

## **(22.5) Grant of advance increment under MANAS and Oration of pay.**

### **(22.5.1) Grant of advance increment Implementation of the new scheme for Recruitment and Assessment of Scientific and Technical personnel.**

In the context of the following provisions made in para 0.4.5 of the brochure on Procedure for implementation of the new scheme for Recruitment and Assessment of Scientific and Technical personnel, clarifications are being sought by the Laboratories as to the guidelines on the method of quantification of the performance of the candidates :

"Since relative assessment of the incumbents now proposed calls for quantification by way of marks obtained based on performance at the interview/tests confidential reports and record of works such increments in salary could be related to the marks obtained in the assessment

In this connection attention is invited to the instructions issued vide this office circular No.17(65)/81/E.II(CTE) dated 26.5.1982 regarding the grant of advance increments, which read as under (S.No. 4 of the statement sent with that letter refers)

"Advance increments are to be given having regard to performance at the interview/tests confidential reports, record of work etc. It will be desirable that after employees (Particularly those in Groups I and II) have been found fit for promotion by assessment, the length of service for which the employee has been working in the lower scale and the period if any for which he had been stagnating at the maximum of the lower scale, are also to be taken into consideration in deciding the question of advance increments. In equally meritorious cases, it should be ensured that a senior employee does not draw less pay than his junior colleague. Further, advance increments should be an exception and not a rule."

It is requested that the above guidelines may kindly be followed strictly in the matter of grant of advance increments. Further, it has been decided that advance increments in such cases should normally be restricted upto three only.

Increments beyond three should be recommended only if a particular employee has stagnated at the maximum of the lower scale due to administrative delays.

(CSIR letter No. 17(65)/81 -E.II(CTE) Vol-III. dated, the 27th Sept., 1982)

**(22.5.2) Certain guidelines to regulate the grant of advance increments at the time of assessment promotion are being worked out.**

Meanwhile, I would draw your kind attention to the already existing provision that advance increments on assessment promotion should be given only extremely rarely. This may kindly be scrupulously followed.

As a general principle, kindly regulate all cases in such a way that not more than 3 advance increments are given, and that too only in very exceptional cases (Whether normal track or faster track).

We would not normally expect to receive recommendations for any more increments. The idea is that 3 advance increments are themselves a sufficiently high reward and incentive. Naturally, cases of 2 or 3 increments themselves should be very exceptional.

Perhaps some unusual case may arise where you feel that granting 3 advance increments at the time of assessment promotion (whether normal track or faster track) would not really meet the ends of justice, having regard to the employee's contribution to the organisation's distinction. In such an extraordinary event, kindly forward the concerned case to the Director General with a specific citation prepared or endorsed by the Selection Committee and the Director concerning the scientist and his work.

A decision as to how many increments should be given in a case like this would be taken by the Director-General on the basis of the citation, and there need not be any recommendation on this aspect.

At the risk of repetition, kindly let me add that such proposals are not likely to be approved unless there are some very striking and compelling features.

Till precise detailed guidelines are circulated in this context, kindly follow the approach explained in this letter.

(FA, CSIR D.O. No.2(15)/83-Finance, dated, the 29th August, 1983)

#### **(22.5.3) Implementation of Valluri Committee recommendations.**

In modification of para 4.11.2 of the brochure titled " Procedure for Implementation of the Core/Varadarajan/Valluri Committee Recommendations as approved by the Governing Body of CSIR for Recruitment and Assessment of Scientific and Technical Staff circulated vide this office letter of even number dated 2-11-1981, it has been decided that Scientists-A/A-I who have M.Sc. or B.E. or equivalent, will first be assessed for promotion to Grade-IV(I). They will be allowed advance increments in Grade-IV(I)- one for each completed year of service beginning from 6-10-1978, i.e. the date of Governing Body meeting abolishing grade of Scientist A/AI. Scientists who were already in grade IV (I) on 1-2-1981 will rank senior to Scientists-A/A-I who would now be assessed to Grade-IV (I). In other words Scientists already in Grade IV(I) on 1-2-1981 would be assessed earlier to grade-IV (2).

It is requested that para 4.11.2 may be modified as above. (CSIR NO. 17(65)/81 -E-II (CTE), dated, 24th May, 1982)

#### **(22.5.4) Implementation of new recruitment and Assessment Scheme for Scientific and Technical personnel**

Reference this office circular No.17(65)/81-E,.II(CTE) dated 24-5-1982. The question of extending the benefit of advance increments envisaged therein to the Scientists A/AI who were promoted as Scientist BIBI between 6-10-1978 and 1-2-1981 has been under consideration of the Council for some time past. It has now been decided that the Scientists A/AI as on 6-10-1978 who possessed the qualifications of M.Sc.1B.E. or equivalent and were promoted as Scientist B/BI between 6-10-1978 and 1-2-1981 either by assessment or by the method of direct recruitment may also be allowed the same benefit of advance increments in Grade-IV(I) i.e.Rs. 700-1300 - one for each completed year of service beginning from 6-10-1978 till the date of their promotion as Scientist B/BI.

