band of non-functional upgradation, and they will not be granted higher grade pay or pay scale, as the case may be. Such officers will continue getting the grade pay of the post against which they have been appointed at the Centre under the Central Staffing Scheme. They will also continue getting Central Deputation Tenure Allowance (CDTA), wherever applicable.”

(15.2) Grant of non-functional financial upgradation to IPS/IFS officers in various State/Joint Cadres of IPS/IFS, wherever due and admissible in terms of the above provisions, would be effective w.e.f. 1.1.2006 and would be subject to the terms and conditions given in Annexure -I.

Annexure -I.

TERMS AND CONDITIONS FOR GRANT OF NON-FUNCTIONAL FINANCIAL UPGRADATION IN PAY BAND 3 OR PAY BAND 4 or HAG SCALE TO THE OFFICERS OF INDIAN POLICE SERVICE / INDIAN FOREST SERVICE.

1. The non functional up-gradation granted in terms of provisions contained the Note 3 below rule 3(1) of the amended IPS/IFS (Pay) Rules, 2007 will be based on posting of particular batch of IAS officer at Centre after empanelment, under Central Staffing Scheme. Such up-gradation would not be linked to the vacancies in the grade.
2. The up-gradation granted under these orders will be a purely non- functional financial up-gradation, personal to the officer and It would not bestow any right to the officer to claim promotion or designation of the higher post or deputation benefits based on his non-functional up-gradation in such a manner.
3. All the prescribed eligibility criteria and promotional norms including 'benchmark' for up-gradation to a particular grade pay would have to be met at the time of screening for grant of higher pay band/grade pay under these orders.
4. A screening committee would be formed by the concerned State cadre authorities for implementation of these provisions. There would be three members in committee so formed and they would at-least be one level above the grade for which up-gradation is being considered. Chief Secretary of the concerned State would chair the committee. In respect of AGMUT cadres of IPS/IFS, Home Secretary/Secretary, Environment and Forests, Govt. of India would chair the committee.
5. All instructions concerning grant of non-functional upgradation presently applicable in the case of grant of non-functional Junior Administrative Grade to officers of IPS/IFS would apply in the event of penalty, disciplinary proceedings, suspension etc.

6. Orders will be issued with the approval of the competent authority. Grant of higher pay scale on the non-functional basis would be from the date of posting of the first officer belonging to the particular batch of IAS under these orders will be given from the due date.
7. Pay fixation (i) Pay fixation on grant of non-functional financial up-gradation under these provisions will be done as per the provisions of IPS/IFS (Pay) Rules, 2007 as amended vide this Department's notifications (GSR no.691 and 692) dated 27th September, 2008 i.e. the officers will be granted one increment at the rate of 3% of basic pay and the existing grade pay will be substituted by the grade pay of the particular grade of Service in which the non-functional financial upgradation has been granted.

(ii) As far as similarly placed officers of IPS/IFS, posted on Central deputation, are concerned, they will be granted one increment @ 3% of the existing pay in the pay band and existing grade pay subject to the minimum of the pay band of financial upgradation, on account of the non-functional financial up-gradation, but their grade pay will remain unchanged on the ground that they are holding a particular post with a specific grade pay under the Central Staffing Scheme. In such cases the officers granted non-functional financial up-gradation may continue to draw CDTA if admissible.
8. As and when the normal vacancies in the grade arise, the officer will be considered for regular promotion as per the promotion guidelines. However at the time of promotion, the pay in the grade will not be fixed again for officers who have been granted up-gradation under these orders.
9. Officers on deputation / study leave or any other duly sanctioned leave would also be considered and granted higher pay-scale on non-functional basis according to the prescribed procedure.
10. Non-functional up-gradation to the next higher grade pay granted under the scheme is a fall back option only, to be applied in cases where officers of IPS/IFS have not been granted promotion to a particular grade in pay band 3 or pay band 4 in normal course according to due procedure.

ILLUSTRATION:- If officers of 1987 batch of IAS are empanelled as Joint Secretary in the grade pay of Rs. 10,000/- in PB-4 and an officer of the batch gets posted at Centre (under Central Staffing Scheme) on 15th January 2008, all the officers of the 1985 batch of IPS/IFS who have not been promoted to the IGP/CCF grade and who are eligible for the same on 1/1/2007 for the panel year 2007-08, would be granted the same grade on non-functional basis under these instructions w.e.f. 15th January, 2008. Same would be the case in the event of posting of an officer of particular batch as Deputy Secretary/Director etc. under Central Staffing Scheme.

