

### **(22.3) Revision of Pay Scales & Fixation of pay of other Categories of staff.**

#### **(22.3.1) Appointment of Junior Accountants in the C.S.I.R. Fixation of initial pay.**

The Director-General, Scientific & Industrial Research has been pleased to decide that all the Junior Accountants appointed in the C.S.I.R. on or after 18.11.1960, after passing the Junior Accountants Examination, who were allowed an initial pay of Rs. 180/- p.m., will now be allowed an initial pay of Rs. 190/- p.m., in the scale of Rs. 180- 10-290-EB- 15-380-EB- 15-440, from the date of their appointment as Junior Accountants.

The arrears on this account will be paid to the Junior Accountants concerned.

(CSIR letter No.8(28)/8/64.E.I, dated. the 11th Aug., 1966)

#### **(22.3.2) Appointment of Junior Accountants in the C. S.I.R. Fixation of pay.**

In continuation of CSIR O.M. No. 8(28)/8/64.E.I. dated 11.8.1966 on the above subject, the Director General, Scientific & Industrial Research has been pleased to decide that all the Junior Accountants appointed in CSIR on or after 1. 1. 1973 on qualifying the Junior Accountants Examination may be allowed to draw an initial pay of Rs. 440/- p.m., in the scale of Rs. 425-15-500-EB-15-560-20-700, with effect from the date of their appointment as Junior Accountants.

The arrears on this account will be paid to the Junior Accountants concerned.

(CSIR letter No.31(8)/74.E.I, dated, the 23rd June, 1975)

#### **(22..3.3) Recommendations of Sidhu Committee for career development of Administrative staff of CSIR Implementation thereof.**

Reference CSIR Order No. 3 (circulated vide No. 33(89)/81 -E I dated 12.11.1981 conveying the decision of the Governing Body re-designating the post of Junior Accountants in the scale of Rs. 425-750 as Assistant (F&A) in the scale of Rs. 425-800 and also declaring it a local cadre post, this office has been receiving

clarification from the Laboratories/Institutes, regarding fixation of pay of the incumbents holding the posts. This matter has been considered in detail and it has been decided, that the pay of incumbents, holding these posts. will be fixed under the provisions of FR-23 read with FR 22(a) (ii).

(CSIR letter No.33(90)/82.E.I, dated, the 26th Nov., 1982)

**(22.3.4) Appointment of Assistant (Finance & Accounts) in C.S.LR. - Fixation of initial pay.**

Reference CSIR O.M. No. 31(8)/74-E.I. dated 23.6.1975. The Junior Accountants appointed on or after 1. 1. 1973 on qualifying the Junior Accountant examination shall be given initial pay of Rs. 440/- per month (one advance increment) in scale of Rs.425-700. The pay scale of the Junior Accountants (Assistant, Finance & Accounts) was upgraded to Rs. 425-750/-. Subsequently, on implementation of Sidhu Committee report, the pay scale of the Assistant (F&A) was fixed at Rs.425-800/- to bring it on par with Assistant (General).

It has been observed that even after implementation of Sidhu Committee Report with effect from 1.2.1982, initial pay of Assistant (F&A) continues to be fixed at Rs.440/- (involving grant of one advance increment) which is not covered by the orders to the extant issued on the subject. It is, therefore, requested that wherever initial pay has been given at Rs. 440/- to an Assistant (F&A) on or after 1.2.1982 due to wrong fixation of pay recovery of the same may kindly be made at your end under intimation to this office.

(CSIR letter No.4(9)/76.E.I, dated, the 2nd Nov., 1987)

**(22.3.5) In continuation of this office letter of even number dated 14th July, 1987, on she above subject, I am directed to inform you that various clarifications have been sought by the Labs./Instts. on the various points. These have been examined and necessary clarifications are given below:-**

1. Assistant s (F&A) (Spl. Gr.) may be promoted in the scale of Rs. 1,640-60-2600-EB-75-2900 w.e.f. 1/5/1987 irrespective of the fact whether there is any grade in the Finance & Accounts Cadre or not. On their turn for

promotion as Section Officer (Finance & Accounts), they will get their normal promotion in the approved grade;

2. The incumbents holding Special Grade Post listed in the above circular may be promoted to the next grade w.e.f. 1/5/1987 by upgrading their existing posts and their pay fixed under FR-22(C).

3. While no DPC is required to be constituted for such promotion, it may be ensured that there is no adverse entry in their CRs for the period they were placed in the Special Grade and 1/5/1987. It may also be ensured that no vigilance case is pending or contemplating against them.

4. Such promotees cannot exercise other option under the Revised Pay Rules - 1986.

5. Inter seniority of these promotee will continue to remain the same as on the Special Grade post.

(CSIR letter No.2(178)/A/86-CDN-E-II, dated, the 25th August, 1987)

**(22.3.6) Grant of minimum initial pay to departmental Assistants appointed as Section Officer.**

The Assistants promoted to officiate as Section Officer in short term vacancy are also eligible for guaranteed minimum pay of Rs.710/- in the scale of pay of Rs.650-1200 of Section officer.

(CSIR letter No.33(1)/72-EI, dated, the 9th Jan. 1975)

**(22.3.7) Grant of additional increments to Section Officer.**

The CSIR has decided to implement the orders and instructions contained in the Ministry of Home Affairs Department of Personnel And Administrative Reforms O.M. No. 21/27/74-CS-(1) dated the 1st July, 1977 (with enclosures) and No.F.5/54/77-CS(I) dated 31.8.1977 on the above subject. Copies of the orders are forwarded herewith for your information and circulation among the concerned officers.