The benefit of these advance increments will be over and above the increments that may be or have been recommended by the Selection Committees/Assessment Committees. However, the advance increments to be recommended by the Committees on assessment should be only in exceptional circumstances and minimum.

(CSIR No. 17165/82-E.II(PPS)-Vol.II, dated, December 1, 1982)

**(22.5.5) Implementation of New Recruitment and Assessment Scheme for Scientific & Technical Personnel**

Reference this office circular No. 17(65)/82-E-II(PPS)-Vol.II dated, 1st December, 1982 extending the benefit of advance increments in Grade IV (1), i.e., Rs.700-1300 one for each completed year to the scientist A/AI as on 6-10-1978 who possess the qualifications of M.Sc., B.E. or equivalent and promoted as scientist B/BI between 6-10-1978 and 1-2-1981.

While implementing the decision if so happened that the junior person who has the longer spell of service as Scientist A/AI before promotion to the next post of Scientist B/BI became entitled to earn more increments in comparison to a senior person who had short spell of service as Scientist A/AI with the result that the senior person began drawing less pay than his junior. In order to remove this anomaly it has been decided that in all cases of promotions of Scientist A/AI to scientist B/BI between 6-10-1978 to 1-2-1981, the individuals are to be allowed 2 advance increments in the grade of scientist B/BI uniformly.

The benefit of these advance increments will be over and above the increments that may be or have been recommended by the Selection Committee/Assessment Committee.

(CSIR Letter No. 17(63)/82-E-II (PPS)-Vol.1, dated, 29-11-83)

**(22.5.6) <>Anomaly of Senior Scientists B/BI promoted to the post from a date prior to 6.10.1978 getting lesser pay compared to those promoted from the post of Scientists AIAI from 6.10.1978 onwards.**

The implementation of the decision conveyed by CSIR letters Nos. 17(65)/81 E.II (CTE) dated 24.5.82, 17(65)182 E.II (PPS) Vol. II dated 1.12.82 and 17(65)/82 E.II (PPS) Vol. II dated 29.11.83, had created an anomaly inasmuch as the senior Scientists B/BI who were promoted from the post of Scientists A/AI to the post of Scientists B/BI (whether by assessment or by method of direct selection) from a date earlier than 6.10.78 started getting less pay compared to those promoted to the post of Scientists B/BI from 6.10.78 onwards. The matter has been examined in detail in the CSIR and it has been decided with the concurrence of FA to CSIR that if any junior person possessing the qualification of M.Sc./BE had been promoted as Scientist B/BI, on 6.10.78 or later and was drawing pay higher than the senior promoted as Scientist-B/BI from the grade of Scientist A/AI from a date earlier than 6.10.78 on account of the grant of two advance increments in terms of the CSIR letters referred to above (other than the increments granted on consideration of merit), then the pay of the senior may be stepped up to the level of the junior's pay accounted for by such ad-hoc increments only. The stepping up will be effective from the date from which the junior's pay became higher.

(CSIR letter No. 17(65)/83 PPS (NPL). dated, the 27th June, 1986.)

**(22.5.7) Sub: Admissibility of advance increments to the Scientists A/AI promoted to the post of Scientist B/BI.**

The CSIR has had under consideration the question whether the benefit of advance increments in terms of the CSIR letters referred to above could be extended to the Scientists A/AI possessing the qualifications of M.Sc./BE or equivalent, who were promoted to that post from a date subsequent to 6-10-78, on their promotion as Scientists B/BI under the new Recruitment & Assessment Scheme, and whether this benefit was also to be extended to those who acquired the qualifications of M.Sc./BE or equivalent on the date subsequent to 6-10-78.

After due consideration, it has been decided with the concurrence of FA to CSIR that the benefit of advance increments in terms of CSIR letters referred to above will also be allowed to the persons promoted as Scientists A/AI between 6-10-78 and 1-2-81 for each completed year of service, on promotion to the post of Scientists B/BI subject to a maximum of two increments.

The Scientists A/AI who acquired the qualifications of M.Sc/BE or equivalent between 6-10-78 and 1-2-81 will also be allowed the benefit of one advance increment for each completed year of service as Scientist A/AI subject to the maximum of two increments to the grade of Scientists B/BI.

For this purpose the service rendered in the post of Scientist A/AI after the date of acquiring of such qualification only will be taken into consideration, for date of result of the examination of M.Sc./BE will be the crucial date.

