

CHAPTER 10

PAY, ALLOWANCES AND OTHER BENEFITS

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I. PAY SCALES

Sl. No. 1

Revision of Basic Pay and Allowances of Civil Employees of Federal Government (2007)

The President has been pleased to sanction 15% increase in pay w.e.f. 1st July, 2007 for the civil employees of the Federal Government, paid from the Civil Estimates and from the Defence Estimates. The existing Pay Scales have accordingly been revised as detailed in the following paragraphs: -

PART.I - BASIC PAY SCALES

2. Revised Basic Pay Scales.

The Revised Basic Pay Scales, 2007 shall replace the existing Basic Pay Scales, 2005 as shown in the **Annex** to this O.M.

3. Fixation of Pay of the existing employees:

- (i) The basic pay of an employee in service as on 30.6.2007 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2005 Basic Pay Scales.
- (ii) In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30-06-2007 he will continue to draw such pay in the Revised Basic Pay Scales, 2007 at the revised rates.

4. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year.

PART.II – ALLOWANCES

5. Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief: The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.

6. Dearness Allowance: Dearness Allowance @15% sanctioned w.e.f. 01-07-2006 shall stand frozen at the level of its admissibility as on 30-06-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

7. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

[Authority: Estt. Div.'s OM No. F.1(1)/Imp/2007, dated 13th July, 2007]

ANNEX TO FINANCE DIVISION'S O.M. NO. F.1(3)/Imp/2007, dated 13th July, 2007

(See Para 2)

Existing Basic Pay Scales, 2005					Revised Basic Pay Scales, 2007			
BPS	MIN	INCR	MAX	STAGES	MIN	INCR	MAX	STAGES
1	2150	65	4100	30	2475	75	4725	30
2	2200	75	4450	30	2530	85	5080	30
3	2275	85	4825	30	2615	100	5615	30
4	2345	100	5345	30	2700	115	6150	30
5	2415	115	5865	30	2780	135	6830	30
6	2485	125	6235	30	2860	145	7210	30
7	2555	140	6755	30	2940	160	7740	30
8	2655	150	7155	30	3055	175	8305	30
9	2770	165	7720	30	3185	190	8885	30
10	2865	185	8415	30	3295	215	9745	30
11	2980	200	8980	30	3430	230	10330	30
12	3155	225	9905	30	3630	260	11430	30
13	3365	245	10715	30	3870	285	12420	30
14	3565	275	11815	30	4100	315	13550	30
15	3780	305	12930	30	4350	350	14850	30
16	4375	340	14575	30	5050	390	16750	30
17	7140	535	17840	20	8210	615	20510	20
18	9355	675	22855	20	10760	775	26260	20
19	14260	705	28360	20	16400	810	32600	20
20	16915	1095	32245	14	19455	1260	37095	14
21	18750	1230	35970	14	21565	1415	41375	14
22	20055	1440	40215	14	23065	1655	46235	14

Sl. No. 2

Revision of Basic Pay Scales and Allowances of (Civil Armed Forces Personnel) (2007)

The President has been pleased to sanction 15% increase in pay w.e.f. 1st July, 2007 for the civil armed forces personnel. The existing Pay Scales have accordingly been revised as detailed in the following paragraphs: -

PART.I - PAY SCALES**2. Revised Basic Pay Scales**

The Revised Basic Pay Scales, 2007 shall replace the existing Basic Pay Scales, 2005 as shown in the **Annex** to this O.M.

3. Fixation of Pay of the existing employees:

The basic pay of an employee in civil armed forces in service as on 30.06.2007 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2005 Pay Scales.

4. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year.

PART.II – ALLOWANCES

5. Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief: The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.

6. Dearness Allowance: Dearness Allowance @15% sanctioned w.e.f. 01-07-2006 shall stand frozen at the level of its admissibility as on 30-06-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining government service on or after 01-07-2007.

7. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

[Authority: Estt. Div.'s OM No. F.1(4)/Imp/2007, dated 13th July, 2007]

ANNEX TO FINANCE DIVISION'S O.M. NO. F.1(4)/Imp/2007, dated 13th July, 2007 **(See para 2)**

Rank	Existing Pay Scales 2005				Revised Pay Scales 2007			
	MIN	INCR	MAX	STAGES	MIN	INCR	MAX	STAGES
Subedar Major/Eqv.	6555	340	11995	16	7540	390	13780	16
Subedar/Eqv.	3865	245	10235	26	4445	280	11725	26
Naib Subedar/Eqv.	2980	200	8980	30	3430	230	10330	30
Havildar/Eqv.	2485	125	6235	30	2860	145	7210	30
Naik/Eqv.	2415	115	5865	30	2780	135	6830	30
L/Naik/Eqv.	2180	110	4600	22	2520	125	5270	22
Sepoy/Eqv.	2155	85	4025	22	2480	100	4680	22

Recruits

Matriculate	2120 Fixed				2440 Fixed			
Non-Matric	1915 Fixed				2200 Fixed			

Religious Teachers

Qualified with revised qualification	2980	200	8980	30	3430	230	10330	30
Qualified with existing qualification	2770	165	7720	30	3185	190	8885	30
Un-qualified	2150	65	4100	30	2475	75	4725	30

Technical Establishment

Subedar Major/Eqv.	6555	340	11995	16	7540	390	13780	16
Subedar/Eqv.	3865	245	10235	26	4445	280	11725	26
Naib Subedar/Eqv.	2980	200	8980	30	3430	230	10330	30
Havildar/Eqv.	2770	165	7720	30	3185	190	8885	30
Naik/Eqv.	2485	125	6235	30	2860	145	7210	30
L/Naik/Eqv.	2415	115	5865	30	2780	135	6830	30
Sepoy/Eqv.	2180	110	4600	22	2520	125	5270	22

Non-Combants

Head	2150	65	4100	30	2475	75	4725	30
Sweepers	2150	65	4100	30	2475	75	4725	30
Others	2150	65	4100	30	2475	75	4725	30

Sl. No. 3

Revision of Basic Pay and Allowances of the Armed Forces Personnel (2007)

The President has been pleased to sanction 15% increase in pay w.e.f. 1st July, 2007 to the armed forces personnel. The existing Pay Scales have accordingly been revised as detailed in the following paragraphs: -

PART.I - PAY SCALES

2. Revised Basic Pay Scales.

The Revised Basic Pay Scales, 2007 shall replace the existing Basic Pay Scales, 2005 as shown in the **Annex** to this O.M.

3. Fixation of Pay of the existing employees:

The basic pay of an employee in Armed Forces in service as on 30.06.2007 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2005 Pay Scales.

4. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year.