(DP&T letter No.14021/3/2008-AIS(II), 16th March, 2010)

16 Reference from State Governments for clarification on fixation of pay of the members of All India Service on promotion to HAG scale on exercise of option under sub rule (8A) of rule 4 of the IAS (Pay) Rules, 2007, as amended vide IAS (Pay) Fourth Amendment Rules, 2010, have been engaging attention of this Department. The matter has been examined and it is clarified that :

(i) For purpose of calculation of two increments (One annual increment and the other as promotional increment) on 1st July as provided under the sub rule (8A) of rule 4 of the IAS (Pay) Rules, 2007, the basic pay prior to the date of promotion shall be taken into account

(ii) Further, these two increments shall be added to the basic pay of the concerned members of Service as fixed on the date of promotion to HAG scale by adding an amount of Rs.2000/-.

(DP&T letter No.20011/5/2009-AIS(II), 1st September, 2010)

GOVERNMENT OF INDIA'S DECISIONS UNDER SECTION III, SCHEDULE II OF IAS (PAY) RULES, 1954

(1) The increments of the State Civil/Police Service officers appointed to officiate in cadre posts will be regulated in accordance with the provisions of Clause(4) in Section III of Schedule II, subject to the following conditions:-

(i) Only the period of earned leave up to a maximum of 120 days taken at a time, is to count for increments in officiating appointment provided the State Government certifies that but for his proceeding on leave, the officer would have continued to officiate in the cadre posts. In the case of permanent State Civil/Police Service Officers who have been continuously officiating in the cadre post for more than three years at the time they proceeded on leave and would have continued to officiate in the cadre posts but for their proceeding on leave, leave other than extraordinary leave will count for increments in that time-scale. For the purpose of reckoning the three years' limit, officiating service in the cadre post in the Indian Administrative Service/Indian Police Service will include periods of leave, including extraordinary leave during which the officer would have officiated in the post.

(ii) When the officiating pay of an officer is re-fixed under clauses (2) and (3) in Section III of Schedule II, the period of one year for the purpose of next increment should be calculated from the date the pay is so re-fixed.

(iii) No increment is to be allowed to an officer whose officiation in a cadre post beyond a period of three months/six months is not approved by the Central Government/the Union Public Service Commission, as the case may be, and he may be given only the pay as fixed/re-fixed for him

under sub-para (i)/(iii) of para II of Government of India's Instructions below rule 4 till the date of reversion from cadre post.

Note- It will be the responsibility of the State Government to inform the Audit Officer as soon as they receive directions from the Central Government that the requirements of the Indian Administrative/Police Service (Cadre) Rules, 1954 have been satisfied. The officer may then be allowed an increment, if due, in the Indian Administrative Service/Indian Police Service time-scale.

(iv) The period of officiation of an officer not approved by the Union Public Service Commission will not count for increments in case the officer is promoted again to the Indian Administrative Service/Indian Police Service.

(v) Period of suspension which is not treated as a period spent on duty vide rule 9 of the All India Service (Discipline and Appeal) Rules, 1955 and which is also not treated as one spent on leave, will also have the effect of postponing the increments.

[G.I., MHA letter No. 1/27/59-AIS(II), dated 23rd March, 1960 read with letter No. 1/101/60-AIS(II), dated 6th May, 1961 and letter No. 15/38/66-AIS(III), dated 20th April, 1966.]

(2.1) The officiating pay of State Civil/Police Service Officers appointed to officiate in Indian Administrative Service/Indian Police Service Cadre post is to be regulated in the manner indicated below.

I. Circumstances in which officiating pay is to be fixed in the Indian Administrative Service/Police Service.- State Civil/Police Service officers appointed to officiate in cadre posts are entitled to get their officiating pay fixed in the senior time-scale of the Indian Administrative Service/Indian Police Service in the following circumstances:-

(i) if the vacancy is not likely to last for a period exceeding three months;

(ii) the Central Government have been informed if the vacancy is to exceed a period of three months but is less than six months and the Central Government do not issue any directions to revert the officer from the cadre posts; and

(iii) in case the period exceeds six months, the officer has been approved by the Union Public Service Commission and his name included in the Select List.