It is also clarified that the benefit of advance increments under the above mentioned orders on promotion as Scientist B/BI is admissible to those who were having the designation of Scientist A/AI or who would have had that designation but for the change/alteration of the designation on functional basis by the Executive Committee of the Lab./Instt. concerned in accordance with the instructions contained in CSIR letter No. 17(65)/78-E-II dated 15th June 1979.

(CSIR letter No. 17(65)/86-PPS(2), dated. 27-6-1986)

**(22.5.8) Fixation of pay in respect of the staff of NGRI, Hyderabad on account of their promotion under Valluri Committee Promotion Scheme- regarding.**

Since the persons mentioned in NGRI Letter No. 10(202)/66-Estt, dated, 24-4-84 have been assessed and promoted to the next higher post from the dates earlier than their selections against the post by open advertisement, they will only be entitled to the benefit of the fixation of pay as admissible to them on the date of promotion under the New Assessment Promotion Scheme with effect from 1-2-81. The Scientists concerned cannot be permitted to have the benefit of assessment promotion from earlier dates as well as fixation of pay at higher rate as sanctioned on their open selections to identical posts by a Selection Committee. In view of this position they have no case for the protection of pay which was permitted to them on the recommendations of the selection Committee from a subsequent date.

(CSIR Letter No. 17(65)/84-PPS, dated, 28th Sept., 1984)

**(22.5.9) Fixation of pay in the case of Scientist E.I promoted to Scientist E.II with effect from 1-2-81 under the New Recruitment & Assessment Scheme applicable to Scientific & Technical Staff of National Lab./Instt.**

The question of removal of anomaly which arises on account of a Scientist E.I promoted to the post of Scientist E.II from an earlier date getting lesser salary compared to the junior Scientist E.II promoted from a later date to the same post and drawing higher salary in the promoted post on account of the biannual increments in the scale of pay for the post of Scientist E.II i.e., Rs.1800-100-2000-12512-2250 has been examined in the CSIR in consultation with the Department of Personnel & Admn. reforms. It has been decided that anomaly in such cases may be removed by stepping up of the pay of the senior person to bring it at par with the salary drawn by the junior Scientist E.II from the date the junior Scientist is getting higher pay compared to the senior in accordance with the instructions contained in the Ministry of Finance OM No. 1(40).E.III(A)/76 dated 21st March, 1977 ( which is printed below FR 22). It is, therefore, requested that the anomaly which has arisen in the case of Dr. N. Dhananjayan, Scientist E.II of your Laboratory may please be removed in terms of OM dated 21st March, 1977 referred to above.

(CSIR letter No. 17(65)/84-PPS(NML), dated 8th May, 1985)

**(22.5.10) Fixation of pay under New Assessment Scheme.**

The Junior Lab. Asstts. in position on 1.2.81 and possessing the qualifications of a Degree in Science or Library Science or a Diploma in Engineering were to be assessed for promotion immediately, i.e., from 1-2-1981 for assessment promotion to the next higher grade, i.e., Rs.330-560 under the provision of para 2.11.3. However, since the scale of Rs.330-560 has been replaced by the scale of Rs.380-560 with effect from 1-2-1981 such staff will be promoted to the grade of Rs.380-560 and since on promotion their pay will be fixed at the stage of Rs.380/- or above in the said scale, they can be placed in the grade of Rs.380-640 with effect from the same date.

However, the JLAs in the grade of Rs.260-430 possessing the qualifications of a Masters' Degree in Science or a Bachelor's Degree with Post Graduate diploma in the relevant fields or B.E. were to be assessed straightaway to the grade of

Rs.380-640 in accordance with the provision of para 2.11.5 of the scheme. In their case also they were to be assessed for promotion to the grade of Rs.425-700 in Group-III(I) on their pay in the promoted grade reaching Rs.425/- or above.

In the case of those who are assessed for promotion to the next higher grade and are placed in the still higher grade with effect from the same date they will be entitled to the fixation of pay in the immediate next higher grade under the provision of FR 22(C) and on placement to the still next higher grade they will be allowed the same salary as fixed in the next higher grade on the analogy of FR 22(a)(ii).

It has been observed that in the cases of JLAs promoted to the grade of Rs.380-560 and placed in the grade of Rs.380-640 with effect from the same date they have been permitted the fixation of pay in both the grades under the provision of FR 22(c) which is not in order. The cases of fixation of pay of JLAs promoted to the next higher grade and placed in the still next higher grade may, therefore, please be reviewed in accordance with the position explained above. The cases where re-fixation of salary-results in any overpayment the same will have to be recovered which may please be done under advice to the CSIR.

(No.5(21)/83-E.II, dated. 16th Dec. 1985.)

#### **(22.5. 11) Anomaly in fixation of pay under faster track.**

In accordance with the extant procedure/instructions, the pay of the scientific/technical staff who were assessed for promotion under faster track w.e.f. 1.2.81 to the next higher grade was fixed under FR 22(c) and if on such fixation the pay reached the minimum of the still next higher grade or the entry level grade of next higher group, the pay was fixed at the same stage or the next lower stage on the analogy of FR 22(a)(II)

This has resulted in anomaly in some cases inasmuch as the juniors have been drawing more pay than the seniors.