In order to consider the cases the eligible Section Officers who were in position as regular Assistant on 1.7.1959 and have completed 3 years and/or 10 years service in the post of Section Officer and are due to reach the stage of Rs.810/- and/or



**(22.3.8) Implementation of RP Rule, 1986 - Grant of guaranteed minimum initial start of Rs.2120 to Section Officer(Gen.) in the revised pay scale of Rs.2000-3500.**

With reference to CIMAP letter No.MP.6(35)/86 dated 29.11.1986 received from the Scientist-in-charge, of Regional Centre at Bangalore on the above noted subject, I am directed to state in consultation with Department of Personnel and Training, Ministry of Personnel, Public Grievance and Pension, New Delhi that since 4th Pay Commission has not recommended a minimum guaranteed pay to Assistants on promotion as Section Officers, the pay of Assistants promoted as Section Officers will have to be fixed under the normal Rules and that no guaranteed minimum pay is to be allowed on such promotion/appointment effective from 1. 1. 1986 or thereafter.

(CSIR letter No. 17(178)/86-CDN-E.II-43, dated, the 20th Feb. 1987)

**(22.3.9) Appointment of Senior Personal Assistant-fixation of pay**

The Senior Stenographers on their appointment on promotion as Senior Personal Assistants should be allowed guaranteed minimum initial salary of Rs. 7 1 0/- p.m. in the scale of Rs. 650-30-740-35-880-EB-40-1040 in accordance with the decision of Government of India contained in the Department of Personnel and Administrative Reforms Office Memo No. 19/2/73-CS(I), dated 19.2.1974 circulated vide this office letter No. CSIR/PIC/73-5 dated 12.8.1974.

(CSIR letter No.33(1)5/72-E.I, dated, the 6th October, 1975)

**(22.3. 10) Fixation of Pay of Administrative Officers and Finance & Accounts Officers.**

In accordance with CSIR Circular letter No.3(6)/65-E.I dated 1.11.1976 on the above subject, the Finance & Accounts Officers are responsible for fixation of pay in respect of Gazetted Officers, if the fixation is under normal rules.

Of late, it has come to notice that in some of the National Laboratories/Institutes, fixation of pay has been done wrongly by misinterpreting Government of India/CSIR orders. In order to avoid such a situation, it has been decided that personal cases of pay fixation of Administrative and Finance and Accounts officers of the Laboratories/Institutes may be sent to CSIR Headquarters for confirmation. All other cases of pay fixation may continue to be handled and decided at laboratory level. However, the Labs./Instts. may refer to CSIR Headquarters any case where there is any doubt or dispute or interpretation of Rules is not quite clear.

(CSIR letter No.33(76)/78-EI, dated, the 25th July, 1978)

**(22.3 11) Revision of Pay Scale of Junior Cost Accountants.**

On the introduction of revised pay scales in CSIR with effect from 1.1.1973, the Junior Cost Accountants (Pre-revised scale Rs.180-440) were allowed the revised pay scale of Rs.425-700. The matter regarding the revision of their pay scale has been reconsidered in consultation with the Member (Finance), CSIR, and it has now been decided that the Junior Cost Accountants (pre-revised scale Rs. 180-440) may be allowed the revised pay scale of Rs.425-15-500-EB- 15-560-20-640-EB-20-700-25-750 w.e.f 1.1.1973 subject to the condition that no arrears of pay and allowances, on this account shall be payable upto 31.3.1978.

(CSIR letter No.4(9)/76-E.I, dated. the 20th Dec., 1978)

**(22.3.12) Recommendations of the Sidhu Committee for career development of administrative staff in CSIR - Implementation thereof.**

On the recommendations of the Sidhu Committee, the Governing Body of the CSIR at its meeting held on 19th Sept., 1981 has approved the following:-

**Section Officer (Audit & Accounts) :**

1. The post of Section Officer (Audit & Accounts) shall be re-designated as "Section Officer (Finance & Accounts).
2. The existing scale of Rs.550-900 shall be upgraded to Rs.650-30-740-35-880-EB-40-960.

3. The incumbents of the post of Section Officer (Finance & Accounts)'n the upgraded scale of Rs.650-960 shall have gazetted status
4. The pay of the existing incumbents in the higher scale shall be fixed according to the normal rules of fixation.
5. The post of Section Officer (Finance & Accounts) Shall be in the "Common Cadre".

**Junior Accountant:**

The existing posts in Junior Accountants in the scale of Rs.425-750 shall be re-designated as " Assistant (Finance & Accounts) and given the scale of Rs.425-15-500-EB-15-560- 700-EB-25~800. These posts shall hereinafter be in the "Local Cadre". Pay fixation in the revised scale will be as per the normal rules.

The posts of Section Officer (Finance & Accounts) and Assistant (Finance & Accounts) shall be filled up in accordance with the Recruitment Rules being notified separately.