NOTE:- In case a Non-State Civil Service Officer is appointed to hold an Indian Administrative Service Cadre post in accordance with the provisions of Rule 9 of the Indian Administrative Service (Cadre) Rules, 1954, his officiating pay in the Indian Administrative Service will be fixed by the Central Government in consultation with the State Government concerned.

II. Principles for fixation of officiating pay.- The officiating pay of State Civil/Police Service officer appointed to officiate in a cadre post in the circumstances specified in paragraph 2 above,

will be fixed in the senior time-scale of Indian Administrative Service/Indian Police Service under sub-rule (5) subject to the following conditions:-

(i) State Civil/Police Service officers appointed to officiate in cadre posts in accordance with the provisions of rule 9 of the Indian Administrative Service/Indian Police Service (Cadre) Rules, 1954, will be entitled to pay during the period of their officiation under sub-rule (5), up to a maximum period of six months or date of reversion, whichever is earlier, after which, if they are not approved by the Union Public Service Commission for officiating in cadre posts, these rules will cease to apply to them. However, subject to sub-para (iii) of this para, there would be no objection to remunerate these officers at the initial pay fixed for them in the senior time-scale of the Indian Administrative Service/Indian Police Service till the date of reversion as a result of disapproval by the Central Government or the Union Public Service Commission. The entire period of such officiation would not count for purposes of pay fixation, if such officers are promoted later on.

NOTE:- If an officer is included in the Select List from a date after the expiry of six months, from the date of officiation in the cadre post, the period of officiation, preceding the six months prior to the date of approval by the Union Public Service Commission, will not count for the purpose of fixation of the pay and regulation of increments unless the entire officiation of the officer has specifically been approved by the Union Public Service Commission at the time of inclusion of his name in the said list.

(ii) In cases where the requirements of Rule 9 of the Cadre Rules have not been fulfilled, the non-cadre officer shall be remunerated the pay which he would have drawn in the State Service had he not been appointed to a cadre post.

[Department of Personnel letter No. 1/13/68-AIS(III), dated 23/6/71.]

(iii) If, in a case, when a State Civil/Police Service officer appointed to officiate in a cadre post is reverted due to his officiation not being approved, there is an enhancement in the substantive pay on the ordinary time-scale or Selection Grade of the State Service scale during the first three months, he will be entitled to refixation of his pay in the Indian Administrative Service/Indian Police Service on the basis of his enhanced pay under clauses (2) and (3) in Section III of Schedule II and will continue drawing the refixed pay till the date of his reversion.

(iv) The officiating pay of a State Civil/Police Service officer fixed on the basis of his substantive pay in the Selection Grade of the State Civil/Police Service is not to be refixed on an enhancement of assumed pay in the ordinary time-scale of the State Civil/Police Service.

(v) The officiating pay of an officer, officiating in the selection Grade of the State Civil/Police Service on the date of his appointment to cadre post, is to be fixed under clause (3) in Section I of Schedule II and not under clause (3) in Section III. Clause (3) in Section III will come into play only when the officer, while officiating in the Cadre post, is substantively promoted to Selection Grade of the State Civil/Police Service.

(vi) Deleted.

(vii) If a State Civil/Police Service officer is not confirmed in the State Civil/Police Service and is appointed to officiate in a cadre post, he should be given the minimum of the senior time-scale of the Indian Administrative Service/Indian Police Service from the date of his officiating appointment to the cadre post.

(viii) For comparing the length of a State Civil/Police Service Officer's service with that of an Indian Administrative Service/Indian Police Service officer for the purpose of clause (5) in Section I of Schedule II, the total period of State Civil/Police Service (including sub-pro-term and officiating service) which was followed without interruption by substantive service is to be taken into account.

(2.2) All the periods of service rendered by a State Civil/Police Service officer before his confirmation in the State Civil/Police Service which were counted for increments in the State Civil/Police Service should be taken into account for computing completed years of service in the State Civil/ Police Service. For this purpose, non-continuous State Civil/Police Service (excluding subordinate service) may also count, if it was rendered by the officer after his regular selection for appointment to that Service. Service as a probationer, even though it is rendered on a remuneration below the minimum of the time-scale of the State Civil/Police Service may also be taken into account for this purpose, provided that such service has been counted for all purposes e.g., eligibility for promotion etc. in the State Civil/Police Service by the State Government.

