



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

PROCEEDINGS

IHRD – Implementation of 10th Pay Revision – Revision of Scale of Pay of IHRD employees – Sanction accorded – orders issued.

No.EA2/1298/2016/IHRD (1)

Dated, Thiruvananthapuram, 31st December 2019

- Read:** - 1 *G.O.(P) No.7/2016/Fin. dated 20.01.2016*
2 *G.O.(Ms) No.370/2019/HEDN dated 13.11.2019*
3 *Resolution of the 100th meeting of the Executive Committee of IHRD held on 14.11.2019*

ORDER

In the Government order read as first paper above, the orders on revision of scale of pay and allied matters for scale of pay for State Government employees issued vide G.O(P)No.7/2016/Fin. dated 20.01.2016 has been extended to IHRD employees also with effect from 01.07.2014 with the concurrence of the Executive Committee and as ordered in the G.O.(Ms)No.370/2019/H.EDN dated 13.11.2019 subject to certain terms and conditions. The institution wise existing scale of pay and the corresponding revised scale of pay of various categories of post under IHRD as approved by Government is appended to this order as Annexure – I.

2. These orders will be applicable to all regular employees including Part-time staff under IHRD except those covered by AICTE/UGC/Central Schemes.

3. The revised scale of pay and allowance will be granted in cash with effect from 13.11.2019 onwards. The fixation of pay and arrears in the revised scale of pay for the period from 01.07.2014 to 12.11.2019 will be notional.

4. The rules for fixation of pay in the revised scales will be the same as given in Annexure -2 of the Government Order read as first paper above. All employees who were in service as on 01.07.2014 shall come out to the revised scale of pay with effect from 01.07.2014. There will be no option.

5. The pay fixation statement should be entered in the service book of the staff members concerned under proper attestation.

6. Necessary undertaking for recovery of over payment if any, on account of wrong fixation of pay should be obtained from the incumbent before the payments are made.

7. A specimen form for fixation of pay is appended along with the undertaking to be executed by each employee.

8. The pay revision of employees should be checked during internal audit.

9. Copy of the Government Order read as first paper above along with Annexure 1, 2, & 3 is also appended herewith for necessary action. (i.e, Revised scale of pay, rules for fixation of pay, scheme for Time Bound Higher Grade promotion respectively). The head of institution should strictly adhere to the guidelines in the G.O read as first and second paper above for fixation of pay, granting of increment etc....

10. All the Head of the institutions under IHRD will be held personally responsible for any deviation from the above said conditions, while implementation of pay revision as per G.O.(Ms) No.370/2019/HEDN dated 13.11.2019.

11. The Head of Institution shall fix the pay in respect of all regular hands in roll in accordance with the conditions specified above.

12. Further clarification if any required shall be issued on request.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl: As stated above.

To:-

1. *All Heads of associate institutions under IHRD*
2. *Additional Director*
3. *Deputy Director*
4. *Administrative Officer*
5. *Finance Officer*
6. *Assistant Executive Engineer*
7. *Senior Superintendent - Establishment Section*
8. *All Section Heads in IHRD Head Quarters*
9. *Finance Section*
10. *All dealing hand in the Establishment Section*
11. *EA1 Section for necessary action*
12. *SF*
13. *OC*

Forwarded/ By Order

A.S.B.
Administrative Officer

STATEMENT OF FIXATION OF PAY IN THE REVISED SCALE

1. G.O(P) No.7/2016/Fin dated 20.01.2016
2. G.O.(Ms) No.370/2019/H.Edn dated 13.11.2019
3. Proceedings No.EA2/1298/2016/HRD dated12.2019

1. Permanent Employee Number (PEN) :
2. Name (in block letters) :
3. Designation :
4. Post held as on 01.07.2014 :
5. Date of Commencement of full time regular service :
6. Completed years of full time regular service as on 01.07.2014 (Ref: Note below Rule 6 in Annexure II)* :
7. Existing scale of pay (in full) as on 01.07.2014 :
8. Revised scale of pay (in full) as on 01.07.2014 :
9. (a) Basic pay in the existing scale of pay including increments/ stagnation increments on the date of change over to the revised scale (Rule 5 (a) of Annexure II) :
- (b) Personal Pay, if any, not specifically ordered to be absorbed in future increase of pay :
- (c) Special pay drawn in lieu of higher time scale of pay, provided there is no special pay attached to the revised scale :
- Note: Any other special pay drawn, in addition to pay drawn in the existing scale shall not be reckoned for fixation in the revised scale.*
- (d) DA admissible at the rate of 80% on pay as above :
10. (i) Fitment Benefit :
(@ 12% of basic pay at 9 (a) subject to a minimum of Rs. 2000/-)

- (ii) Service Weightage
 (@ 1/2 % of basic pay at 9(a) for every completed year of service subject to a maximum of 15%)
11. Total of 10 (i) + (ii) (Maximum limit : Rs.12000)
12. Total [(9) + (11)] :
13. Next stage :
(The amount computed against item 12 may be stepped up to the next stage in the Revised scale)
14. Pay fixed in the revised scale ** :
15. (i) Date of Increment :
(Next Increment will accrue on the date of increment in the pre-revised scale)
- (ii) Pay on Accrual of Increment :
16. Remarks :

Station:
Date

Signature:
Drawing Officer:
Name:
Designation:

Signature:
Countersigning Officer:
Name:
Designation:

***Note:**
(Vide Items 6)

Service for the purpose of this rule means full time regular service including broken periods of service qualifying for normal increments in the scale of pay. Time spent on leave not counting for normal increment shall not be reckoned. Service during the period of bar on increment, without cumulative effect will be reckoned. Prior full time regular service in aided schools / colleges / polytechnics, Municipal Common Service, University Service, Panchayat Service and High Court of Kerala Service will also be reckoned.

****Note:**
(Vide Item 14)

If the amount arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of the revised scale and the difference shall be treated as personal pay and will not be absorbed in future increase on pay on account of granting increments. This personal pay will count for all purpose viz. fixation of pay, calculation of leave salary, drawal of allowances and pension. If the amount computed is less than the minimum of the revised scale, pay shall be fixed at the minimum of the revised scale.

UNDERTAKING

- 1 G.O.(P) No.7/2016/Fin. dated 20.01.2016
- 2 G.O.(Ms)No.370/2019/H.EDN dated 13.11.2019
- 3 Proceedings No.EA2/1298/2016/HRD dated12.2019 of the Director IHRD

I hereby agree to refund the excess pay and allowances, if any drawn by me, in case it is found later that I have been paid such excess (even if, it is due to erroneous fixation) on fixation of my pay in the revised scale with effect from 01.07.2014.

Station :

Signature:

Date:

Name:

Designation:

Office /Department :

Countersigned

Head of Institution