

Rules for Fixation of Pay in the Revised Scale of Pay

1. The revised scales of pay shall come into force with effect from 01/07/2014.
2. All employees who were in service as on 01/07/2014 shall come over to the revised scale of pay with effect from 01/07/2014. There will be no option.
3. All appointments and promotions made on or after 1/7/2014 shall be deemed to have been made in the revised scale of pay and pay will be regulated accordingly.

Existing emoluments

4. Existing scale of pay for the purpose of these rules is the scale of pay immediately prior to 01/07/2014.
5. Existing emoluments for the purpose of these rules shall be the total of:
 - (a) Basic Pay in the existing scale of pay as on 01/07/2014, including increments, if any, accruing on 01/07/2014, Stagnation increments shall also be reckoned.
 - (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 of pay
 - (d) Dearness Allowance admissible at the rate of 80% on such pay *vide* (a), (b) and (c) above.

Note:- Special pay, in addition to the pay drawn in the existing scale shall not be reckoned for fixation of pay in the revised scale.

Fitment Benefit and Service Weightage

6. To the existing emoluments computed above, shall be added an amount equal to 12% of basic pay in Rule 5 (a) subject to a minimum of Rs.2000, towards Fitment Benefit and another amount equivalent to 1/2 % of basic pay specified in Rule 5 (a) above, for each completed year of service subject to a maximum of 30 completed years, towards Service Weightage, provided the amount of Fitment Benefit and Service Weightage taken together shall not exceed Rs.12,000.

Note:-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 regular service in aided schools/colleges/polytechnics, Municipal Common Service, University Service, Panchayat Service and High Court of Kerala Service will also be reckoned.

7. The amount so arrived at under Rule 6 above shall be stepped up to the next stage in the revised scale of pay.

8. If the amount arrived at under Rule 6 above is more than the maximum of the revised scale of pay, the pay shall be fixed at the maximum of the scale of pay and the difference shall be treated as personal pay and it will not be absorbed in future increase in pay on account of granting increments. This personal pay will count for all purposes, viz fixation of pay, calculation of leave salary, drawal of allowances including dearness allowance and pension.

Stepping up of pay of seniors

9. In cases, where a senior employee promoted to a higher post before 01/07/2014 (other than Time Bound Higher Grade), draws less pay in the revised scale than his junior promoted to the same higher post after 01/07/2014, the pay of the senior employee shall be stepped up to the level of the pay of the junior with effect from the date on which junior draws more pay, provided that

(a) The senior and the junior employee should belong to the same category and should have been promoted to the same category of post.

(b) The pre-revised and revised scale of pay of the lower and higher posts should be identical.

(c) The senior employee at the time of promotion has been drawing equal or more pay than the junior.

(d) The anomaly should have arisen directly as a result of the introduction of the revised scale of pay and fixation rules.

(e) The anomaly should not have arisen due to any advance increment granted to the junior in the lower post or due to the increased service weightage gained by the junior.

Note:-(i) If the junior employee was drawing more pay than the senior employee in the lower post in the pre-revised scale, the senior to such junior shall have no claim over the pay of the junior.

(ii) In case where pay of an employee is stepped up in terms of Rule 8 above, the next increment shall be granted after completing the required service of one year in the new scale from the date of stepping up of pay.

Increment

10. The date of increments of the employees shall not undergo any change consequent on switch over to the revised scale of pay, that is, increments will be granted on due dates as if one had continued in the pre-revised scale without waiting for one year from the date of Pay Revision. In the case of employees whose increments falls on 1st July 2014, next increment will due on completion of one year.

11. An employee whose increment is withheld for want of declaration of probation on 01/07/2014 will be allowed the benefit of fixation of pay on the basis of the pay actually drawn as on 01/07/2014 and he will continue on that pay till the date of effect of declaration of probation. However, the period during which increment is withheld will not be reckoned for computation of service weightage. The pay so fixed will be revised on declaration of probation, notionally counting the increment accrued but withheld. The period during which increment was withheld will also be counted for service weightage now. Monetary benefit of revised fixation will be admissible only from the effective date of declaration of probation. He will draw his next increment on the normal date.

12. In the case of employees who are on leave, or on deputation or under suspension on 1/7/2014, pay will be fixed as on the date of rejoining on duty on the basis of pay last drawn prior to 01/07/2014.

13. In the case of employees whose increment in the pre-revised scale is barred as punishment with cumulative effect, their pay in the revised scale will be fixed as on 01/07/2014 (if increment bar is in force on that date) on the basis of the pay they were drawing immediately before increment bar. They will be entitled to the pay at the same rate till the expiry of the period of increment bar. The next increment in the

revised scale will be sanctioned after the expiry of the period of increment bar, subject to Rule 10 of pay fixation rules.

14. In the case of employees whose increment in the pre-revised scale is barred as punishment without cumulative effect, their pay in the revised scale will be fixed as on 01/07/2014 (if increment bar is in force on that date) in the revised scale on the basis of the pay notionally arrived at by counting increment, in the pre-revised scale, for every completed year of service which would have been counted for normal increment, but for the punishment. But the remaining period of increment bar will not be counted for accruing the next increment in the revised scale, subject to Rule 10 of pay fixation rules.

15. In the case of employees whose pay in the pre-revised scale is reduced to a lower stage as penalty temporarily, their pay in the revised scale will be fixed as on 01/07/2014 (if increment bar is in force on that date) on the basis of the pay after reduction in the pre-revised scale. The next increment that will accrue in the revised scale in terms of Rule 10 of the above rules will be sanctioned only after the expiry of the remaining period of penalty.

16. In the case of employees whose pay in the pre-revised scale is reduced permanently to lower stage as penalty with the effect of postponing of future increments, their pay in the revised scale will be fixed on 01/07/2014 on the basis of reduced pay in the pre-revised scale. They will have to remain in that pay till expiry of period of reduction. The next increment that will accrue in the revised scale will be sanctioned only after expiry of the remaining period of penalty.

17. In the case of employees who are continuing on LWA on 01/07/2014, their pay will be fixed in the revised scale as on the date of return from leave on the basis of pay last drawn before entering on leave.

18. Provisional employees recruited through employment exchanges who were in service on 30/06/2014 and continued thereafter shall be eligible only for the minimum of the revised scale of pay with effect from 01/07/2014.

19. Heads of departments and offices shall fix the pay of all employees under them in the revised scales of pay within two months from the date of this order.

20. Heads of departments and offices should see that the contents of the Pay Revision Order are communicated to their subordinates, including those who are on leave, deputation and foreign service. The fixation rules may be published in Notice Board.