III. Special pay:-(i) A State Civil Police Service officer officiating in a cadre post will be entitled in addition to officiating pay in the senior time-scale of the Indian Administrative Service/Indian Police Service, to the special pay, if any, attached to the cadre post.

(ii) A non-cadre officer holding a cadre post without valid approval under Rule 9 of the Cadre Rules can be allowed a special pay also provided it is certified by the State Government that the officer would have drawn the special pay in the State Civil Service but for being appointed to a post included in an All India Service.

[Dept. of Personnel letter No. 1/13/68-AIS(II), dated 19/1/72]

[G.I., MHA letter No. 1/27/59-AIS(II), dated 23rd March, 1960, read with letter No. 1/101/60-AIS(II), dated 6th May, 1961 and letter No. 15/38/66-AIS(II), dated 20th April, 1966.]

(3.1) Under the IAS (Pay) Rules, 1954, pay drawn by SCS/non-SCS officers on substantive posts is taken into account on their appointment in the IAS. It has been found that this sometimes leads to a situation where the officers concerned have to get their pay fixed at a lower stage in the IAS than the pay drawn by them while holding posts in the State Government for the reason that they are necessarily not holding substantive posts immediately prior to their appointment in the IAS but are officiating on the posts last held by them under the State Governments. In order to mitigate the hardship thus caused, it has been decided to count their officiating pay as the basis for the purpose of their pay fixation in the IAS provided that such pay was drawn for not less than 3 years at the time of their appointment in the IAS.

(3.2) While sending proposals for pay fixation of non-SCS officers appointed in the IAS to the Central Government as required under Rule 4(6) of the Pay Rules, the State Governments are to send complete pay details of such officers in Form `B' below. For pay fixation of SCS officers on their appointment in the IAS, which is done by the State Govts. themselves, Form `A' below may be used.

FORM `A'

PROFORMA REGARDING FIXATION OF PAY OF SCS OFFICERS APPOINTED TO OFFICIATE IN IAS CADRE POSTS/APPOINTED TO I.A.S.

1. Name of the officer
2. Date of appointment to IAS/appointment to officiate in I.A.S. Cadre post.
3. Designation of the post held immediately prior to such appointment in I.A.S.
4. Pay scale and Pay drawn in the SCS on the date of appointment to IAS/to officiate in IAS cadre post.
5. Was the officer substantive or officiating in the post mentioned in Column 3 above.
6. If officiating, what was the substantive post.
7. Pay and pay scale of the substantive post.
8. Details of all the posts held by the officer before his appointment in the IAS, pay scales and pay drawn in these posts.
9. Were the pay scales referred to in columns 4 & 7 in force from 1.1.1996.
10. If so, what was the DA admissible with reference to
 - (a) Substantive post
 - (b) Officiating post
11. If the answer to Column 9 is "NO" when was the pay scale revised and what were the pre-revised lower and higher scales.
12. What was the quantum of DA merged in
 - (a) revised lower scale
 - (b) revised higher scale
13. No. of completed years of service in Class I/Group `A' of SCS.
14. Proposal of the State Government for fixation of pay and basis therefor.

FORM `B'

PROFORMA FOR FIXATION OF PAY OF NON-SCS OFFICERS APPOINTED TO I.A.S.

1. Name of officer
2. Date of appointment to I.A.S.
3. Designation of the post held immediately prior to appointment to IAS.
4. Pay and pay scale of the post referred to in column 3.
5. Whether the pay was substantive or officiating.
6. If officiating what was the substantive pay.
7. Designation and the pay scale of the post in which the officer was substantive.
8. Details of all the posts held by the officer before his appointment in the I.A.S., pay scale and pay drawn in these posts.
9. State whether the pay scales of the substantive post and the post in which the officer was officiating were in force from 1.1.96.
10. If the answer to column 9 above is yes, what is the DA admissible to the officer at the rates in force on 1.1.96 in his
 - (a) Substantive Post
 - (b) Officiating Post
11. If the answer to Column 9 is 'NO' what were the pre-revised pay scales of the posts in which the officer was
 - (a) Substantive
 - (b) Officiating
12. What is the quantum of DA merged in the revised pay scales of
 - (a) Substantive Post
 - (b) Officiating Post
13. No. of completed years service in Class I/Group 'A' non-SCS.
14. Proposal of State Government for fixation of pay and basis therefor.

