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From

The Finance Secretary,
Chandigarh Administration.

To

All the Head of Departments/Offices,
Union Territory, Chandigarh.

Memo No. 7000/1/3/09-F&PO(7)/
Chandigarh dated the :

1721

28.2.13.

5250

2013

Ac (ssm)

Subject:

Implementation of Haryana Civil Services (Revised Pay) Rules, 2008
and Haryana Civil Service (Assured Career Progression) Rules, 2008 -
Fixation of Pay and Payment of Arrears - instructions regarding.

The Haryana Government vide their Order No. 1/83/2008/1PR(FD) dated 07.01.2009 (copy enclosed) has issued corrigendum regarding fixation of pay and payment of arrears under the Haryana Civil Services (Revised Pay) Rules, 2008. It has been decided to adopt the aforementioned Haryana Govt. order dated 07.01.2009 in respect of officers/officials working on deputation with this Administration from State of Haryana on the same terms and conditions as mentioned therein.

Finance & Planning Officer
for Finance Secretary,
Chandigarh Administration.

Endst.No. 7000/1/3/09-F&PO(7)/

1722

Chandigarh dated the : 28.2.13

A copy is forwarded for information to the:-

1. Accountant General (A&E), Punjab and Chandigarh, Chandigarh.
2. Accountant General (Audit), Haryana and Chandigarh, Chandigarh.

Finance & Planning Officer
for Finance Secretary,
Chandigarh Administration.

Endst.No. 7000/1/3/09-F&PO(7)/

1723

Chandigarh dated the : 28.2.13

A copy is forwarded to the Treasury Officer, Central Treasury, U.T.,
Chandigarh for information and necessary action.

Finance & Planning Officer
for Finance Secretary;
Chandigarh Administration.

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11/3

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)

ESTABLISHMENT BRANCH-IV

11011-12

21 MAR 2013

Endst. No. **GMCH-E-IV-EA-1(87)-2013/**

Dated:

A copy of above is forwarded to the Computer Programmer, GMCH-32, Chandigarh to e-mail the copy of the same to the following for information and necessary action:-

1. The Deputy Controller (F&A), GMCH-32, Chandigarh.
2. The Office Superintendent, Est-I, II, III, & HA- I, II, GMCH -32, Chandigarh.
3. Spare copy for master file.

[Signature] 21/3/13
Office Superintendent Est. IV
for Additional Director (Admn.) *[Signature]*

Accounts Branch
Diary No. 4372
Dated 30/10/12

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(To be substituted bearing same No. & date)

HARYANA GOVERNMENT
DEPARTMENT OF FINANCE

Corrigendum

The 27th January, 2009

No. F1/F3/ 6322
Dated 19-10-12

No. 1/83/2008/1PR(FD),

Dated, 7th January, 2009

Subject : Implementation of Haryana Civil Services (Revised Pay) Rules, 2008 and Haryana Civil Service (Assured Career Progression) Rules, 2008 – Fixation of Pay and Payment of Arrears – Instructions regarding.

The undersigned is directed to refer to the Haryana Civil Services (Revised Pay) Rules, 2008 notified vide GSR/Const/Article 309/08 dated 30.12.2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 notified vide GSR/Const/Article 309/08 dated 30.12.2008 to state that in terms of the provisions of these rules, the Government servants are required to exercise their option for drawal of their pay in the revised pay structure in the format prescribed in Second Schedule (copy enclosed) appended to both of the above said rules as applicable on the Government servant.

2. The sequence of action to be taken on receipt of the option will be as follows :-
- (i) The manner of initial fixation of pay in the revised pay structure has been indicated in Rule 7 of the Haryana Civil Services (Revised Pay) Rules, 2008. On the basis of this Rule, detailed Fixation Tables for each stage in each of the pre-revised scale have been worked out and are enclosed as Annexure-1 to this notification. These tables may be used for the purpose of fixation of pay in the revised pay structure.
 - (ii) The tables in Annex-I will be applicable in cases where normal replacement pay scales have been approved by the Government. In cases of upgradation of posts, fixation of pay will be done as prescribed in Note 2 below Rule 7(1) and in the manner indicated in Illustration 4 respectively of the Explanatory Memorandum to the HCS (Revised Pay) Rules, 2008.
 - (iii) In terms of the HCS (Revised Pay) Rules, 2008, there shall be a uniform date of increment i.e. 1st July of the year after implementation of the revised pay structure. Consequently, in the case of employees whose date of next increment falls on 1.1.2006, the increment will be drawn in the pre-revised scale and pay be fixed in accordance with the tables after including this increment. The next increment in the revised pay structure in such cases will be drawn on 1st July, 2006.
 - (iv) On fixation of pay in the applicable revised pay band and grade pay or in the pay scale, as the case may be, pay and allowances for the month of January, 2009 to be paid in the month of February, 2009 may be drawn and paid on the basis of the revised pay structure and the applicable allowances thereon after deduction of enhanced subscription to the General Provident Fund which will be calculated with reference to the revised basic pay. Insofar as the employees who have joined on or after 1.1.2006 are concerned, the enhanced deductions under the

New Pension Scheme will be calculated with reference to the revised basic pay and DA thereon.