PART.II – ALLOWANCES

5. Special Relief Allowance and Ad-hoc Relief: The Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.

6. Dearness Allowance: Dearness Allowance @15% sanctioned w.e.f. 01-07-2006 shall stand frozen at the level of its admissibility as on 30-06-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

7. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

[Authority: Estt. Div.'s OM No. F.1(3)/Imp/2007, dated 13th July, 2007]

ANNEX TO FINANCE DIVISION'S O.M. NO. F.1(3)/Imp/2007, dated 13th July, 2007

(See para 2)

Rank	Existing Basic Pay Scales, 2005				Revised Pay Scales, 2007			
	MIN	INCR	MAX	STAGES	MIN	INCR	MAX	STAGES
Z-1	2150	65	4100	30	2475	75	4725	30
Z-2	2415	115	5865	30	2780	135	6830	30
Z-3	2485	125	6235	30	2860	145	7210	30
Y-1	2555	140	6755	30	2940	160	7740	30
Y-2	2655	150	7155	30	3055	175	8305	30
Y-3	2770	165	7720	30	3185	190	8885	30
Y-4	2980	200	8980	30	3430	230	10330	30
X-1	3865	245	11215	30	4445	280	12845	30
X-2	4115	275	12365	30	4730	315	14180	30
X-3	4385	305	13535	30	5045	350	15545	30
X-4	6750	340	16950	30	7765	390	19465	30
Cadet	7140				8210			
2 nd Lt.	7805-535-8340			1	8975-615-9590			1
Lt.	8340	535	9945	3	9590	615	11435	3
Capt.	9400	535	17960	16	10810	615	20650	16
Major	13190	675	23315	15	15170	775	26795	15
Lt. Col/Col.	16450	705	29140	18	18920	810	33500	18
Brigadier	16915	1095	32245	14	19455	1260	37095	14
Maj.General	18750	1230	35970	14	21565	1415	41375	14
Lt. General	20055	1440	40215	14	23065	1655	46235	14

Sl. No. 4**Grant of Increase in Pension to Civil Pensioners of the Federal Government as well as Retired Armed Forces Personnel (2007)**

The President has been pleased to sanction an increase in pension with effect from 1st July, 2007 to civil pensioners of the Federal Government including civilians paid from Defence Estimates as well as retired armed forces personnel at the following rates:

- | | | |
|------|---|-----|
| (i) | Pensioners who retired prior to 01.07.1997 | 20% |
| (ii) | Pensioners who retired between 01-07-1997 to 30-06-2007 | 15% |

2. For the purpose of admissibility of increase in pension sanctioned in this O.M. the term 'Pension' means 'Pension being drawn'.

3. The increase will also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977*, on pension sanctioned under the Central Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

4. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other government concerned on proportionate basis.

* Ref. A Manual of Pension Procedures, 2006, published by PPARC, M.S. Wing, Establishment Division.

5. The increase in pension sanctioned in this O.M. will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

6. In case of re-employed pensioners, the increase in pension sanctioned in this Office Memorandum shall not be admissible to them during the period of their reemployment.

7. The benefit of increase in pension sanctioned in this O.M. will also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15-08-1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (increases) Acts. The payment will be made at the applicable rate of exchange.

[Authority: Estt. Div.'s OM No. F.4(2)-Reg.6/2007, dated 13th July, 2007]

Sl. No. 5

Grant of Service Benefits to the Contingent Paid Staff as Admissible to Regular Government Servants (2007)

Reference the subject noted above. Finance Division issued instructions on 2nd April, 1975 to regularize the services of the then contingent paid staff. This was a one time dispensation restricted to specific number of employees for a specific period. Some Ministries/Divisions continued regularizing services of their contingent staff on the strength of the aforementioned instructions which was not in line with the intent and purpose of the decision of the competent authority.

2. In view of the above stated position, it is clarified that in future services of the contingent staff shall not be brought on regular footing on the basis of Finance Division's instructions.

3. These orders will, however, not affect the services of the contingent paid employees already regularized on the authority of the above referred OMs.

[Authority: Finance Division OM No. F.24(8)R-9/99, dated 31st January, 2007]

[Note: As "A Manual of Pension Procedures (2006)" has been compiled and issued separately by PPARC, the Chapter on Pension & Gratuity has not been included in this edition of Estacode].

Sl. No. 6

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1 to 22) of the Federal Government (2007) – Contingent Establishment Working on Regular Basis and Contract Employees

Reference the subject noted above. It is clarified that the Revised Pay Scales, 2007 introduced *vide* Finance Division's O.M.No. F.1(1)-Imp/2007 dated 13-07-2007 (Sl. No. 1) would also be applicable to all the contingent paid staff and contract employees of the Federal Government paid from the Civil as well as Defence Estimates holding appointment against posts and drawing pay in basic pay scales only.

[Authority: Finance Division (Regulations Wing) O.M. No. F. 2(1)-R-I/2006, dated 8th Sept., 2007]

Sl. No. 7

Revision of Basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005)

The President has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension w.e.f. 1st July, 2005, for the civil employees of the Federal Government, paid from the Civil Estimates and from the Defence Estimates as detailed in the following paragraphs:-

PART-I BASIC PAY SCALES

2. Revised Basic Pay Scales

The revised Basic Pay Scales, 2005 shall replace the existing Basic Pay Scales, 2001 as shown in **Annex** to this O.M.

3. Fixation of Pay of the existing employees:

- (i) The basic pay of an employee in service on 30.6.2005 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.
- (ii) The corresponding stage for fixation of basics pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move over policy under the 2001 Basic Pay Scales Scheme shall be determined on notional extension basis i.e. by treating the amount of personal pay drawn by him on 30th June, 2005, as part of his basic pay scale and the amount beyond the maximum of the prescribed stage in the revised Basic Pay Scales shall be allowed as personal pay.

4. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year.

PART-II - ALLOWANCES

5. Special Additional Allowance:

Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.

6. Special Relief Allowance and Adhoc Relief:

Special Relief Allowance and Ad-hoc Relief sanctioned w.e.f. 1.7.2003 and 1.7.2004 respectively shall stand frozen at the level of their admissibility as on 30.6.2005 and the amount shall continue to be admissible to the entitled recipients until further orders but will cease to be admissible to new servants joining Government service on or after 1.7.2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

7. **House Rent Allowance:**

House Rent Allowance shall be admissible with reference to the Revised Basic Pay Scales, 2005 subject to the existing conditions.

8. **Medical Allowances:**

Medical Allowance shall be admissible @ Rs.425/- p.m. subject to the existing conditions.

9. **Conveyance Allowance:**

- (a) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	RATES (RS.PM)
BPS 1-4	340
BPS 5-10	460
BPS 11-15	680
BPS 16-20	1240

- (b) Conveyance Allowance Rs.1240/- per month shall also be admissible to those BPS 21 & 22 officers who are not sanctioned official vehicle.

10. **Other Special Pays/Special Allowances:**

The rates of Special Pays and Special Allowances shall be revised as detailed below:-

(i) **Entertainment Allowance**

	Existing	Revised
BPS 19	Nil	Rs.500/- P.M.
BPS 20	Rs.450/- P.M.	Rs.600/- P.M.
BPS 21	Rs.525/- P.M.	Rs.700/- P.M.
BPS 22	Rs.725/- P.M.	Rs.975/- P.M.