The above orders shall come into force with immediate effect. ,

(CSIR letter No.33(89)/81-E.I, dated, 12th November, 1981)

**(22.3.13) Implementation of Sidhu Committee recommendations for career development of administrativestaff of CSIR - Delegation of additional responsibilities/powers to Section Officer (Finance & Accounts) and fixation of pay in the upgraded scale of Rs.650-960.**

1. A reference is invited to the Office Order No.3 issued under CSIR NO.33(89)/81 -E.I dated 12th November 1981 re-designating the post of Section Officer (Audit & Accounts) as Section Officer (Finance & Accounts), upgrading their pay scale from 550-900 to 650-960 and conferring gazetted status on them, in accordance with the recommendations of Sidhu Committee for career development of Administrative staff approved by Governing Body CSIR.

2. In the context of above, the question of delegation of additional responsibilities/duties & powers to the Section Officer (F&A) has been under consideration of CSIR for some time now. The question of fixation of

pay of Section Officer (F&A) in the upgraded scale of Rs.650-960 has also been engaging the attention of CSIR. After careful consideration of the whole matter, it has been decided as under :-

- i. Section Officer (Finance & Accounts) working in the National Laboratories/Institutes/Centres/CSIR Hqrs., where posts of Sr. Finance & Accounts Officer & Finance & Accounts Officer or Sr. Finance & Accounts Officer/Finance & Accounts Officer are available, shall perform the additional duties/responsibilities/powers as mentioned in Annexure 'A'.
- ii. Section Officer (Finance & Accounts) posted in the Regional Centre Field Stations of Labs./Instts. shall perform additional duties/responsibilities as indicated in Annexure 'B'.
- iii. Additional duties/responsibilities/powers now proposed will be discharged by the concerned Section Officer (F&A) notwithstanding his normal role/function as Section Officer (F&A) in Finance Wing of the Labs./Instts./centres/Field Stations etc. as hither-to-fore.

3. Taking into account the additional duties and responsibilities entrusted to Section Officer (F&A) on their placement in the upgraded scale of Rs.650-960 their pay fixation in the upgraded scale will be done under the provisions of F.R. 22(c).

(CSIR letter No.2(14)/82-Finance, dated, the 22th April, 1982)

#### **Annexure - A**

Statement showing the additional duties/ responsibilities/powers delegated to Section Officers (Finance & Accounts) working in Labs./Instts./CSIR Hqrs.

Section officer (Finance & Accounts) working in the Labs./Instts./Centres/CSIR Hqrs. shall perform the following additional duties/responsibilities consequent upon their placement in the upgraded scale of Rs. 650-960 and attaining gazetted status.

1. Closing of Objection Book advances.
2. Closing of monthly classified abstracts.
3. Closing of Broad Sheets of advance and their monthly reconciliation with classified abstracts/Cash Book.

4. Closing of Broad Sheets of CPF & GPF Accounts.
5. Closing of Ledger account of CPF & GPF - in respect of each subscriber and its monthly/annual reconciliation with Broad sheets & Cash Book.
6. Closing of Deposit registers of Earnest money, Security Deposit and other Miscellaneous Deposit and their reconciliation with the monthly/annual accounts.
7. Attestation of entries of events recorded in the Audit Register (gazetted/non-gazetted).
8. Signing of routine correspondence with other Division/Section of the Labs./Instts. as well as with outside office.
9. Authorising transfer entries for rectifying errors in classification of debits/credits in account.
10. Signing of cheques as first signatory in the event of both the Sr. Finance & Accounts officer & Finance & Accounts Officer/ or Sr. Finance & Accounts Officer/Finance & Accounts Officer, as the case may be, being away from headquarters on leave/tour etc.
11. Looking after the duties of Sr. Finance & Accounts Officer or Finance & Accounts officer, as the case may be, on their being away from Headquarters either on tour or on short leave & authorising payments of regular salaries bills, advance of TA,LTC, CPF, GPF & medical charges etc. & other supply bills to the extent of Rs. 50001- in each case.

**NOTE:** In doubtful cases where Section officer (F&A) is not able to take decision he will keep such bills pending for consideration of Sr. Finance & Accounts Officer/Finance & Accounts Officer on his return to duty, even though the amount of the bill may be within Rs.5000/-).

### **Annexure - B**

**Statement showing the additional duties/responsibilities/powers delegated to Section Officers (Finance & Accounts) working in Regional Centres/Field Stations of Labs./Instts.**

1. Passing of salary bills of the staff of the Centre.
2. Passing of bills on account of recoupment of imprest.
3. Passing of bills of work-charged staff.

4. Passing of muster rolls in respect of persons engaged. on casual basis against the sanctions accorded by competent authority and on approved rates.
5. Passing of bills in respect of contingent charges and consumable and non-consumable stores upto Rs.5000/- in each case.
6. Attestation of entries in the main cash book.
7. Signing cheques of the centre as first signatory.
8. Reconciliation of Cash Book with Bank Accounts and other Allied work connected with it.
9. Reconciliation of monthly/annual account of the Centre and their submission to the parent Lab./CSIR Hqrs. as the case may be.
10. Submission of monthly progressive statement of receipt and expenditure to the parent Lab./CSIR as the case may be.
11. Clearing purchase proposal up to the amount to which Scientist-in-charge of the Centre is empowered to sanction expenditure.
12. Tendering advice to the Head/Scientist-in-charge of the Centre on all urgent finance matters.
13. Control of Budgets/expenditure of the Centre.