(DP&T's letter No. 20015/5/92-AIS(II), dated 29.3.94)

(4.1) The pay drawn by the SCS/non-SCS officers in the State Governments is protectable to the extent of Rs.5700/-, i.e. the maximum of the Selection Grade which is the third and the last component of the Senior Scale of I.A.S. This benefit is available on notional basis from 1.1.86,

i.e. the date from which the revised pay scales for the I.A.S. came into being on recommendations of the Central Fourth Pay Commission, and on actual basis from 9.5.1994, i.e. the date of effect of the notification dated 6.5.1994. Accordingly, pay in such cases is fixed at the same stage of I.A.S. which is equal to their State Pay irrespective of whether the officers concerned are eligible for placement at such a level by virtue of their seniority or not, and no further increments are allowed till they become eligible for Selection Grade on completion of 13 years' service calculated from their Years of Allotment.

(4.2) It has been brought to notice that the above manner of pay fixation - especially freezing of pay at the same stage in I.A.S. and not allowing any further increments till eligibility for Selection Grade is causing certain anomalies and financial hardship to the promoted officers. It has been found that under the new method of pay fixation, an officer promoted earlier in the I.A.S. whose pay is fixed and frozen at the same stage, begins to draw less pay than a junior officer who gets promoted in the I.A.S. subsequently, after earning one or more increments in the State pay-scale. In this way - as seniority has been delinked from pay in such cases, whereas pay of the senior is frozen at a particular stage, the junior gets his pay fixed at a comparatively higher stage in the I.A.S. which is equivalent to his State Pay including the increments earned by him while remaining in the State Service subsequent to promotion of the senior in I.A.S. This causes heartburning besides the financial hardship to the officers who are promoted in the IAS earlier.

(4.3) The matter of removal of such anomalies has been engaging attention of the Government. After careful consideration, it has now been decided that keeping in view the amendments made in the I.A.S. (Pay) Rules, 1954 vide Notifications dated 6.5.1994 and 17.7.1995, pay of S.C.S./non-S.C.S. officers inducted into the IAS may be fixed in the Senior Scale at a stage next above their State pay. Senior Scale of the IAS consists of (i) Time-Scale : Rs.3200-4700; (ii) Junior Administrative Grade: Rs.3950-5000; and (iii) Selection Grade : Rs.4800-5700. While fixing pay in such a manner, if the pay stage happens to be common to any two grades of the Senior Scale, the officer has to be placed in the lower of these two grades. In addition, they may also be allowed annual increments till the attainment of the stage of Rs.5700/- in the normal course. No further increments of pay fixation in the next higher scale, viz. Super Time Scale (Rs.5900-6700) would be available to them till they are actually promoted in this grade. Stagnation increments would of course be admissible to them if they happen to stagnate at the stage of Rs.5700/- before being promoted in the Super Time Scale.

(4.4) The benefits on the above counts would be actually available from 9.5.1994 which is the date of effect of the Notification dated 6.5.1994 mentioned above and no arrears for the past periods would be admissible. The promoted officers would of course get notional benefits of the same w.e.f. 1.1.1986 in accordance with the Notification dated 14.7.1995.

(4.5) The above principles will apply *mutatis mutandis* in the cases of the members of the Indian Police Service and the Indian Forest Service.

(DP&T's letter No. 20011/1/95-AIS(II), dated 17.5.96.)

(5.1) The promoted IAS officers getting the benefits under the Notifications dated 6.5.94 and 14.7.95 as amplified vide this Ministry's letter dated 17.5.96, would continue to receive the

benefit of annual increments irrespective of their initial pay fixed in the IAS, till they finally reach the stage of Rs.5700. Thereafter, they will also be entitled to receive the benefit of Stagnation increments under Rule 5A of the IAS (Pay) Rules, 1954. All other conditions including the condition laid down in para 4 of the letter dated 17.5.96 would, however, continue to be applicable.

(5.2) The above will apply mutatis mutandis in the cases of the members of the Indian Police Service and the Indian Forest Service also.

(5.3) Cases of pay fixation of two promoted officers on a hypothetical basis is attached in the Appendix to this letter in order to serve as examples.