The matter has been examined with a view to removing such an anomalous situation and it has been decided with the concurrence of FA to CSIR that in such cases of assessment under faster-track, the pay of the person assessed to the next



higher grade may be fixed under FR 22(C) in that grade and in case he crosses over to the next grade in the same or next higher group, he may be allowed fixation of pay at the next higher stage in the grade in which he is finally placed. For instance, if the pay of a Senior Scientific Assistant on his assessment promotion to the grade of Rs.650-1200 is fixed at the stage of Rs.710/- under FR 22(C), he may be allowed the fixation of pay at the next higher stage of Rs.740/- in the grade of Rs.700-1300.

(CSIR letter No. 17(65)/86-PPS, dated. the 30th June, 1986.)

**(22.5.12) New Recruitment & Assessment Scheme for Scientific and Technical Personnel-Fixation of pay *in the revised scales.***

The Technical staff members who as on 1-2-1981 were in the pre-revised scale of Rs.210-290 will, on their promotion to the grade of Rs.825-1200 (pre- revised grade Rs.225-308) be entitled to a higher start in the revised scale corresponding to the stage of Rs.260/- in the pre-revised scale.

( CSIR letter No. 17(65)/86-PPS, dated, 6th May, 1987)

**(22.5.13) Anomaly of senior Scientists B/B-1 promoted to the post from a date prior to 6-10- 78 getting lesser pay compared to those promoted from the post of Scientists A/AI from 6-10- 78.**

The decision conveyed in CSIR letter No. 17(65)/83-PPS(NPL) dated 27th June, 1986 related to the stepping up of pay of Sr. Scientists for removal of anomaly which has been caused by the grant of advance increments in terms of CSIR letter No. 17(65)18 1 -E-II(CTE) dated 24th May. 1982 on promotion of the Scientists A/A-I under the Valluri Committee Scheme. Therefore, the decision contained in CSIR letter of 27th June, 1986 covers only those who had opted for the new scheme and the benefit of stepping up of pay is available only from 1-2-81 or from any subsequent date.

(17(65)/87-PPS (CBRI), dated, 27-10-87)

**(22.5.14 )Fixation of pay of offers under Revised Pay Rules- 1986.)**

In all cases of assessment promotion whether under Erstwhile Byelaw-71(b) or New Recruitment and Assessment Scheme which have retrospective effect prior to 1-1-1986 but the individuals had already exercised their option under Revised Pay Rules 1986, it has been decided to allow such individuals to have fresh option within a period of three months from the date of issue of this letter.

Similarly, in all future cases of this type arising after issuance of these orders, the concerned employees are eligible to exercise fresh option within a period of three months from the date of issuance of the orders of such assessment promotion having retrospective effect prior to 1- 1-86.

(CSIR letter No. 14(12)/86-E-II. dated, 12th Nov. 1987)

**(22.5.15) Fixation of pay of Scientific & Technical staff appointed/promoted with advance increments on or after 1-1-1986.**

The question of fixation of pay of Scientific and Technical staff appointed/promoted with advance increments on or after 1- 1- 1986 has been under consideration by CSIR for some time past. It was noted that the difficulty arose in fixation of pay in the cases where Assessment/Selection committee has recommended a number of advance increments. According to Government instructions contained in their D.O dated 23rd June, 1975 (copy enclosed) the pay in such cases should be fixed in the revised scale under the normal Rules or at the pay recommended by the Selection Committee/Assessment Committee in the old scale plus D.A.,D.P., interim Relief (at the lower stage if there is no corresponding stage) whichever is higher without allowing them the benefit of 20%. This formula for fixation of pay has been considered adequate and fair for fixation of pay) for departmental candidates considered by the Assessment Committee for promotion. This formula is also considered adequate in the case of fresh recruitments in whose case the sole purpose of allowing advance increments was to protect the emoluments drawn by them in their previous positions and such cases may be regulated accordingly as per provisions indicated above. However, in the case of those fresh recruits who have been allowed advance increments based on their merits and not merely to protect the formal

emoluments, it has been considered unfair now to neglect the recommendations of the duly constituted Selection Committees. Therefore, in order to deal with such type of cases, Director-General, SIR on the recommendations of a Committee constituted for the purpose has decided that each such case may be separately gone into by the respective Laboratory/Institute, and where increments have been recommended by the Selection Committee not merely for protecting earlier emoluments but in view of the merit of the candidates, an equal number of advance increments may be allowed in the revised scale. Further, in similar cases of recruitments through Selection Committee where the maximum of the old scale had been recommended solely on the basis of merit, the actual number of increments implied by that may be calculated and allowed in the revised scale.