**NOTE:** While discharging the above functions, Section Officer (Finance & Accounts) will seek guidance/advice from Sr. Finance & Accounts Officer/Finance & Accounts Officer of the Headquarters/Labs./Instts. He will act in accordance with the advice & direction given to him by Sr. Finance & Accounts Officer/Finance & Accounts Officer of the Labs./Instts. from time to time for discharging his functions. Sr. Finance & Accounts Officer/Finance & Accounts Officer of Headquarters of the Lab./Instts will exercise necessary control over the functions of Section officer (F&A) of the Regional Centre field station and it shall be ensured by him that various functions assigned to Section Officer (F&A) are discharged by him properly and in accordance with extant rules/procedure.

**(22.3.14) Fixation of pay of Section Officer (F&A) in the revised pay scale of Rs. 650-30-740-25-880- EB- 40-960.**

Reference CSIR letter No. 2(14)/82-E I dated 22.4.1982 on the above subject. Some of Finance & Accounts Officers have requested for re-fixation of their pay in

the revised scale of Rs 650-960 for the post of Section Officer (F&A) with effect from 12.11.1981, the date from which the revised scale was introduced for this category.

The matter has been examined. Since the revised scale for the post of Section Officer (F&A) has come into operation only from 12.11.1981 the incumbents who were holding the posts of Section Officer (F&A) on that date are only entitled to the re-fixation of pay in the revised scale of Rs 650-960. In other words, the Finance & Accounts Officers who were not effectively holding the post of Section Officer (F&A) on 12.11.1981, are not entitled to re-fixation of their pay in the revised scale of Rs 650-960.

(CSIR letter No.8(101)5/81-E I, dated the 25th January, 1983)

**(22.3.15) Implementation of Sidhu Committee recommendations for career development of administrative staff of CSIR - Delegation of additional responsibilities/powers to Section Officer (Finance & Accounts) and fixation of pay in the upgraded scale of Rs. 650-960.**

1 - Kind attention is invited to this office letter of even number dated 22nd April 1982 communicating the decision regarding re-designating the post of Section Officer (Audit & Accounts) as Section Officer (Finance & Accounts), upgrading their pay scale from 550-900 to 650-960 and fixation of pay of the incumbents in the upgraded scale under the provision of F.R.22(c).

2. References have been received from the Labs./Instts. asking for clarification whether the option to get the pay fixed initially under the provision of F.R.22(a)(i) and re-fixation of pay on the basis of provision of F.R.22(c) on the date of accrual of next increment in the lower scale, would be available to the Section Officer (F&A) consequent upon up-gradation of their posts from 550-900 to 650-960, in terms of provision of Ministry of Home Affairs, DPAR O.M. No.F7/1180-Estt.B-1 dated 26.9.81. The above question has been considered in consultation with Department of Personnel and Administrative Reforms (Pay-1 Branch) who have clarified that the said provision for option is not permissible in case of up-gradation of post of Section Officer(A&A) and that the provision of their O.M. referred to above is meant only for the cases of promotion to higher post in the

cadre and is not applicable in each case of appointment whenever pay fixation is done under F.R.22(c).

3.It is accordingly clarified that fixation of the pay of Section Officer(F&A) may be done straightway under F.R.22(c) from the date of up-gradation of the posts to the scale of 650-960 as per above instructions. In case the pay has been fixed by the Labs./Instts. in a manner otherwise than that stated above, necessary action to re-fix the pay in such cases may be taken and any overpayment made on this-account recovered from the concerned person.

(CSIR letter No.2(14)/82-Finance, dated, the 24th March, 1983)

**(22.3.16) Fixation of pay of SO(F&A) in the Pre-revised Locale of Rs. 650-960.**

As per this office letter No.8(101)5/81 -E.I dated 25.1.1983, only those Finance & Accounts Officers who were holding the post of SO(F&A) as on 12.11.1981 would be entitled for re-fixation of pay in the revised scale of Rs.650-960. An anomaly in the said order depriving those Finance & Accounts Officers of the benefit of fixation of pay in the scale of Rs.650-960 who were promoted as Finance & Accounts Officer prior to. 12.11.1981 having been brought to notice, it has now been decided in consultation with FA to CSIR that the pay of F&AO who were drawing more pay as SO(F&A) in the scale of Rs.550-900 than their juniors may be stepped up to bring their pay at par from the date of their juniors started drawing more pay, as F&AO. As usual, such re-fixation of pay may be got ratified by CSIR.

(CSIR letter No.8(94)5/80-E.I, dated, the 23rd Dec. 1986)

**(22.3.17) Sub: Fixation of Pay Section Officers (F&A) in the Pre- revised scale of Rs. 650-960.**

Reference this office letter No.2(14)/83-Finance dated 1.11.83 and No.8(94)5/80-E.I dated 23.12.86 on the subject stated above. While examining certain cases of stepping up of pay relating to Section Officers (F&A) and Finance & Accounts Officers, it has come to notice that some of the Labs./Instts. have fixed the pay of Section Officers (F&A) under F.R.22 a(i) from the date of replacement of the scale of Rs.550-900 to 650-960 w.e.f. 10th Oct. 1981 and

under F.R.22(C) from the date of next increment of the incumbent concerned. Such pay fixation is erroneous and contrary to the instructions already issued vide CSIR letter dated 1st Nov. 1983 *ibid*. It is once again reiterated that the pay of the Section Officers (F&A) who were placed in the scale of Rs.650-960 w.e.f. 12.11.81 is to be fixed straightway under F.R.22(C) and the benefit of option under Ministry of Finance O.M. dated 26.9.81 is not admissible to them.