(ii) **Daily Allowance**

	Existing		Revised	
	Ordinary	Special	Ordinary	Special
BPS 1-4	80/-	110/-	125/-	200/-
BPS 5-11	100/-	120/-	155/-	220/-
BPS 12-16	180/-	200/-	280/-	365/-
BPS 17-18	320/-	350/-	500/-	640/-
BPS 19-20	400/-	450/-	625/-	825/-
BPS 21-22	450/-	550/-	700/-	1000/-

Presently special rates are allowed at 15 specified stations/cities. The special rates shall also be allowed at Muzaffarabad & Mirpur AJ&K.

(iii) Transportation/Mileage Allowance

	Existing	Revised
<u>Transportation</u>		
i) Motor Car	Rs.1.20/- per k.m.	Rs.2/- per k.m.
ii) Motor Cycle/Scooter	Rs.0.40/- per k.m.	Rs.1/- per k.m.
<u>Mileage Allowance</u>		
i) Personal Car/Taxi	Rs.3/- per k.m.	Rs.5/- per k.m.
ii) Motor Cycle/Scooter	Rs.1/- per k.m.	Rs.2/- per k.m.
iii) Bicycle/Animal back/foot	Rs.0.75/- per k.m.	Rs.1/- per k.m.
iv) Public Transport	Rs.0.30/- per k.m. (BPS 6 and below). Rs.0.50/- per k.m. (BPS 7 and above)	Rs.1/- per k.m. Rs.1/- per k.m.
<u>Travel by Air</u>	Government servants in BPS 17 and those in receipt of pay of Rs.5400/- and above.	Government servants in BPS 17 and above.
<u>Carriage of Personal effects on Transfer/Retirement</u>	Paisa 0.148 per k.m. per k.g. (or 2.96 paisa per k.m. per unit of 20 k.gs)	Rs.0.008 per k.m. per k.g.

(iv) Qualification Pay

	Existing	Revised
SAS Accountant	Rs.200/- P.M.	Rs.400/- P.M.
Part-III(ICMA/ICWA)	Rs.300/- P.M.	Rs.400/- P.M.
ICMA/ICWA	Rs.800/- P.M.	Rs.1200/- P.M.
Chartered Accountant	Rs.800/- P.M.	Rs.1300/- P.M.
Staff College/NDC**	Rs.750/- P.M.	Rs.1000/- P.M.
Advanced Course in NIPA***	Rs.200/- P.M.	Rs.500/- P.M.

(v) Senior Post Allowance

	Existing	Revised
BPS 20	Rs.850/- P.M.	Rs.1100/- P.M.
BPS 21	Rs.925/- P.M.	Rs.1200/- P.M.
BPS 22	Rs.1200/- P.M.	Rs.1600/- P.M.

(vi) Deputation/Addl. Charge Allowance/Special Pay on Current Charge

	Existing	Revised
Deputation Allowance/Special Allowance on Additional Charge/Special Pay on Current Charge	@ 20% of the minimum of Basic Pay/Basic Pay subject to maximum of Rs.2000/- p.m.	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.

* For details, see 'A Handbook for Drawing and Disbursing Officers', PPARC, Management Services Wing, Establishment Division (Edition 2001), Chapter VIII, paras 8.102-8.121, pages 334-341 and paras 8.128-132, pages 342-343.

** National Management College (NMC), National Defence University (NDU).

*** National University of Management (NIM).

(vii) Uniform Allowance

	Existing	Revised
Nurses upto BPS 16	Rs.150/- P.M.	Rs.300/- P.M.

(viii) Anti Terrorist Squad Allowance

	Existing	Revised
Upto BPS 15	Rs.150/- P.M.	Rs.300/- P.M.
BPS 16	Rs.200/- P.M.	Rs.400/- P.M.
BPS 17	Rs.250/- P.M.	Rs.500/- P.M.
BPS 18	Rs.300/- P.M.	Rs.600/- P.M.

(ix) PSP Uniform Allowance

Existing	Revised
Rs.250/- P.M.	Rs.1200/- P.M.

(x) Night Duty Allowance

	Existing	Revised
For Assistants/Clerks	Rs.8/- per night	Rs.10/- per night
Drivers/DRs	Rs.4/- per night	Rs.5/- per night
Naib Quasids	Rs.3.50 per night	Rs.5/- per night

(xi) Special Pay to PSs/PAs

	Existing	Revised
PS to Minister	Rs.375/- P.M.	Rs.500/- P.M.
PS to Secretary	Rs.300/- P.M.	Rs.400/- P.M.
PS to Additional Secretary	Rs.225/- P.M.	Rs.300/- P.M.
PA to Minister/Secretary/Additional Secretary/Senior. Joint Secretary	Rs.150/- P.M.	Rs.200/- P.M.
PA to Joint Secretary	Rs.120/- P.M.	Rs.160/- P.M.

(xii) Instructional Allowance

Existing	Revised
20% of the Basic Pay subject to maximum of Rs.2000/- per month.	(i) 20% of the Basic Pay subject to maximum of Rs.5000/- per month to those Instructors imparting in service training to BPS 17 and above officers.
	(ii) 20% of the Basic Pay subject to maximum of Rs.3000/- per month to those Instructors imparting in service training to employees upto BPS 16.

Washing Allowance of Police Force

Existing	Revised
Rs.50/- p.m	Rs.100/-

(xiii) Contingent Allowances

The following four contingent allowances admissible to Naib Qasids, Qasids and Daftaries shall stand discontinued and in lieu thereof such entitled categories shall be allowed a new allowance called as **Integrated Allowance** @ Rs.150/- p.m. w.e.f. 1.7.2005:-

Existing		Revised
(i) Washing Allowance	Rs.30/- p.m.	Integrated Allowance Rs.150/- p.m.
(ii) Dusting Allowance	Rs.20/- p.m.	
(iii) Drinking Water Allowance	Rs.20/- p.m.	
(iv) Dress Allowance	Rs.35/- p.m.	

11. The following 9 Allowances in respect of civil government employees shall stand abolished under this scheme:-

Name of Allowance	Present Rate
(i) Cash Handling Allowance	Rs.25/- to Rs.60/- P.M.
(ii) Outfit Allowance	Rs.500/- (On posting abroad)
(iii) Furniture Cloth Allowance	Rs.125/- P.M. (Office of Secretary, National Security Council).
(iv) Telecom Allowance	Rs.150/- P.M.
(v) Good Conduct Pay	Rs.45/- P.M.
(vi) Copier/Photostat Allowance	Rs.5/- P.M.
(vii) Telephone Allowance	Rs.20/- P.M. d(Admissible to Staff of ASF)
(viii) Statistic Allowance	Rs.30/- P.M. (Admissible to Lithographic Operators)
(ix) Gilgit Compensatory Allowance	Rs.450/- P.M.

PART-III PENSION

12. Commutation shall be admissible upto a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be increased from the existing 60% to 65% of Gross Pension.

13. An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those Government servants who would draw pension under the Revised Basic Pay Scales, 2005.

14. The increases allowed on pension @ 15% and 8% w.e.f. 01.7.2003 and 01.07.2004 respectively shall not be admissible to the Government servants who would draw pension under the revised Basic Pay Scales, 2005.