Hypothetical cases of two promoted officers appointed in the IAS on different dates and the anomaly experienced.

Date and Event	Officer `A` State Pay	IAS Pay
1.1.94 (Date of increment in Selection Grade [say Rs.4100-5300] of State Service.)	Rs.4700	---
1.5.94 (Date of promotion of officer `A` in IAS)	Rs.4700	Rs.4850
1.1.95 (Accrual of increment in State Service - refixation benefit under clause (4) Section I Schedule II of Pay Rules.)	Rs.4850	Rs.5000
1.1.96 (Completion of one year of service)	Rs.5000	Rs.5000
(After reaching the stage of Rs.5000, the senior officer `A` does not get any further increments under the previous orders.)		
1.5.96 officer `B` in IAS)	Rs.5000	Rs.5000 (Promotion of
1.1.97 (Accrual of increment in State Service)	Rs.5150	Rs.5000 + Rs.150 (Stagnation Increment)

1.1.98 (Completion of one year's service)	---	Rs.5000 + Rs.150
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and so on.

If pay is fixed in the proposed manner.

1.1.94	Rs.4700	---
1.5.94	Rs.4700	Rs.4850
1.1.95	Rs.4850	Rs.5000
1.1.96	Rs.5000	Rs.5100
1.5.96	Rs.5000	Rs.5100
1.1.97	--	Rs.5250

and so on.

<u>Date and Event</u>	Officer `B' State Pay	IAS Pay
1.1.94 (Date of increment in Selection Grade [say Rs.4100-5300] of State Service.	Rs.4700	---
1.5.94 (Date of promotion of officer `A' in IAS)	Rs.4700	Not yet promoted
1.1.95 Accrual of increment in State Service – refixation benefit under clause (4) Section I Schedule II of Pay Rules.)	Rs.4850	Not yet promoted
1.1.96 (Completion of one year of service)	Rs.5000	Not yet promoted
(After reaching the stage of Rs.5000, the senior officer `A' does not get any further increments under the previous orders.)		
1.5.96 officer `B' in IAS)	Rs.5000	Rs.5100 (Promotion of
1.1.97	Rs.5150	Rs.5250

(Accrual of increment
in State Service)

1.1.98	---	Rs.5400
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(Completion of
one Year's service)

and so on.

If pay is fixed in the proposed manner.

1.1.94	Rs.4700	---
1.5.94	Rs.4700	Not yet promoted.
1.1.95	Rs.4850	Not yet promoted.
1.1.96	Rs.5000	Not yet promoted.
1.5.96	Rs.5000	Rs.5100
1.1.97	Rs.5150	Rs.5250

and so on.

(DP&T's letter No. 20011/1/95-AIS(II), dated 14 November, '96).

GOVT. OF INDIA'S DECISION UNDER SCHEDULE III-B

Government of India had, consequent upon the recommendation made by the Third Central Pay Commission, taken a decision that the number of posts eligible for the grant of special pay in an IAS/IPS, state cadre or a joint cadre should not exceed 50% of the senior posts under the State Government (excluding posts in the super-time scale). This decision was conveyed to State Governments vide this Department's letter No.28/7/74-AIS(II) dated the 16th/18th November, 1974. It was stated therein that the State Governments should review, in due course, the position of posts carrying special pay in the Indian Administrative Service and the Indian Police Service with a view to restricting the number of posts under the State Governments which should carry special pay. In this connection, reference is also invited to the then Minister of State Shri Ram Nivas Mirdha's d.o. No.28/8/74-AIS(II) dated the 23rd April, 1974, addressed to the Chief Ministers of all States.

Although the decision to restrict the number of cadre posts carrying special pay was taken more than seven years ago and despite requests made at the time of the cadre reviews to bring down the percentage of special pay posts to the prescribed level of 50%, it has been observed that the number of special pay posts in the Indian Administrative Service cadre of your State has continued to exceed the prescribed ceiling of 50%. The actual percentage is - May I request that the position of special pay posts in the Indian Administrative Service cadre of your State be reviewed again so that the number of posts carrying special pay does not exceed the prescribed ceiling of 50%?

(D.O. letter No.11030/25/81-AIS(II) dated 26th April, 1982 addressed by Secretary (P) to the Chief Secretaries of all the State Governments)