Further appropriate action in the matter may kindly be taken at your Laboratory/Institute, in consultation with your Senior F&AO.

(CSIR letter No. Lab. (Admn.) /Misc./87-E-II, dated, 26<sup>th</sup> Feb, 1988)

**GOVERNMENT OF INDIA**

**MINISTRY OF FINANCE**

**DEPARTMENT OF EXPENDITURE**

**IMPLEMENTATION CELL**

**S. Sankaran**  
**1975**

**New Delhi - 1, the 23<sup>rd</sup>, June,**

**Sr. Accounts Officer**

**Dear Shri Acharya**

Kindly refer to your D.O. No. 10/6(32)/73-E-II dated 5.5.1975 regarding fixation of pay of persons who have been granted advance increments in the pre-revised scales and appointed after 1.1.1973 but before the issue of orders

regarding revision of the pay scales. In cases where UPSC had recommended higher initial pay in the pre-revised scales of Pay for persons appointed after 1.1.1973, it has been decided that pay should be fixed in the revised scales under the normal rules or the pay recommended by the UPSC in the old scale DA+DP+Irs (at the lower stage, if there is no corresponding stage) whichever is higher and there is no need to refer to the UPSC again. This policy is being followed in all cases of the nature referred to the Ministry of Finance and no relaxation has been made. In the circumstances, your suggestion to refer such cases back to the Selection Committees/Departmental Promotion Committees for recommending de novo the salary to be fixed in the revised scales would have wide repercussions and is not therefore agreed to.

Yours faithfully

Sd/-(S. Sankaran)Shri N.S. Acharya,

Deptt. Of Space,CBA Building,Distt. Office Road,Banglore-  
560009

**(22.5.16) Fixation of pay of Scientific & Technical staff appointed/promoted with advance increments on or after 1.1.1986.**

Reference this office circular letter No. Lab, (Admn.)/Misc./87- E-II dated 26-2-1988/3-3-1988 on the subject mentioned above. It has come to the notice of CSIR that some Labs./Instt. have fixed the pay in respect of its employees promoted with advance increments through assessment in the same manner as provided for in the case of fresh recruits where advance increments have been granted by the Selection Committee based on their merit.

The pay of employees who are promoted through assessment may kindly be fixed strictly in accordance with the CSIR circular letter No. Lab.(Adm)/Misc./87- E-II- dated 3.3.1988 read with D.O. letter dated 23-10-1975 annexed thereto in order to avoid Audit objection later on. An example towards fixation of pay in such cases is enclosed for your information and guidance.

The pay fixation not made in accordance with these instructions may kindly be reviewed and set right.

(CSIR letter No.3(38)/Complex/86-E-II, dated, 10 Oct. 1988)

#### EXAMPLE

Mr. "X" getting a basic pay of Rs.545/- in the pre-revised scale of Rs.425-700 opts for revised scale w.e.f. 1-2-1986 the date of his next increment which also happens to be the date of his assessment promotion to next higher grade of Rs.550-900 in which he has been recommended three advance increments by the Assessment Committee. His pay in the revised scale of pay will be fixed as under:-

#### I. Pay Under Normal Rules

(a) Pay as on 1-2-1986 in the revised scale of Rs.1640/-

**Rs.1400-40-1800-EB-50-2300/-**

(b) Add one increment in the existing grade Rs.40/-

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**Rs.1680/-**

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© The next stage in the next Higher Grade of Rs.1700/-

**Rs.1640-60-2600-EB-75-2900/-**

#### II Pay recommended by Assessment Committee in the Pre-revised Scale, Plus DA, DP, IR without 20% benefits

(a) Pay as on 1-2-1986 in the pre-revised scale of Rs.560/-

**Rs.425-15-500-EB-15-560-20-700/-**

**(b) Add one increment in the existing grade**

**Rs.20/-**

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**Rs.580/-**

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**© The next stage in the next Higher Grade of**

**Rs.600/-**

**Rs.550-25-750-EB-30-900/-**

**(d) Add three advance increments recommended by**

**Ra.075/-**

**the Assessment Committee.**

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**Rs.675/-**

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**Pay..... Rs.0675.00**

**DA/ADA..... Rs.1015.90**

**IR-I&II.....Rs.0128.00**

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**Rs.1818.90**

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**Since there is no stage of Rs.1818.90 in the revised scale of Rs.1640-60-2600-EB-75-2900, the pay of Mr. "X" will be fixed at lower stage of Rs.1760/-p.m. w.e.f. 1-2-1986. Which is higher than the pay admissible under normal rules.**

The same example will also be applicable where advance increments have been allowed in Selection post to protect the emoluments drawn in previous employment.