Option

- (a) The Ministry/Division/Department/Office to which an employee belongs and/or on whose pay roll he is borne shall obtain an option in writing from such employee within **60 days** commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Officer/DDO, as the case may be, either to continue to draw salary in the existing Basic Pay Scales in which he is already drawing or in the Revised Basic Pay Scales and pension/commutation scheme, 2005 as specified in this O.M. Option once exercised shall be final.
- (b) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue to draw salary in the Basic Pay Scales and Pension/Commutation Scheme applicable to him as on 30.06.2005.

15. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

16. **Anomalies:** An Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies if any, arising in the implementation of this Office Memorandum.

[Authority: Finance Division(Regulation Wing)'s O.M.No.F.1(1)Imp/2005, dated 01.07.2005].

ANNEX TO FINANCE DIVISION'S O.M.NO.F.1(1)/IMP/2005,
DATED 1ST JULY, 2005
 (See Sl. No. 7 para 2)

BPS 2001					BPS 2005			
BPS	MIN	INCR	MAX	STAGES	MIN	INCR	MAX	STAGES
1	1870	55	3520	30	2150	65	4100	30
2	1915	65	3865	30	2200	75	4450	30
3	1980	75	4230	30	2275	85	4825	30
4	2040	85	4590	30	2345	100	5345	30
5	2100	100	5100	30	2415	115	5865	30
6	2160	110	5460	30	2485	125	6235	30
7	2220	120	5820	30	2555	140	6755	30
8	2310	130	6210	30	2655	150	7155	30
9	2410	145	6760	30	2770	165	7720	30
10	2490	160	7290	30	2865	185	8415	30
11	2590	175	7840	30	2980	200	8980	30
12	2745	195	8595	30	3155	225	9905	30
13	2925	215	9375	30	3365	245	10715	30
14	3100	240	10300	30	3565	275	11815	30
15	3285	265	11235	30	3780	305	12930	30
16	3805	295	12655	30	4375	340	14575	30
17	6210	465	15510	20	7140	535	17840	20
18	8135	585	19835	20	9355	675	22855	20
19	12400	615	24700	20	14260	705	28360	20
20	14710	950	28010	14	16915	1095	32245	14
21	16305	1070	31285	14	18750	1230	35970	14
22	17440	1250	34940	14	20055	1440	40215	14

Sl. No. 8

Revision of Basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005)-Admissibility of Integrated Allowance

Reference para 10 (xiii) of Finance Division O.M No. 1(1)/Imp/2005 dated 01-07-2005 (Sl. No. 7) on the above subject. Queries have been received from certain quarters as to whether the benefit of the Integrated Allowance granted in lieu of Washing Allowance, Dusting Allowance, Drinking Water Allowance and Dress Allowance to N/Qasids, Qasids and Daftries would also be admissible to other categories of employees who were in receipt of any of the said allowances under the old scheme of basic pay scales. The matter has been considered in the light of the above mentioned government decision. It is clarified that the benefit of the Integrated Allowance is specific to the incumbents of the posts of N/Qasids, Qasids and Daftries, irrespective whether they were in receipt of all or any of the pre-revised allowances while the other categories of employees shall continue to receive the then existing allowance(s) at the rate and under the condition prevalent prior to the introduction of the Revised Basic Pay Scales Scheme 2005.

[Authority: Finance Division (Regulations Wing) O.M. No. F.6(1)R.5/2005, dated 6th October, 2005]

Sl. No. 9

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1 to 22) of the Federal Government (2005) – Contingent Establishment Working on Regular Basis and Contract Employees

Reference the subject noted above. It is clarified that the Revised Pay Scales, 2005 introduced vide Finance Division's O.M. No. F.1(1)/Imp/2005 dated 1-7-2005 (Sl. No. 7) would be applicable to all the Contingent Paid Staff and Contract Employees working in the Ministries/Divisions/Departments.

[Authority: Finance Division (Regulations Wing) O.M. No. F.2(1) R-1/2006, dated 20th March, 2006]

Sl. No. 10

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1-22) of the Federal Government (2001)

The President has been pleased to sanction, with effect from 1st December 2001, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and Pensions, 2001 for the civil employees of the Federal Government in BPS 1 to BPS 22 paid from the Civil Estimates and from the Defence Estimates, respectively, as shown in the following paragraphs.

PART I.- BASIC PAY SCALES AND ALLIED MATTERS

2. **Basic Pay Scales.** – The existing basic pay scales and the revised basic pay scales are shown in **Annex I** to this O.M. The revised Basic Pay Scales shall replace the existing Basic Pay Scales, 1994, and shall be effective from 1st December, 2001.

3. Discontinuation of Allowances. – The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001.

- (i) Cost of Living Allowance to BPS 1 to BPS 22 @ 7% of basic pay.
- (ii) Ad hoc relief of Rs. 300/- p.m. and Rs. 100/- p.m. to BPS 1 to 16 (inclusive of BPS 17 by virtue of Move Over).
- (iii) Secretariat/Personal Allowance.

4. Special Additional Allowance. – Special Additional Allowance sanctioned vide Finance Division O.M. No. F. 1(7)Imp/99 dated 23rd July 1999 shall be frozen at the level drawn as on date of issue of this O.M.

Clarification*. – The civil employees recruited after 1-12-2001 will not get any special additional allowance.

* [Authority: Finance Division's letter No. 1(5)Imp/2001, dated 3-11-2001]

5. Initial Fixation of Pay. – (1) Pay of the employees in service on 30-11-2001 shall be fixed at stage in the revised pay scales which is as many stages above the minimum as the stage occupied by him above the minimum of the 1994 Basic Pay Scale.

5. Pay Fixation on Promotion. – (2) The existing provisions regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.

6. Selection Grade and Move Over. – Selection Grade in the scheme of Basic Pay Scales and Move Over scheme shall stand discontinued w.e.f the date of issue of this O.M.

7. Pay Fixation of employees in Selection Grade and those who have Moved Over to higher scale. – Pay of an existing employee drawing pay by move over shall be fixed with reference to the pay scale of the post for the time being held by him. In case the employee was drawing pay in a Selection Grade, his pay will be fixed in the Selection Grade pay scale. The stage of fixation will be arrived at after allowing increments on notional basis in the original scale of the post or the Selection Grade, in 1994 Basic Pay Scales, upto the point of existing pay. Pay of the employees will then be fixed at the relevant stage in the revised pay scales 2001.

