

**No. AB.14017/61/2008-Estt. (RR)**

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
New Delhi

Dated the 24<sup>th</sup> March, 2009

**OFFICE MEMORANDUM**

Subject:- Sixth Central Pay Commission's recommendations –  
revision of pay scales- amendment of Service  
Rules/Recruitment Rules

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The recommendations of 6<sup>th</sup> CPC have been considered by the Government and the CCS (Revised Pay) Rules 2008 have since been notified on 29<sup>th</sup> August, 2008. Consequently, in place of the pre-revised pay scales, the revised pay structure comprising the Pay Band and Grade Pay/Pay Scale has come into effect. Some of the pre-revised pay scales have been merged and some others are upgraded/likely to be upgraded. In the light of these, it has been decided that the following consequential steps to amend the existing Service Rules/Recruitment Rules shall be undertaken on a priority basis:

- (i) Substituting the existing scales by the Grade Pay alongwith the Pay Band

The existing pay scales have to be substituted by the new pay structure (Pay Band and Grade Pay/Pay Scale) straightaway without making a reference to the Department of Personnel and Training (DOP&T)/Union Public Service Commission (UPSC). The heading of column No.4 of the Schedule on RRs may be modified to "Pay Band and Grade Pay/Pay Scale". In cases where deputation is also one of the methods of recruitment, the field of selection for deputation, which might include various grades, should also reflect the corresponding Grade Pay alongwith the Pay Band/Pay Scale, and the minimum eligibility service as per the revised guidelines, as enclosed in Annexure.

- (ii) Where there is an upgradation of posts

The instructions issued by Department of Expenditure under OM No. 1/1/2008-IC dated 13<sup>th</sup> September, 2008 and DoPT O.M. No. AB-14017/66/08-Estt (RR) dated 9th March, 2009 may be applied in such cases.

However, for each of the merged grades, a single set of Recruitment Rules may be formulated and notified.

- (iii) Consequential changes

It is necessary to make consequential changes in the Recruitment Rules/Service Rules so as to prescribe eligibility conditions with reference to the revised Grade Pay/Pay scale. It is also necessary to review other columns of the Recruitment Rules /Service Rules, where some minimum service in a particular scale/grade is prescribed for consideration for appointment on deputation/absorption etc., keeping in view particularly the merger of a number of pre-revised scales, upgradation of some scales and the consequential changes in the minimum eligibility service in a grade.

- (iv) Department Promotion Committee (DPC)

Where two or more scales have been merged, the existing DPC for the higher/highest grade will be the DPC for the merged grade.

- (v) Regulation of regular service rendered in the pre-revised scales

The revised pay structure approved includes a number of 'merged grades' with a common grade pay and the concept of pay bands with grade pay introduced effective from 1.1.2006. Insofar as the issue of regulation of service rendered prior to 1.1.2006 is concerned, while the general rule may be that such regular service be deemed to be service rendered in the corresponding grade pay/pay scale approved effective from 1.1.2006 or from a subsequent date, as the case may be, this formulation cannot apply in cases where there has been merger of more than one grade into one with a single grade pay/pay scale. Since the merger is effective from 1.1.06 only, even notional benefits of the merger cannot be extended for periods falling prior to 1.1.06. A Note to the following effect may, therefore, be inserted under col.12 of the Schedule on RRs, and under relevant provisions in Service Rules, to take care of the requirements:



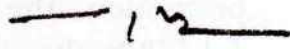
**Note:**

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

2. The Recruitment Rules/Service Rules are of statutory nature. Therefore, the changes brought out by other relevant instructions have to be incorporated in the Recruitment Rules/Service Rules by suitable amendments so that the necessary steps like holding of DPC etc. are taken to fill the post carrying the revised Grade Pay/Pay Scale on regular basis. All the Ministries/Departments are, therefore, requested to effect necessary amendments to the Recruitment Rules/Service Rules notified by them after following the normal procedure of furnishing proposals to the Department of Personnel and Training and the UPSC in the format prescribed in the general guidelines on Recruitment Rules circulated by the DOPT OM No. 14017/12/87-Estt. (RR) dated 18.3.1988, and also in consultation with the Legislative Department.

3. Ministries/Departments may initiate action to complete the review in this regard and furnish necessary amendment proposals to the DOPT and the UPSC in the case of Group A and Group B posts within six months from the date of issue of this Office Memorandum. They may also, simultaneously, take similar action in respect of Recruitment Rules for Group C and D posts, which are within their delegated powers. Appropriate action to update the Service Rules for organized Group A, B Services, etc. shall also be taken up with DOPT/UPSC within a period of six months.