"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, personal pay, etc.

- (v) Bills may be drawn separately in respect of the arrears of pay and allowances for the period from January 1, 2006 to December, 2008. The aggregate arrears, computed after deduction of subscription at enhanced rates of GPF and New Pension Scheme with reference to the revised pay, may be paid in two installments, the first installment being restricted to 40% of the aggregate arrears during the current financial year 2008-09. DDOs will ensure that action is taken simultaneously in regard to Government's contribution towards enhanced subscription. Orders about modalities of making of payment in regard to the payment of the second installment of 60% of aggregate arrears will be issued separately in due course.

- (vi) Similar sequential action as indicated above may be taken for the authorization of the revised pay and allowances of those employees whose options might be received later.

3. The arrear claims shall be drawn only after the fixation of pay in the pay band and grade pay has been pre-checked by concerned Accounts Personnel (SAs) and a certification to that effect is endorsed by the concerned Drawing & Disbursing Officer authenticating the correctness of pay fixation and calculation of arrears.

4. In order to ensure correct and systematic fixation of pay in the revised pay structure, a Proforma for the purpose (Statement of Fixation of Pay) is enclosed (Annexure-II) (for Haryana Civil Services (Revised Pay) Rules, 2008 & for HCS (ACP) Rules, 2008 in Annexure-II A). The statement should be prepared in triplicate and a copy thereof should be pasted in the Service Book of the Government servant concerned another one copy be made available to the concerned accounting authorities (Chief Account Officer/Senior Account Officer/Accounts Officer/Section Officer of the Finance Department or any other account knowing person already posted in their department for post check. Where there are no accounts knowing personnel, Director, Treasury and Accounts will arrange such assistance, if asked for). The Pay of Heads of Offices and those Officers who are themselves Drawing & Disbursing Officers, will be fixed by their Head of Department and that of the Heads of Departments will be fixed by their Administrative Departments. Further, while computing and authorising the arrear the relevant installment of dearness allowance paid between July 1, 2006 and December, 2008 shall also be adjusted.

5. It is not unlikely that the arrears due in some cases may be computed incorrectly leading to overpayments that might have to be recovered subsequently even after this exercise. The Drawing & Disbursing Officers should, therefore, make it clear to the employees under their administrative control, while drawing arrears that the payments are being made subject to adjustment from amounts that may be due to them subsequently should any discrepancies be noted later. For this purpose, an undertaking may also be obtained in writing from every employee at the time of drawal of arrears/pay and allowances for January, 2008, to the effect that in such cases excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised pay structure will be refunded by him to Government either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed (Annexure-III).

6. The fixation of pay and calculation of arrears shall also be subject to rectification and adjustments in certain cases where a particular pre-revised scale has been granted to Government employees at the strength of some interim orders of the Court of Law or on the basis of some interim orders by any Court of Law, after the case has been decided finally and suitable appropriate decision has been taken by the Government on such final decision. The Drawing & Disbursing Officer should, therefore, also make it clear to such employees under their administrative control, while disbursing the arrear/pay and allowances in the revised pay structure, that payments are being made subject to appropriate decision taken by the Government on such final decision of the Court of Law. A specimen form of undertaking is also enclosed (Annexure-IV).
7. In authorizing the arrears, Income Tax as due may also be deducted and credited to Government in accordance with the instructions on the subject. In case a Government servant wishes to deposit his arrears in his General Provident Fund account, this may be permitted.
8. On receipt of the necessary options, action for drawl and disbursement of arrears should be completed immediately.
9. A Government servant has an option under CSR to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1st July of the year.
10. Where pre-revised pay scales have been modified subject to amendment in service rules, concerned authority/Accounts Personnel shall ensure that such modification in pay scales are given effect only after amendment in the relevant service rules.
11. The selection grade for all groups i.e. group 'A', 'B', 'C' and 'D' shall be discontinued w.e.f. 01.01.2006 for the posts to which selection grade was admissible prior to 01.01.2006.

VIJAI VARDHAN,
Special Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.