Example-I

Assistant, BPS 11 Selection Grade, BPS 15, Moved Over BPS 16 and in receipt of Pay of Rs. 5490/- Pay will be fixed in BPS 15 i.e. Selection Grade pay scale at Rs. 8320/- as under:

	Stage 15	Stage 16	Stage 17	Stage 18	Stage 19
1994 Scale	4845	5022	5199	5376	5553
2001 Scale	7260	7525	7790	8055	8320

Example-II

Pay fixation of an employee in BPS 11 who has moved over to BPS 14 and is in receipt of basic pay of Rs. 4480/- will be fixed after allowing notional

increments in BPS 11 of 1994 Basic Pay Scales upto the stage of basic pay drawn. Pay in revised BPS 11 will be fixed at the corresponding stage of Rs. 6790/- as under:-

	Stg. 15	Stg. 16	Stg. 17	Stg. 18	Stg. 19	Stg. 20	Stg. 21	Stg. 22	Stg. 23	Stg. 24
➤ BPS 11 1994 Pay Scale	3465	3581	3697	3813	3929	4045	4161	4277	4393	4509
➤ BPS 11 2001 Pay Scale	5215	5390	5565	5470	5915	6090	6265	6440	6615	6790

Example-III

Pay fixation of an employee in BPS 5 who has moved over to BPS 11 and is in receipt of basic pay of Rs. 3465/- will be fixed after allowing notional increments in BPS 5 of 1994 BPS upto the stage of basic pay drawn. Since basic pay of Rs. 3465/- is beyond the 30 stages in notional BPS 5, (1994 BPS), & resultantly more than the 30 stages of BPS 2001, therefore, his pay will be fixed at the notional 32nd stage i.e. at Rs. 5300/-. The difference of Rs. 200/- (Rs. 5300-5100) will be personal to him as under : –

	<u>Stage-30</u>	<u>Stage-31</u>	<u>Stage-32</u>
BPS 5 1994	3380	3446	3512
BPS 5 2001	5100	5200	5300

In such cases, future increments upto a maximum of 3 years will also be allowed as personal to such employees.

8. Date of Increment. – Annual increment shall continue to be admissible subject to the existing conditions, on the 1st December each year.

9. Special Pays/Allowances for Offices. – The Special Pays/Allowances sanctioned to offices as percentage of Pay shall be discontinued on the introduction of revised pay scales w.e.f 1-12-2001 *[deleted].

10. Advance Increments.- The existing scheme of advance increments is discontinued w.e.f 1-12-2001. A fresh scheme, if any will be introduced in due course.

PART II – ALLOWANCES

11. Conveyance Allowance. – The rates of Conveyance Allowance and Motorcycle/Motor car, maintenance allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as follows: -

Sr. No. (1)	Existing (2)	Revised (3)
(i)	Government servants drawing pay in BPS 16 (Gazetted) and above and maintaining motor car not registered for commercial purpose. Rs. 355/-p.m.	BPS 16 (Gazetted) & above Rs. 6201/- p.m.

* The words "and adjusted in future increments" deleted under Finance Division letter No. F.1(5)/Imp/2001 dated 3-11-2001.

Sr. No.	Existing	Revised
(1)	(2)	(3)
(ii)	Government servants drawing pay of Rs. 3240/per month and above other than those at (i) above. Rs. 193/- p.m.	BPS 11 and above Rs. 340/- p.m.
(iii)	Government servants drawing pay of Rs. 1688/- p.m. and above but less than Rs. 3240/- p.m. and maintaining Motorcycle/Scooter. Rs. 130/- p.m.	BPS 1-10 maintaining Motor Cycle/ Scooter Rs. 230/- p.m.
(iv)	Others. Rs. 96/- per month	BPS 1-10 Rs. 170/- p.m.

12. Daily Allowance.-Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under: –

BPS	Special Rates Per day (Rs.)	Ordinary Rates Per day (Rs.)
1-4	110	80
5-11	120	100
12-14	200	180
17-18	350	320
19-20	450	400
21-22	550	450

13. Medical Allowance. – Medical Allowance to employees in BPS . 1-16 shall be increased from Rs. 90/- p.m. to Rs. 160/- p.m.

14. Computer Allowance.- The Computer Allowance shall be increased subject to the existing conditions of admissibility as under: -

<u>Existing Rate</u>	<u>Revised Rate</u>
Rs. 500/- p.m.	Rs. 750/- p.m.
Rs. 1000/- p.m.	Rs. 1500/- p.m.

15. Special Pays/Allowances. – All the Special Pays and Allowances admissible on certain POSTS as percentage of Pay are revised subject to the following limits: -

	<u>Revised</u>
(a) Special Pays/Allowances sanctioned @ 20% and above of Pay.	On existing rates subject to a maximum of Rs. 2000/- p.m.
(b) Special Pays/Allowances sanctioned @ 10% - 19% of Pay	On existing rates subject to a maximum of Rs. 1500/- p.m.
(c) Special Pays/Allowances sanctioned @ 5% -9% of Pay.	On existing rates subject to a maximum of Rs. 1000/- p.m.

PART III – PENSION AND COMMUTATION

16. Pension. – The government has made the following reforms in pension/commutation scheme w.e.f 1-12-2001 in respect of civil pensioners of

Federal Government including civilian paid from Defence Estimates as well as retired armed forces personnel.

- (a) Commutation Table shall be replaced by the new Commutation Table at **Annex-II** to this Office Memorandum.
- (b) Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.
- (c) The additional benefit of 2% - 10% for extra years of service after completion of 30 years of qualifying service in respect of Civil Pensioners shall be discontinued.
- (d) The increase in pension @ 20% - 25% to Civil Pensioners allowed *vide* this Division's O.M. No. 4(1)-Reg.6/99 dated 23-7-1999 shall be discontinued.
- (e) The benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity shall be withdrawn.
- (f) In future, the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- (g) All the pensioners shall be allowed an increase in net pension (inclusive of dearness increases allowed in the past) as follows: -

	<u>Increase in net pension</u>
(i) Pensioners who retired prior to the introduction of 1991 Basic Pay Scales.	15%
(ii) Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the Introduction of 1991 Pay Scales.	10%
(iii) Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and upto the date of introduction of revised Basic Pay Scales i.e. 1-12-2001	5%

17. Option.- (a) All the existing civil employees (BPS 1 to 22) of the Federal Government shall, within 45 days from the date of issue of this office memorandum, exercise an option in writing, addressed to the Audit Office concerned in the case of employees in BPS 16 and above, to the DDO concerned in the case of employees in BPS 15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the revised Basic Pay Scales and pension/commutation scheme 2001 as specified in this O.M. Option once exercised shall be final.

(b) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue to draw salary in basic pay scales of 1994 and Pension/Commutation as per existing formulae.

18. The government servant who will retire w.e.f 1-7-2001 shall be given the benefit of revised pay scales on presumptive basis discounted by 5% increase in pension, if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part-I and revised package of pension as contained in Part-III of this O.M.

19. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue in force under this scheme.

20. Anomalies.-An Anomalies Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies if any, arising in the implementation of this Office Memorandum.