4. Hindi version will follow.

  
(S.J.Kumar)

Deputy Secretary to the Government of India

To

*All Ministries/Departments of Government of India, etc.,*  
(as per standard mailing list)

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Annexure

Sl.No.	Grade Pay		Minimum qualifying service for promotion
	From	To	
1	1800	1900	Placement as per 6 <sup>th</sup> CPC recommendations
2	1900	2000	3 years
3	1900	2400	8 years
4	2000	2400	5 years
5	2400	2800	5 years
6	2400	4200	10 years
7	2800	4200	6 years
8	4200	4600	5 years
9	4200	4800	6 years
10	4200	5400	8 years
11	4200	6600	10 years
12	4600	4800	2 years
13	4600	5400	3 years
14	4600	6600	7 years
15	4800	5400	2 years
16	4800	6600	6 years
17	5400	6600	5 years
18	6600	7600	5 years
19	6600	8700	10 years
20	7600	8700	5 years
21	7600	8900	6 years
22	8700	8900	2 years
23	8700	10000	3 years
24	8900	10000	2 years
25	10000	12000	3 years
26	12000	HAG+ Scale	1 year
27	12000	Apex scale	2 years
28	HAG+ Scale	Apex scale	1 year

/copy/  
S. Manalai  
Lynx

F.No.1/1/2008-IC  
Government of India  
Ministry of Finance  
Department of Expenditure  
(Implementation Cell)

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New Delhi, the 13<sup>th</sup> September, 2008

**OFFICE MEMORANDUM**

**Subject: Clarifications on CCS (Revised Pay) Rules, 2008**

The undersigned is directed to refer to the Central Civil Services (Revised Pay) Rules, 2008, notified vide G.S.R. No.622(E) dated 29<sup>th</sup> August, 2008 and to state that clarifications are being sought regarding the date of next increment, the method of fixation of pay on promotion after 01.01.2006, use of fitment tables for cases of pay fixation under Rule 11 of CCS (RP) Rules, 2008, fixation of pay of government servants who were on deputation on 1.1.06 and got promoted in the cadre subsequently while still on deputation, etc.

2. In this connection, the following clarifications are issued:-

**Clarification 1: The date of next increment**

- (i) As per Rule 10 of CCS (RP) Rules, 2008 there will be one uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Government servants completing 6 months and above in the revised pay structure as on 1<sup>st</sup> of July will be eligible to be granted the increment. Accordingly, all Government servants who earned their last increment between 02.01.2005 and 01.01.2006 would get their next increment on 01.07.2006.
- (ii) For those employees whose date of next increment falls on 01.01.2006, the instructions already provide for granting an increment in the pre-revised pay scale as on 01.01.2006 and then fixing their pay in the revised pay scales. Such Government servants would also get their next increment on 01.07.2006.

**Clarification 2: The method of fixation of pay on promotion after 01.01.2006**

On promotion from one grade to another/financial upgradation under ACP, a Government servant has an option under FR 22(I)(a)(1) to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1<sup>st</sup> July of the year. The pay will be fixed in the following manner in the revised pay structure:-



- a) In case the Government servant opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment i.e. 1<sup>st</sup> July. On that day, he will be granted two increments; one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account. To illustrate, if the basic pay prior to the date of promotion was Rs.100, first increment would be computed on Rs.100 and the second on Rs.103.
- b) In case the Government servant opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1<sup>st</sup> July if he was promoted between 2<sup>nd</sup> July and 1<sup>st</sup> January. However, if he was promoted between 2<sup>nd</sup> January and 30<sup>th</sup> June of a particular year, he shall get his increment on 1<sup>st</sup> July of next year.

**Clarification 3: Use of fitment tables for cases of pay fixation under Rule 11 of CCS (RP) Rules, 2008**

Rule 11 of CCS (Revised Pay) Rules, 2008 provides for fixation of pay in the revised pay structure subsequent to the 1<sup>st</sup> day of January, 2006. When the pay of a Government servant will be fixed as per Rule 11 on a date subsequent to 01.01.2006, the fitment tables annexed with this Department's O.M. of even number dated 30.08.2008 will be used as prescribed in the relevant provisions contained in para 2 of the O.M. The pre-revised pay to be reckoned in such cases will be the pay of the Government servant on the day of such fixation.

**Clarification 4: Fixation of pay of government servants who were on deputation and got promoted in the cadre subsequently while still on deputation**

- (i) In case the Government servant 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 Government servant 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 a government servant would be regulated in the following manner on grant of proforma promotion to him under 'Next Below Rule':

(a) In case a Government servant 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 employee immediately junior to him in the cadre of his service. However, the government servant in question would continue to draw the grade pay attached to the deputation post for the remaining duration of the deputation.