You are, therefore, requested kindly to review the pay fixation of all the concerned incumbents working in your lab and confirm that the pay of the concerned individuals has been fixed according to the Instructions issued by CSIR.

(CSIR Letter No:8(94)5/80-E.1, dated: 13th Nov., 1991).

**(22.3.18) Fixation of pay of S. O. (F&A) in the revised scale of Rs. 650-960.**

In partial modification of this office circular letter of even number dated the 23rd December 1986 it has been decided in consultation with the Internal Financial Adviser, CSIR to amend the 1 3th line of the above letter to read as under:

"that the pay of F.& A.Os., who were drawing equal or more pay as" in place of "that the pay of F.&A.O's. who were drawing more pay as".

It is further mentioned that CSIR Circular of even number dated the 13th November 1991 may be treated as withdrawn.

(CSIR letter No.8(94)5/80-E.I, dated, the 8th Jan. 1992)

**(22.3.19) Fixation of pay of in the Grade of Sr. Finance & Accounts Officer (SG).**

Reference CDRI letter No. 1/ 169/75-Accts. dated 8th May, 1985. The post of Senior Finance & Accounts Officer (SG) is a non-functional one and in accordance with the guidelines issued by the Department of Personnel and Administrative Reforms vide their O.M.No.5/12/79-PPII date& the 31st July, 1982 for introduction of non-functional grades in Group 'A' services, the pay of an officer on his placement in the non-functional Selection Grade will be fixed at the next higher stage under Audit Instruction No. 1 below FR 22.

It is requested that the pay of Shri M.P.Gupta, Senior Finance & Accounts Officer (SG) may be fixed accordingly and got vetted by the CSIR Hqrs.

In this connection your attention is also invited to CSIR Hqrs. letter No. 33(76)/78-E.I. dated the 25th July, 1978 wherein it was required that the personal cases of pay fixation of Administrative & F.&A.O'S of the Labs./Instts. invariably be done in future.

**(CSIR letter No. 8(9)11/77-E.I. dated. the 28th May, 1985.)**

**(22.3.20) Fixation of pay in the grade of Sr. F&AO (SG).**

In modification of this office letter No.8(9)11/77-EI dated 28th May, 1985 addressed to CDRI and copy endorsed to all the Labs./Instts. It has been decided in consultation with the Financial Adviser, that the pay of the Senior Finance & Accounts Officer (Rs.1100- 1600) on promotion to non-functional Select 16n grade (Rs. 1500-2000) under the existing scheme will be fixed under the provision of FR 22 (c).

**(CSIR letter No.33(76)/78-E.I, dated, the 13th June, 1986)**

**(22.3.21) Sub: Revision of scale of pay of Stores and Purchase Staff and Junior Translator (Hindi).**

The Governing Body at its meeting held on 27-4-87 has approved as under :-

- (i) The existing scale of Rs.425-700 of Stores/Purchase Assistant (Gr. V) may be revised to Rs.425-800 (revised scale of Rs. 1400-40-1600-50-2300-EB-60-2600) w.e.f. 1-5- 87 as a measure of rationalisation;
- (ii) Similarly, the scale of pay of Junior Translator (Hindi) may be revised from Rs.425-700 to 425-800 (revised scale Rs.1400-40-1600-50-2300-EB-60-2600) w.e.f.1-1-86. This has been done keeping in view the duties of junior Hindi Translator being performed by their counterparts in the official languages Departments of the Govt. of India.

Since this is only a Revision of the scales, the pay will be fixed as per Rules (FR-23).

(CSIR letter No.2(178)/A/86-CDN(E-II), dated 15-7-87)

**(22.3.22) Fixation of pay of Administrative Officers and Finance &Accounts Officers.**

Reference this office letter of even number of 25.7.1978 on the subject cited above. It has come to our notice that in some cases, the pay fixation matters of Administrative, Finance & Accounts officers etc. of the Laboratories/Institutes have not been sent to CSIR Hqrs. for confirmation, as required therein. A copy of this letter is forwarded herewith with the request that personal cases of pay fixation of Administrative/Finance & Accounts/Stores & Purchase Officers may kindly be continued to be sent to the CSIR Hqrs. for confirmation.

Some Laboratories/Institutes have sought clarification with regard to the applicability of GOI O.M.No.5/3/89-Estt.(Pay-1) dated 26.3.1991 regarding minimum increase of Rs. 250/- on promotion of Under Secretary/Administrative Officer to Deputy Secretary level. In this connection it may be stated that in consultation with F.A. to CSIR, the matter has been referred to Department of Personnel & Training for necessary clarification. Pending receipt thereof, it is requested that the pay of Administrative Officers Under Secretaries/Stores & Purchase Officers/Sr. Finance & Accounts Officers on their promotion to the post of Controller of Admn./Deputy Secretary/Sr. Finance & Accounts Officer (SG)/Sr. Stores & Purchase Officer, may kindly be fixed in accordance with the normal rules on the subject and referred to CSIR Hqrs. for confirmation.