[*Authority: Finance Division (Regulations Wing)'s O.M. No. F.1(5)Imp/2001, dated, 4-9-2001*]

**Annex-I to Finance Division's
O.M. No. F.1(5)Imp/2001,
Dated September 4, 2001
(See Sl. No. 10, para 2)**

EXISTING AND REVISED PAY SCALES

PAY SCALES OF 1994 (CIVIL)					REVISED PAY SCALES, 2001 (CIVIL)				
Scale	Min	Incr	Max	Stgs	Scale	Min	Incr	Max	Stgs
1	1245	35	1770	15	1	1870	55	3520	30
2	1275	44	1935	15	2	1915	65	3865	30
3	1320	50	2070	15	3	1980	75	4230	30
4	1360	58	2230	15	4	2040	85	4590	30
5	1400	66	2390	15	5	2100	100	5100	30
6	1440	73	2535	15	6	2160	110	5460	30
7	1480	81	2695	15	7	2220	120	5820	30
8	1540	88	2860	15	8	2310	130	6210	30
9	1605	97	3060	15	9	2410	145	6760	30
10	1660	107	3265	15	10	2490	160	7290	30
11	1725	116	3465	15	11	2590	175	7840	30
12	1830	130	3780	15	12	2745	195	8595	30
13	1950	144	4110	15	13	2925	215	9375	30
14	2065	161	4480	15	14	3100	240	10300	30
15	2190	177	4845	15	15	3285	265	11235	30
16	2535	197	5490	15	16	3805	295	12655	30
17	3880	290	7360	12	17	6210	465	15510	20
18	5085	366	8745	10	18	8135	585	19835	20
19	7750	385	11600	10	19	12400	615	24700	20
20	9195	440	13595	10	20	14170	950	28010	14
21	10190	545	15640	10	21	16305	1070	31285	14
22	10900	610	17000	10	22	17440	1250	34940	14

Annex-II to Finance Division's
O.M. No. F.1(5)Imp/2001,
Dated September 4, 2001
(See para 16(a))

*[DELETED]
COMMUTATION TABLE

Age next Birthday	No. of years Purchased	Age next Birthday	No. of years Purchased
20	40.5043	51	17.6526
21	39.7341	52	17.005
22	38.9653	53	16.371
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.434
28	34.375	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.184	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.903
49	18.9841	20	4.6321
50	18.3129		

Sl. No. 11

Revision of Pay Scales of the Employees of Autonomous/Semi Autonomous Bodies

Consequent upon revision of Basic Pay Scales of civil employees in BPS 1-22 of Federal Government *w.e.f* 1st December, 2001 *vide* Finance Division's O.M. No. F.1(5)Imp/2001, dated 4-9-2001 (Sl. No. 10), it has been decided that the scheme of Revised Basic Pay Scales as well as revised

* The words "Existing and Revised Pay Scales" deleted *vide* Finance Division letter No. F.1(5)Imp/2001 dated 3-11-2001.

pension/commutation scheme will also be applicable as a package, to the employees of the Autonomous/Semi Autonomous Bodies which have adopted, in totality, the Federal Government's Basic Pay Scales Scheme/Pension Scheme. These instructions will, however, not be applicable to those employees of banks, financial institutions, public sector corporations, insurance corporations and employees governed by the Industrial Relations Ordinance, 1969 and/or whose financial terms of service are settled through Collective Bargaining Agents.

2. In case of autonomous/semi-autonomous bodies where employees are allowed different pay scales/allowances, the revision of the existing pay scales of their employees shall not be made without consultation of the Finance Division.

[*Authority: Finance Division's O.M. No. 1(5)Imp/2001 (i), dated 17-9-2001.*]

Sl. No. 12

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1-22) of the Federal Government (1994)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government BPS 1 to 22, paid directly from the Civil Estimates and/or from the Defence Estimates as detailed in the following paragraphs.

2. Basic Pay Scales.- The existing and the revised pay scales are detailed in the **Annex** to this O.M. The revised pay scales shall replace the existing pay scales, 1991, in respect of those employees who give option for these pay scales, in terms of para 6 (b) and shall be effective from the first of June, 1994.

3. Initial Fixation of Pay.- The initial fixation of pay of the employees who have been in Government service since before the 1st June, 1994, shall be effected *w.e.f.* 1-6-1994, as below:-

- (i) Employees in BPS 1 to 16.- By allowing an increase at the rate of 35% of the pay actually drawn on 31-5-1994, the pay of the employees will be fixed at the stage equal to or if there be no stage, at the stage next above.
- (ii) Employees in BPS 17 and above.- Initial fixation of pay shall be made by allowing 35% increase on the pay actually drawn on 31-5-1994, in the following two phases:-
 - (a) 20% of the increase shall be allowed *w.e.f.* 1-6-1994 by fixing pay in the relevant scale at the stage equal to or if there be no stage, at the stage next above.
 - (b) The remaining 15% increase shall be allowed on and from 1-6-1995 by refixing pay in the relevant pay scale on 1-6-1994 by allowing 35% increase over pay drawn on 31-5-1994. The new pay so fixed will be drawn from 1-6-1995 without any arrears.
 - (c) The annual increment shall continue to be admissible subject to the existing conditions on the 1st of December each year.
 - (d) The ad hoc increase allowed as detailed below shall cease to be admissible from 1-6-1994:
 - (i) Ad hoc relief of Rs.100 p.m. sanctioned *vide* Finance Division's O.M.No.F.1(26)-Imp.II/92 (i) dated 20-7-1992 and No.F.1(26)-Imp.II/92, dated 16-9-1992.

- (ii) Additional ad hoc relief of Rs.100 p.m. sanctioned *vide* O.M. No.F.1 (28)- Imp/93 (i) (ii) (iii) dated 21-8-1993.
- (iii) Additional ad hoc relief of Rs.50 p.m. sanctioned *vide* O.M. No.F.1 (9)-Imp/94, dated 26th March, 1994.

4. Fixation of Pay.- In cases of promotion from a lower to higher post/scale before introduction of these scales, the pay of the employees concerned in the revised scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

5. Allowances:

- (i) Secretariat Allowance.- With the introduction of new scales of pay, the Secretariat Allowance is abolished *w.e.f* 1-6-1994 and the amount actually drawn on 31-5-1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government employees in BPS 17-22 shall be reduced by the amount of annual increments, by which the Government employee's pay may be increased after 1-6-1994, and shall cease as soon as his pay is increased by an amount equal to/or more than his Personal Allowance. Those in BPS 1-16 will be exempted from this adjustment to the extent that their Personal Allowance will not be reduced/ adjusted.
- (ii) Other Allowances, Special Pays etc.- Special Pays and other allowances including House Rent Allowance will be maintained at the level drawn/ admissible at the rates as on 31st May, 1994.

6. Option:

- (a) All existing government employees are given option either to draw the existing pay scales plus Secretariat Allowance or the new pay scales plus Personal Allowance in the manner as at 5 (i) above. Option to retain existing scale with Secretariat Allowance must, however, be given in writing by the employees concerned to the Audit Office/ Drawing and Disbursing Officer concerned by the 15th July, 1994. Option once exercised shall be final.
- (b) An existing government employee who does not exercise and communicate such option within the prescribed time limit, shall be deemed to have opted to be governed by the new scales and abolition of Secretariat Allowance.

7. Pension & Retirement Benefits.- In the case of persons retiring from 1-6-1994 onwards in BPS 17 to 22, pension will be recalculated on 1-6-1995 on the basis of pay refixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 1-6-1995 and no arrears will be admissible.