**(22.5.17) Pay fixation on Selection/Assessment.**

Reference this office letter of even number dated 24<sup>th</sup> Jan., 1992 and subsequent clarification issued vide this office letter dated 25<sup>th</sup> May 1992 on the above subject. The advice given by Ministry of Finance has been reconsidered and the Governing Body in its 128<sup>th</sup> meeting held on 16<sup>th</sup> Feb., 1993 has decided that the advice of the Ministry of Finance may be implemented in respect of all Selections/appointments made on or after 24.1.1992 i.e. the date of issue of instructions in this regard.

You are, therefore, requested that the instructions contained in this office letter of even number dated 24<sup>th</sup> Jan., 1992 may kindly be treated as amended accordingly.

(CSIR letter No. 1/68/83-Finance, dated, the 16th April, 1993)

**(22.5.18) Recruitment and Assessment Scheme for Scientific and Technical staff-Clarifications arising out of implementation of revised pay scales.**

In accordance with the provision of New Recruitment and Assessment Scheme(I 98 1), a person is eligible for consideration for assessment to higher grade on completion of a fixed length of service. For example; in Groups I & II, first chance becomes due on completion of 7 years, second on completion of 8 years, third on completion of 9 years and so on as given in the scheme . Last chance for assessment is available on reaching maximum of the scale and/or remaining for one year at maximum of the scale, as the case may be.

- a. Similarly, under erstwhile Bye-law 71(b) also, eligibility for assessment of a person of the rank of Scientist 'A'- Scientist 'B'- Scientist 'C' is related to maximum of the relative pay scale.
- b. Because of revision of pay scales with effect from 1. 1. 1986 and in order to rationalise the aspect of reaching maximum of a pay scale in both the Old and the- New Schemes, it has been decided that

c. For those existing on 1.1.1986 who have opted revised pay scale (1986) and not been considered for assessment fallen due on or after 1. 1. 1986 under either of the Old and the New Schemes, maximum of pay scale may be determined with reference to the pre-revised scale in all cases.

d. For those inducted on or after 1. 1. 1986 or optees of revised pay scales having once been considered for assessment on or after 1. 1. 1986, last chance due at maximum of pay scale under New Scheme will be determined with reference to the revised pay scale only.

e. With regard to assessment under New Scheme taking place on or after 1. 1. 1986, pay fixation will be done as per the old or the revised pay scale as opted by the person concerned.

Under the Old Assessment Scheme, maximum of the grade relating to persons of the rank of Scientist 'A', 'B', and 'C' will be determined with reference to the old or revised pay scale (1986) in accordance with the option exercised by the person concerned except (a) above.

Isolated cases, if any, will be decided by the Joint Secretary (Admn.) on merits.

It is requested that this may kindly be given wide circulation among the Scientific and Technical employees of your Laboratory/Institute for their information.

(CSIR letter No. 17(65/P35)/86-PPS(FTRP), dated, 25 Aug. 1988)

**(22.5.19) Pay Fixation under Revised Pay Rule3, 1986.**

1. As per para 3 of this office circular dated 25.8.1988, an opportunity to employees to revise their option for going back to pre-revised scale purely for the purpose of assessment under the Faster track system was provided.

2. However, consequent on the implementation of the recommendations of the Fourth Pay Commission, Government of India had issued instructions which stipulate that in the event of exercise of option for Revised Pay Rules after 31.12.1987, pay will be fixed under Rule 9 of, the Revised Pay Rules, 1986 (i.e. without the benefit of 20% increase) instead of Rule 7 (i.e. with benefit of 20% increase) in pay Fixation under these Rules in terms of Government of India circular No.7(52)-E.III/86 dated 27.5.88 forwarded by



CSIR to Labs./Instts. vide CSIR endorsement No.31(38)/88-G dated 21.6.88.

3. A question has been raised whether an assessee who was governed by NRAS and has opted for retention of pre-revised scale after 1. 1. 1986 as per CSIR circular dated 25.8.1988 could be allowed the benefit of pay fixation under Rule 7 i.e. with advantage of 20% increase or his pay be fixed under Rule 9 without the benefit of 20% increase under Revised Pay Rules, 1986.

4. It is, clarified that those who switched over to Revised Pay Rules, 1986 after 31.12.1987 under CSIR circular dated-25.8.1988, their pay will be fixed only under Rule 9 of Revised Pay Rules, 1986, without the benefit of 20% increase in pay.

(CSIR letter No. 17(65)P-42/A/22)/90-PPS, dated, the 15th July., 1992)

**(22.5.20) Pay fixation on omission of pre-revised scales of Rs.225-308 and Rs.380-560 from Groups I and II of NRAS/MANAS.**

Consequent on omission of the scales of Rs.225-308 and Rs.380-560(pre-revised) from Groups I and H, references are being received from different Laboratories/Institutes, regarding method to be adopted for fixation of pay on placement of the incumbents in the pre-revised scales of Rs.260-350 in Group I and Rs.380-640 in Group-II.