(CSIR letter No.33(76)/78-E.I., dated, the 17th June, 1991)

**(22.3.23) Sub: Fixation of pay of employees of other Departments/ Autonomous Bodies/Public Sector Undertakings appointed in CSIR through open market (direct) recruitment and Vice-versa - Regarding.**

As per the Government of India, Ministry of Finance O.M. No.F-10(24)/E-III/60 dated 9th March, 1964, certain restrictions have been laid down in the matter of fixation of pay of a person going on deputation/foreign service etc. if the grant of

minimum of the scale of the post in the borrowing department results in abnormal pay increase. Exemption from the operating of the prescribed limits was, however, made in the case of selections through LTPSC vide Government of India, Cabinet Secretariat O.M. No.8/10/72-Ests(c) dated 9.11.72.

1. In so far as CSIR is concerned the limits as prescribed in the Government of India, O.M. dated 9.3.64 are being applied in the case of persons going on foreign service/deputation from CSIR to other bodies. The exemption envisaged in the Government of India, Cabinet Secretariat O.M. dated 9.11.72 is being applied in such cases only when the Selections are made through the UPSC.

2. The matter has since been considered in detail and it has been decided that where an employee of CSIR goes to other Government Departments/ Autonomous Bodies/ Public Sector Undertakings after having been selected in competition with others, through duly constituted selection committees in accordance with the rules of the concerned department/organisation in response to open advertisement, the exemption as envisaged in the Government of India, Cabinet Secretariat O.M. dated 9.11.72 should be applied in such cases. Similarly, when a person comes to CSIR from other Government department/autonomous body/public sector undertaking and where such a person is selected by the CSIR through duly constituted Selection Committees as per approved procedure in open competition, such exemption should also be afforded and pay fixed as per the recommendations of the Selection Committee provided their parent offices have no objection to this.

3. Past cases decided otherwise than in accordance with the above clarification may not be re-opened. However, pending cases which have not been settled so far, may be decided in accordance with the above decision.

4. The above clarifications regarding fixation of pay are notwithstanding the rules on the subject regarding retention of lien and payment of leave salary and pension contributions and these shall apply with reference to terms and conditions agreed to by the lending and borrowing departments/organisations. To this extent, they will be regarded as on foreign service.

(CSIR Letter No:5(28)/80-E.I, dated 28th August, 1981).

**(22.3.24) Fixation of initial pay of re-employed pensioners.**

The question for fixation of pay of re-employed pensioners has been under consideration of the CSIR for some time. It has now been decided in consultation with the Department of Personnel and Training, New Delhi, that in cases where the entire pension is ignored in terms of Ministry of Finance O.M. dated 13.12.1983, the pay would be fixed only at the minimum.

(CSIR letter No. 14(41)/80-E.II, (U.I.) dated, the 15th Jan., 1987)

**(22.3.25) Restriction of pay under FR 35**

As per instructions by Govt. of India vide Deptt. of personnel & Training O.M. No. 18/12/85-EST(Pay. 1) and 18/26/86-EST (Pay. 1) dated 18th July, 1986 and 29th July, 1987 in case of all appointments on promotion in the normal line within the cadre but which are not on regular basis, the pay is to be restricted under FR 35 so as not to exceed the basic pay by more than the amounts shown below:-

(a) For employees in receipt of basic pay 12-1/2% of basic pay or of Rs. 330 whichever is more.

above Rs. 2200/-

(b) For employees in receipt of basic pay 15% of basic pay or Rs. 200, whichever is more.

above Rs. 1000/- upto Rs. 2,200.

(c) For employees in receipt of basic pay of 20% of basic pay

and below- Rs. 1,000.

In the cases where pay in the manner indicated above comes to more than the minimum or at the minimum of the promotional posts, the employee concerned will be allowed pay at the minimum of the scale.

2. Further, as per instructions contained in Govt. of India, Deptt of Personnel & Training O.M. No. 1/10/89- Est(Pay.1) dated 22nd Oct., 1990, the restrictions of pay under FR 35 are not to be invoked where an employee holding the post in substantive, temporary or officiating capacity is promoted or appointed in substantive temporary or officiating capacity, as the case may be, subject to the fulfilment of the eligibility criteria as prescribed in the relevant Recruitment Rules.

3. It has come to the notice of CSIR that the instructions as aforesaid are not being followed strictly in some of the Labs./Instts. while fixing the pay of the employees promoted/appointed on adhoc basis without fulfilling the eligibility criteria. You are therefore, requested kindly to ensure that the above instructions are followed strictly. The past cases of pay fixation may also kindly be reviewed and if necessary, the pay may be refixed and recoveries of over payment made after giving show cause notice.

(CSIR letter No.5(38)/93-E.II, dated 9th April. 1995)

**(22.3.26) Counting of extraordinary leave sanctioned to the Scientists/Technologists under the Ministry of Finance, Department of Expenditure O.M. No.11(1)- E.II(B)69 dated 25th June, 1970.**

Under the extant instructions regarding assessment of Scientific/Technical Officers under the New Recruitment and Assessment Scheme, the extraordinary leave to the extent it counts for increment is only taken into consideration for computing the minimum number of years of service for eligibility for assessment promotion to the next higher grade.

- The extraordinary leave granted to the Scientific/Technical Officers in the different Laboratories /Institutes of the CSIR for taking up full time assignments in Universities/Research Institutions etc. in terms of Finance Ministry O.M. No. 11(1)-E.II(B)69 dated 25.6.1970 does not count for increment under FR 26 and was, therefore, also not taken into consideration for assessment purposes.