8. The following relief to the widows, dependents, retarded and incapacitated children and invalid pensioners shall be allowed *w.e.f.* 1st June, 1994.

- (a) Restoration of commuted value/gratuity portion of families on completion of required period.

- (b) Grant of family pension to dependent disabled/ retarded children for life without any age limit.
- (c) Elimination of second medical board for the invalidated pensioners for eligibility of commutation.

9. Government servants who have retired on or after 1-6-1993, till the introduction of revised pay scales i.e. 1-6-1994, be allowed pension/commutation on the basis of pay that would have been admissible to them, had the pay revision been effected on the date of their retirement, discounted by 12%.

10. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this scheme.

11. **Anomalies.-** A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies , if any, arising out of the issue of this order.

[Authority.- Finance Division O.M. No.1(2)-Imp/94(i), dated 15-6-1994].

Annex
(See para 2)
EXISTING AND REVISED PAY SCALES

BPS No.	Existing Pay Scales		Revised Pay Scales	
	1-6-1991	(Stages)	1-6-1994	(Stages)
B 1	900-26-1310	(15)	1245-35-1770	(15)
B 2	905-32-1425	(15)	1275-44-1935	(15)
B 3	975-37-1530	(15)	1320-50-2070	(15)
B 4	1005-43-1650	(15)	1360-58-2230	(15)
B 5	1035-49-1770	(15)	1400-66-2390	(15)
B 6	1065-54-1875	(15)	1440-73-2535	(15)
B 7	1095-60-1995	(15)	1480-81-2695	(15)
B 8	1140-65-2115	(15)	1540-88-2860	(15)
B 9	1185-72-2265	(15)	1605-97-3060	(15)
B 10	1230-79-2415	(15)	1660-107-3265	(15)
B 11	1275-86-2565	(15)	1725-116-3465	(15)
B 12	1355-96-2795	(15)	1830-130-3780	(15)
B 13	1440-107-3045	(15)	1950-144-4110	(15)
B 14	1530-119-3315	(15)	2065-161-4480	(15)
B 15	1620-131-3585	(15)	2190-177-4845	(15)
B 16	1875-146-4065	(15)	2535-197-5490	(15)
B 17	2870-215-5450	(12)	3880-290-7360	(12)
B 18	3765-271-6475	(10)	5085-366-8745	(10)
B 19	5740-285-8590	(10)	7750-385-11600	(10)
B 20	6810-325-10060	(10)	9195-440-13595	(10)
B 21	7535-405-11585	(10)	10190-545-15640	(10)
B 22	8075-450-12575	(10)	10900-610-17000	(10)

Sl. No. 13

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees-Contingent Establishment Working on Regular Basis

It has been decided that the revised basic pay scales of civil employees of the Federal Government (1994) as introduced under the Finance Division's Office Memorandum No.F.1(2)-Imp/94 (i) dated 15th June, 1994 (Sl. No. 12), would be applicable to all the contingent paid staff in BPS 1 to BPS 4 employed/to be employed in the Ministries/Departments on and after 1-6-1994 alongwith the fringe benefits, wherever applicable, as provided therein.

[*Authority.- Finance Division O.M. No.2(2)R.I/94, dated 14-9-1994.*]

Sl. No. 13-A

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1991)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates are detailed in the following paragraphs.

2. **Basic Pay Scales.-** The existing, modified and the revised pay scales are detailed in the **Annex** to this OM. The revised pay scales shall replace the Basic Pay Scales, 1987 and shall be effective from the first of June, 1991.

3. **Initial Fixation of Pay.-** The initial pay of the existing employees who have been in government service since before the 1st June, 1991, shall first be fixed in the modified scale at the stage having the same pay or if there is no such stage, at the next higher stage. Thereafter the pay shall be fixed in the revised pay scale "on point to point basis" i.e. at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the modified basic scale.

(ii) In the case of those employees whose pay is fixed in the revised scales at a stage which gives less than Rs. 100 increase in pay of May, 1991, a minimum increase of Rs. 100 in pay over May, 1991 level, would be allowed 'and thereafter pay fixed at the corresponding stage equal to this pay, or, if there is no such stage, at the next higher stage. The pay fixation formula has been illustrated through examples I, II & III in Appendix.

(iii) The annual increment shall continue to be admissible subject to the existing conditions on the first of December each year.

(iv) The increases allowed since 1-7-1988 as detailed below shall cease to be admissible from 1-6-1991:-

- (a) Indexed pay sanctioned *vide* Finance Division's O.M. No. F.I(31) Imp-II/88 dated 1-7 1988.
- (b) Ad hoc increase of 5% of pay sanctioned *vide* Finance Division's O.M. No. F. 1(3 I)-Imp II/89 dated 22nd July, 1989.
- (c) Ad hoc increase of 10% of pay sanctioned *vide* Finance Division's O.M. No. F.I(31)-Imp II/90 dated 10-7-1990.
- (d) Dearness Allowance .of Rs. 200/- p.m. sanctioned *vide* Finance Division's O.M. No. F.I(23)- Imp-II/90 dated 15-12-1990.

4. **Fixation of pay on Promotion.**- (i) In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the employee concerned in the revised scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

(ii) Government employees who are allowed selection grade shall be granted one premature increment from 1-6-1991 as is allowed in the case of promotion.

5. **Grant of advance increments to officials for possessing/attaining higher educational qualifications.**-(i) From 1-6-1991 onwards, advance increments shall be allowed without the condition, of the Second Division to the officials in BPS 1-15 far possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules, to the extent given below:-

		<u>No. of advance increments for obtaining</u>			
		<u>Matric</u>	<u>F.A.F.Sc.</u>	<u>B.A./B.Sc.</u>	<u>M.A./M.Sc.</u>
(a)	Where the prescribed qualification is Non-Matric.	2	4	6	8
(b)	Where the prescribed qualification is Matric	Nil	2	4	6
(c)	Where the prescribed qualification is FA./FSc	Nil	Nil	2	4
(d)	Where the prescribed qualification is BA./BSc.	Nil	Nil	Nil	2

The advance increments already allowed in terms of para-6 of O.M. No. F. 1(7) Imp-II/87 dated the 1st July, 1987 would be doubled from 1-6-1991.

(ii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification, whichever is later. In cases where the employee is already at the maximum of the scale, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move-over/promotion. Those employees who had acquired higher qualification in 3rd Division prior to 1-6-1991 and were not granted advance increments earlier would henceforth would be allowed advance increments *w.e.f* 1-6-1991.

6. **Move-over.**-The concession of move-over shall also be available from 1-6-1991 onwards to those who are enjoying selection grade.