(b) In case a Government servant 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 employee 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 a Government servant on deputation to a post in PB-4 gets promoted in his cadre to a post in the apex scale, his basic pay will be fixed with reference to the basic pay of the employee 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 a Government servant on deputation to a post in HAG+ gets promoted in his cadre to a post in the apex scale, his basic pay will be fixed with reference to the basic pay of the employee immediately junior to him in the cadre of his service.

**Clarification 5: Fixation of pay of government servants who go on deputation to a lower post**

(i) In case a Government servant 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 a Government servant 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.



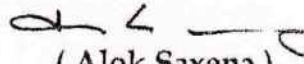
- (iii) In case a Government servant in the apex scale goes on deputation to a lower post in PB-4, his pay in the pay band will be fixed at the maximum of PB-4 (Rs.67000) and he will be granted the grade pay attached to the deputation post, but the total of pay in the pay band and grade pay of the deputation 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+.

**Clarification 6: Procedure for placing employees in upgraded scales in case of merger of scales/upgradations recommended by the Sixth CPC.**

- (i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/grade pay, the suitability of the incumbents need not to be assessed for granting them the higher replacement scale/grade pay and the incumbents will automatically be granted the replacement pay scale/grade pay recommended by the Commission. Their pay will be fixed in the accordance with the fitment table annexed to this Department's O.M. of even number dated 30.08.2008.
- (ii) Similarly, in the case of **upgradations recommended by the Pay Commission**, i.e. where all posts in a particular grade have been granted a higher replacement pay scale/grade pay, the suitability of the incumbents need not be assessed for granting them the higher replacement scale/grade pay. The incumbents will automatically be granted the replacement pay scale/grade pay recommended by the Commission. Their pay in the pay band will be fixed with reference to their fitment table corresponding to pre-revised pay scale. However, the grade pay corresponding to the upgraded post will be granted.

**Note:** CCS (Revised Pay) Rules, 2008 define the term "basic pay" in the revised pay structure as 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 Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.

3. Hindi version will follow.

  
 (Alok Saxena)  
 Director

To

All Ministries/Departments of the Government of India and others as per standard list.



No. AB 14017/66/2008-Estt RR)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
New Delhi

Dated the 9<sup>th</sup> March, 2009

OFFICE MEMORANDUM

Subject: - Criteria for assessing suitability of officers where there is revision/upgradation/merger of pay scales.

The undersigned is directed to invite reference to the Department of Personnel & Training OM No. 22011/10/84 – Estt.(D) dated 04.02.1992 wherein the criteria to be adopted for assessing the suitability of incumbents of posts and the date of appointment to the upgraded post, wherever there is a revision of pay scale/upgradation of post, have been laid down.

2. There has been merger of a number of pre-revised scales without any pre-condition for possession of higher qualifications for placement of incumbents in the higher/upgraded scale, in the revised pay structure recommended by the 6<sup>th</sup> CPC and accepted by the Government. In this context, the instructions of 4.2.92 have been reviewed and it has been decided in consultation with Ministry of Finance (Department of Expenditure) who have issued certain instructions in this regard under OM No. 1/1/2008-IC dated 13.09.2008, and the UPSC that the procedure for assessment of suitability in such cases may be as follows for placement in the upgraded/merged grade:

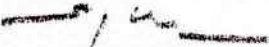
- (i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/grade pay /pay scale, , the suitability of the incumbents need not be assessed for granting them the higher replacement scale/grade pay/pay scale; there is also no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. There will be no change in the inter se seniority of the incumbents in the merged grade which shall be decided based on the general instructions on the subject; and
- (ii) Where all posts in a particular grade have been granted a higher replacement pay scale/grade pay, as per upgradation recommended by the 6<sup>TH</sup> CPC, suitability of the incumbents need not be assessed for granting them the higher replacement scale/grade pay. Here also, there is no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay; and
- (iii) Where there is a change in the Group (that is classification of the post) consequent upon the merger or upgradation and where there is no higher responsibility or higher qualification involved, assessment of the suitability will not be necessary before the revised grade is allowed. There will also be no need for the incumbents to complete any minimum eligibility service in the earlier scale of pay. However, suitability of the officer who has been placed in a upgraded / replacement pay scale which fall in Group ' A ' by recommendation / award of the Pay



3. Assessment of suitability will continue to be necessary in the following situations arising out of cadre reviews, restructuring etc., not covered in the recommendations of the 6<sup>th</sup> CPC:

- (i) where the upgradation involves higher responsibilities and higher eligibility service;
- (ii) Where the upgradation or merger is part; where the upgraded post will be the promotion grade for the posts left in the lower grade and the normal DPC procedure will apply.

4. Hindi version will follow.



(S.J.Kumar)

Deputy Secretary to the Government of India  
Tel. 2309 4504

To

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(S.J.Kumar)

Deputy Secretary to the Government of India