2. The matter has been examined in consultation with Finance. Accordingly, it has been decided to fix the pay on placement of incumbents as under;

- a) Pay fixation of those in the scale of Rs.225-308 (pre- revised) now placed in the grade of Rs.260-350 (pre- revised) w.e.f. 1-2-81 may be regulated under FR 23 and FR 22 (a) (ii) read with Audit Instruction below FR 22. Pay fixation of those already assessed from Rs. 225-308 (pre- revised) to the scale of Rs.260-350 (pre- revised) between 1-2-1981 and 1-4-1988 with advance increments, if any, may be regulated notionally under FR 23 w.e.f. 1-2-81 upto the actual date of assessment promotion to the scale of Rs.260- 350 on any date between 1-2-1981 and 1-4-1988. Thereafter, the pay of such promotees be regulated as per rules and then fixed at the stage so worked out in the pre-revised scale of Rs.260-350 under FR 23;

- b) Pay fixation of those in the scale of Rs.380-560 now placed in the scale of Rs.380-640 (pre-revised) may be regulated notionally under FIZ 23 w.e.f.1-2-1981 as in para (a) above. Pay fixation of those already assessed from Rs.380-560 (pre-revised) to the scale of Rs.380-640 (pre-revised) between 1-2-1981 and 1-2-1988, with advance increments, if any, may be regulated notionally w.e.f. 1-2-1981 upto the date of assessment promotion to the scale of Rs.380-640 on any date between 1-2-1981 and 1-2-1988. Thereafter, the pay of such promotees be regulated as per rules and then fixed at the stage so worked out in the pre-revised scale of Rs.380-640 under FR 23. For example, if an individual was appointed in the scale of Rs.380-560 in July 1975, he would be drawing a basic pay of Rs.440/- on 1-2-1981. Consequent-upon abolition of the pay scale of Rs.380-560 and its replacement by the scale of pay Rs.380-640 his pay shall be fixed notionally at the same stage of Rs.440/- under FR 23 from 1-2-1981. In case, however, the individual has already been promoted to the scale of Rs.380-640 subsequent to 1-2-1981 but before 1-2-1988, say on 1-7-1982, with three advance increments, his pay shall be re-fixed at Rs.5301- P.M. i.e. at the stage on which it was fixed at the time of his initial promotion on 1-7-1982 under FR 23 assuming as if he was brought over to the scale of Rs.380-640 from the date of such promotion.

(CSIR letter No. 17(65)/P-42(A)/90-PPS, dated 4th January, 1991)

**(22.5.21) Pay fixation on induction of non-technical employees into technical side in Group II.**

Reference this office circulars of even number dated 22nd June and 13th August, 1990, regarding induction of non-technical staff into technical side in Group II. These instructions, inter alia stipulated that the pay on such induction was to be fixed under normal rules.

- 1 . We have been receiving communications from some Labs./Instts. seeking clarification regarding fixation of pay in some specific cases. The matter has been examined in consultation with Finance and it is clarified that in terms of GOI, Deptt. of Personnel and Training OM No. 1/2/86-Est.(Pay I), dated 22.5.89, the pay on induction of non-technical employees into

technical stream in Group II shall be fixed at the same stage or at the next higher stage if there is no such stage in the pay scale of the technical post. The annual increment shall be drawn on the date due on the non-technical post if the pay has been fixed at the same stage in the technical grade. However, if the pay has been fixed at the next stage, the increments shall be drawn on completion of one year's service in the technical grade.

2. In case an employee is drawing more pay than the maximum of the scale of the lower technical grade against which the individual has been/to be inducted as per provision in para 7.6.9 of MANAS, he will continue to draw the same pay which he was drawing on the non-technical side but without the benefit of any further increments (s).
3. You are, therefore, requested kindly to regulate the pay fixation of the inductees into technical side in light of the above instructions.

(CSIR letter No. 17(65/P-42)90-PPS, dated. the 24th October, 199 1)

**(22.5.22) Fixation of pay in the revised pay scales on promotion to the higher post on or after 1.1.1986.**

As per provisions of the Revised Pay Rules, 1986, all appointments on or after the first day of Jan., 1986, whether for the first time in Govt. service or by transfer or promotion from another post have to be made in the revised pay scales only. If the promotions take place on or after 1.1.86, the pay in the revised scale has to be fixed first in the lower post held on 1.1.86 after allowing the benefit of 20% as admissible under the Revised Pay Rules. In case an individual has opted to come over to the revised pay scale from a date subsequent to 1. 1.86, the pay in the revised scale is to be fixed as under:

- I. The pay in the Revised Pay Scale is to be fixed first on the lower post held by him on 1. 1.86.
- II. The pay on the higher post is to be fixed on the date from which the promotion takes place in the Revised Pay Scale with reference to the pay on the lower post so fixed in the Revised Pay Scale.
- III. In case the date of option happens to be the date of his promotion in such cases the pay is to be fixed first in the lower scale in the revised pay scale

and thereafter, the pay is to be fixed on the higher post in the revised pay scale with reference to the pay so fixed on the lower post in the revised pay scale.