CSIR have been receiving representations from such Scientists stating that since the work done by them during their assignments abroad was relevant to the research work being done in the Laboratories/Institutes and was ultimately to the advantage of the Laboratories/Institutes, the period of EOL availed by them under

**the Ministry of Finance Orders of 25th June, 1970 should be taken into consideration for assessment promotion.**

**After due consideration DGSIR has been pleased to decide that the extraordinary leave granted to the Scientists in terms of Finance Ministry Orders of 25th June, 1970 will be taken into consideration for computing the minimum period of service for eligibility for promotion by assessment to the next higher grade whether under the provision of the erstwhile Bye-law 71(b) or the New Recruitment & Assessment Scheme.**

**While this rule is to have only prospective effect, it is likely that some Scientists may become due for assessment for earlier years where assessments have already taken place. Normally, these cases should not be taken up for the assessment but considering the fact that hardship would be caused to some Scientists, DGSIR has decided as a special case that the cases of Scientists who become due after taking into consideration the period of above mentioned EOL will also be considered. To ensure that the chances of the candidates already assessed are not jeopardised or undue benefit is not given to those who while already assessed were not promoted, the following instructions are laid down**

- 1. The assessment cases of the Scientists should be considered by substantially the same Assessment Committee as had considered the cases of other candidates earlier.**
- 2. These Committees should follow the same criteria for assessing these Scientists that they had followed earlier.**
- 3. This Committee should give a categorical finding stating whether they have found/have not found the Scientist better than the ones rejected earlier and of comparable merit to the ones recommended for promotion.**
- 4. Whether in the light of (3) above they would recommend relaxation of the percentage restriction for the above mentioned Scientists by the DGSIR.**

**(CSIR letter No. 17(65)/86-PPS, dated 12th June, 1986)**

**(22.3.27) Sub: Pay fixation in the case of transfer of an employee, at his own request, to the post from which he was promoted.**

In a case referred to CSIR Headquarter, a person holding the post of UDC in one of the National Laboratories sought transfer to some other Laboratory either in the same capacity or even on reversion to the lower post to which he was originally appointed. There being no post of UDC available, he was transferred on reversion to the post of LDC in the other Laboratory. The Laboratory referred the case to this office seeking clarification as to how the pay of the individual concerned should be fixed viz., whether his pay should be fixed at the same rate at which he was drawing on the post of UDC or whether he would be allowed the pay he would have drawn as LDC but for his promotion to the post of UDC. The following clarifications are issued in consultation with the Department of Personnel & Training, Government of India:-

1. When an employee seeks transfer to a post from which he was promoted, it will be treated as a case of reversion and his pay will be fixed at a stage what he would have drawn, had he not been promoted.
2. In other cases of transfer from a higher to a lower post, the pay will be regulated in terms of the provisions contained in FR-22 (3).

It is, therefore, requested that the cases of pay fixation where the persons have sought reversion may kindly be fixed accordingly.

(CSIR Letter No:5(41)/90-E.II. dated 24.05.1995).

**(22.3.28) Sub: Revision of pay-scale of Assistants (Gen) & Sr. Stenographers of CSIR.**

It has been decided with the approval of the competent authority that the pay-scale of Assistants (Gen) and Senior Stenographers of CSIR and its National Labs./Instts. be revised from Rs.1400-2600 (pre-revised Rs.425-800) to Rs. 1640-2900 w.e.f. 1- 1- 1986.

The employees concerned shall be given option to opt for the revised scale of pay from 1-1-1986. This option should be exercised within three months of the date of issue of these orders. The option once exercised shall be final.

The pay of the concerned employees will be fixed as per rules.

(CSIR Letter No. 31(11)/90-Gen., dated 9-6-1995)

**(22.3.29) Sub: Fixation of Pay under Revised Pay Rules.**

In case of bunching, the pay of the concerned Assistants/Sr .Stenographers may be fixed as per Note 3- below Rules-7(1) (D) of CCS (Revised Pay) Rules, 1986.

(CSIR Leter No. 1(14)/95-Finance, dated, 4-8-95)

**(22.3.30) Sub: Revision of pay scale of Asstts. (G) and Sr. Stenographer in CSIR.**

Reference this office letter of even number dated 9-6-95. The scale of pay of Rs.425-800 (Pre-revised) stands revised directly to Rs. 1640-2900 w.e.f. 1- 1- 1986 in which case the pay has to be fixed in accordance with the revised Pay Rules of 1986 and that the individuals have no option under FR 23, other than the option available under Revised pay Rules 1986.

This issues with the concurrence of Finance.

(CSIR letter No.31(11)/90-E-I, dated, 14-9-1995)

**(22.3.31) Sub Revision of pay scale of Assistant (F&A) and Stores & Purchase Assistant, GR.III.**

The competent authority has been pleased to approve the revision of the pay scale of Assistant (F&A) and Assistant Stores & Purchase Gr.111 from Rs. 1400-2600 (pre- revised Rs.425-800) to Rs. 1640-2900 w.e.f. 1- 1-86 and 1-5-87 respectively.

The employees concerned shall be given an option for the above revised scale of pay from 1- 1- 1986 or the next date of increment in the pre-revised scale of Rs.425-800 wherever permissible under the Revised Pay Rules, 1986. This option should be exercised within three months from the date of issue of this order. The option as such exercised once, shall be final.

The pay of the concerned employees shall be fixed as per rules. For the sake of clarity, it may be relevant to mention here that the scale of pay of Rs.425-800 (Pre- revised) stands revised directly to Rs.1640-2900 for the above category of

employees with effect from the dates mentioned above. The pay of the concerned employees have to be fixed strictly in accordance to the Revised Pay Rules, 1986 without any option under FR-23.

(CSIR letter No.31(11)/90-E-I. dated, 23-11-95)

**(22.3.32) In pursuance of the Government instructions and with the approval of the competent authority the pay scale of Rs.1400-2600 (pre-revised Rs.425-800) attached to the posts of Assistant (General) and Sr. Stenographer was revised to Rs.1640-2900. More recently, the scale of Rs.1400-2600 attached to the post of Assistant (F&A) and Stores & Purchase Assistant has also been revised to the scale of pay of Rs.1640-2900 with the approval of the competent authority. The aforesaid revision has created an impression that the scales of pay of Rs.1400-2300/Rs. 1400-2600 could also be revised irrespective of these scales of pay being attached to any post like JTA, Hindi Translator etc. and a number of references are being received from certain Labs./Instts. to this effect.**

It may be clarified in this regard that the scale of pay of Rs.1400-2600 attached to the posts of Assistant (Gen.), Assistant (F&A), Assistant(S&P) and Sr. Stenographer has been revised on the specific direction of the Govt. of India since this scale of pay has been revised for Assistants in the Central Secretariat Service. Apart from the fact that the scale of pay of Assistants was revised to Rs. 1640-2900 on the basis of comparable grades with same classification and pay scale and method of recruitment, the revision of scale of Rs.425-800 to Rs.1400-2600 adopted by the Govt. on the recommendation of the 4th Pay Commission was challenged before the CAT which ordered that the pay scale of Rs.425-800 had to be appropriately revised to Rs.1640-2900. The same revision has been allowed to Assistants working in different streams in CSIR by the competent authority.

It would thus be seen that the revision of scale of pay from Rs.1400-2600 to Rs.1640-2900 has been done with reference to particular posts in Administration viz. Assistants and Sr. Stenographers. In the context of the above background, the pay scale of Rs.1400-2600 or similar scale attached to any other posts like JTA, Hindi Translator etc. have not been revised. The revision of scales of pay for various categories of staff is a subject matter before the 5th Pay Commission and

the adoption of the revised pay scales for CSIR staff would be considered at the appropriate time.

(CSIR letter No.31(11)/90-E-I. dated, 1-12-95)

**(22.3.33) Sub: Revision of the scale of Assistant (F&A) and (Stores & Purchase) GR.III.**

Reference this office circular of even number dated 23-11-1995 communicating the approval of the competent authority to the revision of the grade of Assistant. (F&A), and Stores and Purchase Assistant Gr.III w.e.f. 1-1-86 and 1-5-87 respectively. All queries are being received from the various Labs./Instts. about the manner of fixation of pay in respect of the Stores & Purchase Assistant (Gr.III).

The matter has been carefully considered and it is clarified that the pay of Stores & Purchase Assistant (Gr. III) on revision of pay scale to Rs. 1640-2900 w.e.f. 1-5-1987, is to be fixed directly with reference to the pay drawn in the scale of Rs. 1400-2300 under FR 23 read with FR-22 (1)(a)(2). In other words, the pay of the concerned incumbents will be fixed at the same stage in the scale of Rs. 1640-2900 as drawn by them in the scale of Rs. 1410-2300. or if there is no such stage, at the stage next above the pay drawn in scale of Rs. 1400-2300.

If, however, the minimum pay of the revised scale is higher than the pay drawn by the concerned employees in the scale of Rs.1400-2300 the pay will be fixed at the minimum of the revised scale and next increment will accrue only after completion of 12 months from the date of such fixation.

As regards the date of next increment, if the pay is fixed at the same stage it will remain the same scale of Rs.1400-2300, and in cases in which the pay is fixed at the higher stage, the next increment will accrue only on completion of the period when an increment is earned in the time scale of the next scale of Rs. 1640-2900. To make the position more clear, a few examples are given below to clarify the position

**Example No. 1**

**Shri A drawing pay of Rs.1850/- in the scale of Rs.1400-40-1800-EB-50-2300 w.e.f.1-7-86 (before replacement of the scale of Rs. 1640-2900) is placed in the scale of Rs. 1640-60-2600-EB-75-2900 w.e.f. 1-5-87. His pay will be fixed at Rs. 1880/- in the scale of Rs. 1640-2900 w.e.f. 1-5-87 with date of next increment on 1-5-88.**

#### **Example.No.2**

**If in the above case, the individual was in receipt of basic pay of Rs. 1600/- in the scale of Rs. 1400-2300, his pay would be fixed at Rs. 1640/- with date of next increment on 1-5-88 i.e. after completion of full incremental period of twelve months.**

#### **Example No.3**

**If in the above case, the individual was in receipt of basic pay of Rs. 1640/- in the scale of Rs. 1400-2300, his pay would be fixed at the same stage i.e. Rs. 1640/- and he would draw his next increment on 1-7-87.**

**(CSIR letter No.31(11)/90-E-I, dated, 13-12-95)**