Instances have come to our notice where some of the Labs, Instts. have revised the pay of the individual concerned straightway with reference to the promoted pay scale after allowing the benefit of 20% thereon. Such pay fixation is irregular and needs to be revised. All Labs./Instts. are advised to review such cases and re-fix the pay of such individuals in the lower post first in the revised pay scale and thereafter on the promoted post in the revised pay scale with reference to the pay so fixed on the lower post in the revised pay scale as at Para III above.

It is requested that the fixation of pay in your Lab./Instt. may kindly be reviewed and revised in light of the above clarification and a report sent to this office confirming that you have reviewed all the cases of pay fixation from 1.1.86 onwards.

(CSIR Letter No. 1/68/83-Finance, dated, the 13th Sep., 1990)

#### **(22.5.23) Fixation of pay of departmental candidates granted advance increments.**

Certain cases of wrong fixation of pay of serving Scientists on their selection against an advertised post have come to the notice of CSIR. In this regard clarification was sought from the Ministry of Finance, Department of Expenditure who have since clarified as follows:

"When a serving employee applies for higher post through proper channel in response to an advertisement, his appointment to the post applied for cannot be treated as an initial appointment. In such cases the pay is fixed either under normal rules or as recommended by the Selection Committee. Both the benefits cannot be given at a time. If the recommendation of the Committee is to fix the pay under normal rules, the benefit of FR 22(C) is admissible, if the selected employee was holding the lower post. In case the Selection Committee recommends advance increments, in that case, neither pay protection is admissible nor benefit of FR 22(C) is admissible and instead only advance increments with reference to the minimum of the scale of post are admissible. This

process is adopted even in cases where advance increment(s) are recommended by UPSC....."

In view of the clarification given by the Department of Expenditure,- Ministry of Finance as above, if a serving Scientist applies through proper channel against an advertised post and gets selected, his pay is to be fixed under normal rules i.e. fixation under FR22(C) with reference to the scale of pay in which he was working. This would be so only if Selection Committee does not recommend advance increments.

As against above, certain Labs. are wrongly fixing the pay of Scientists on such selection by first fixing the pay in the higher grade under FR 22(C) and then allowing the benefit of advance increments recommended by the Selection Committee. This procedure is completely wrong and has to be dispensed with immediately and all cases where pay has been fixed in this manner have to be re-opened and excess payment made should be recovered.

At the time of selection of the candidate, it may be appropriate to advise the Selection Committee the stage at which the pay of an individual would get fixed under normal rules as well as procedure for fixation of pay in case advance increments are recommended so that the Committee may take appropriate decision at the time of such selection.

The same procedure for fixation of pay would be applicable in case of assessment promotions which take effect from 1.1.1986 to 31.3.1988 i.e. prior to the implementation of MANAS.

It is, therefore, requested that all cases of fixation of pay falling under the above categories may be re-examined and the following information may be furnished to this office by 31.3.1992.

1. Number of cases where pay fixation was done wrongly.
2. Number of cases where pay has been refixed as per the above instructions.
3. Number of cases where excess amount paid has been recovered.

(CSIR D.O. No. 1/68/83-Finance, dated, the 24th January, 1992)

**(22.5.24) Fixation of pay where advance increments were sanctioned by Selection Committee/Assessment Committee on promotion.**

Reference IFA's D.O. letter of even number dated 24.1.1992 The instructions contained in the said letter have been reviewed and it is decided to give an option to the individuals concerned to get their pay fixed either under erstwhile FR 22(c) or avail the benefit of advance increments on the minimum of the scale, whichever is more beneficial.

The cases of pay fixation may therefore. kindly be reviewed accordingly and the information asked for vide our letter dated 24.1.1992 furnished at an early date.

(CSIR letter No. 1/68/83-Finance, dated, the 25th May, 1992)

**(22.51.25) Pay fixation on Selection/Assessment with advance increments- Departmental Candidates.**

Reference the office letter of even number dated 24th Jan., 1992 and subsequent clarification issued vide this office letter dated 25th May 1992 on the above subject. The advice given by Ministry of Finance has been reconsidered and the Governing Body in its 128th meeting held on 16th Feb., 1993 has decided that the advice of the Ministry of Finance may be implemented in respect of all Selections/appointments made on or after 24.1.1992 i.e. the date of issue of instructions in this regard.

You are, therefore, requested that the instructions contained in this office letter of even number dated 24th Jan., 1992 may kindly be treated as amended accordingly.

(CSIR letter No. 1/68/83-Finance, dated, the 16th April, 1993)