7. **Special Pays.**-(i) The existing special pays admissible to various categories of employees working as Personal Assistants in BPS 15 and Confidential Assistants posted in Ministries/Divisions shall be revised from 1-6-1991 as under :

<u>Name of Post</u>	<u>Existing Rs. Pm.</u>	<u>Revised Rs.p.m.</u>
PA to Minister (Federal)	100	150
PA to Minister of State	100	150
PA to Secretaries (Federal)	100	150
PA to Additional Secretaries (Federal)	100	150
PA to Secretaries (Provincial)	75	120
PA to Joint Secretaries (Federal)	75	120
Confidential Assistants posted in Ministries/Divisions	45	65

(ii) The existing special pays admissible to those handling cash in government organizations shall be revised as under:-

	Existing Rs. p.m.	Revised Rs. p.m.
(a) Govt. servants handling cash between Rs. 1000/- to Rs. 10,000/- p.m.	15	25
(b) Govt. servants handling cash between Rs. 10,001/- to Rs. 15,000/- p.m.	20	20
(c) Govt. servants handling cash between Rs. 15,001/- to Rs. 25,000/- p.m.	25	35
(d) Govt. servants handling cash between Rs. 25,001/- to Rs. 35,000/- p.m.	30	40
(e) Govt. servants handling cash between Rs. 35,000/- p.m.	45	60

8. Teaching Allowance:

Existing rates of Teaching Allowance shall be enhanced as under:

- (a) For High School Science Teacher From Rs. 100/ p.m. to Rs. 200/- p.m.
- (b) For Junior Instructor in Polytechnic From Rs. 100/- p.m. to Rs. 200/- p.m.

9. Medical Allowance:

Existing rate of Medical Allowance of Rs. 50/- p.m. admissible to the employees in BPS 1 -15, shall be enhanced to Rs. 60/- p.m.

10. (a) Diet Allowance:

The existing rate of diet allowance for nursing cadre (below BPS 16) shall be enhanced from Rs. 300/- to Rs. 500/-p.m.

(b) Uniform Allowance:

The existing rate of uniform allowance for nursing cadre (below BPS 16) shall be enhanced from Rs. 100/- p.m. to Rs. 150/-.

(c) Night Duty Allowance:

The existing rates of Night Duty Allowance shall be enhanced as under :-

- (i) For Assistants/Clerks: From Rs. 6/- per night to Rs. 8/- per night.
- (ii) For staff Car Drivers/ Despatch Riders per night. 1012.4 From Rs. 3/- per night to Rs. 4/-
- (iii) For Naib Qasid From Rs. 2.50 per night to Rs. 3.50/per night.

(d) Washing Grant admissible to liveried staff :

The existing rates of Washing grant shall be enhanced from Rs. 25/- p.m. to Rs. 30/- p.m.

(e) Overtime Allowance admissible to Staff Car Drivers:

The existing maximum limit of overtime allowance of Rs. 30/- per day shall be enhanced to Rs. 36/- per day.

(f) Conveyance Charges for late sitting after office hours

The existing rates of conveyance charges admissible to employees in BPS 1-16 (Non-Gazetted) shall be enhanced as under :-

- (i) **On Working Days:**
- | | |
|--|---|
| For officials in BPS 1-2 | From Rs. 3.50/- per day to
Rs. 4.50/per day. |
| For officials in BPS 3-15 and
B-16 (Non-Gazetted) | From Rs. 4.50/- per day to
Rs. 5.50/per day. |
- (ii) **On closed holidays:**
- | | |
|--|---|
| For officials in BPS 1-2 | From Rs. 4.50/- per day to
Rs. 5.50/per day. |
| For officials in BPS 3-15 and
B-16 (Non-Gazetted) | From Rs. 7.00 per day to
Rs. 8.00 per day |

11. Anomalies :

A Committee will be set-up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(12)-Imp-II/91, dated 19th June, 1991]

**ANNEX TO THE FINANCE DIVISION'S O.M.
No. F.I(12) IMP. II/91 DATED 29th JUNE, 1991
(See Sl. No. 13-A, para 2)**

EXISTING, MODIFIED AND THE REVISED PAY SCALES (BPS 1-15)

BPS No.	Existing BPS 1-7-87 1-6-1991	Stages	Modified Scales	Stages	Revised BPS	Stages
1.	600-13-860	20	605-17-860	15	920-26-1310	15
2.	625-16-945	20	630-21-945	15	945-32-1425	15
3.	650-19-1030	20	655-25-1030	15	975-37-1530	15
4.	675-22-1115	20	680-29-1115	15	1005-43-1650	15
5.	700-25-1200	20	705-33-1200	15	1035-49-1770	15
6.	725-28-1285	20	730-37-1285	15	1065-54-1875	15
7.	750-31-1370	20	755-41-1370	15	1095-60-1995	15
8.	790-34-1470	20	795-45-1470	15	1140-65-2115	15
9.	830-38-1590	20	840-50-1590	15	1185-72-2265	15
10.	870-42-1710	20	870-56-1710	15	1230-79-2415	15
11.	910-46-1830	20	915-61-1830	15	1275-86-2565	15
12.	970-52-2010	20	975-69-2010	15	1355-96-2795	15
13.	1035-58-2195	20	1040-77-2195	15	1440-107-3045	15
14.	1100-64-2380	20	1105-85-2380	15	1530-119-3315	15
15.	1165-71-2585	20	1160-95-2585	15	1620-131-3585	15

Example I

(a)	Basic Pay on 1-5-91 in existing scale 910-46-1830	Rs. 910
	Indexation <i>w.e.f.</i> 1-7-88	Rs. 25
	5% ad hoc increase <i>w.e.f.</i> 1-7-89	Rs. 46
	10% ad hoc increase <i>w.e. f.</i> 1-7-90	Rs. 91
	Dearness allowance <i>w.e.f.</i> 1-12-90	Rs. 200

	Total:	Rs. 1272

(b) Pay will first be fixed in the modified scale 915-61-1830 at the maximum Rs. 1830/- and thereafter be fixed in revised scale 1275-86-2565 on point to point basis at Rs. 1275/-

(c) The individual, being already in receipt of Rs. 1272/- (Pay plus increases allowed since 1-7-1988) in May, 1991, would get an increase of Rs. 3/- p.m. He would thus be entitled to a minimum increase of Rs. 100/- over pay of May, 1991 in terms of para 3(ii) and his pay in the revised scale will be fixed at Rs. 1447 to secure the minimum increase of Rs. 100/-

Example II.- Mr. 'A' drawing pay of Rs. 1508/- in BPS 11

(a)	Pay on 1-5-91 in existing scale 910-16-1830	Rs. 1508
	Indexation <i>w.e.f.</i> 1-7-88	Rs. 32
	5% ad hoc increase allowed <i>w.e.f.</i> 1-7-89	Rs. 75
	10% ad hoc increase allowed <i>w.e.f.</i> 1-7-90	Rs. 151
	Dearness allowance of Rs. 200/- <i>w.e.f.</i> 1-12-90	Rs. 200

	Total:	Rs. 1966

(b) Pay will first be fixed in the modified scale of 915-61-1830 at the same stage or if there is no such stage at the next higher stage. This would be Rs. 1525/-.

(c) The pay will, thereafter, be fixed in the revised scale 1275-86-2565 on point to point basis in relation to pay in modified scale. Since the pay of Rs. 1525 in modified scale is 10 stages above the minimum, the pay in revised scale will be fixed on point to point basis at Rs. 2135, allowing 10 increments on the minimum.

(d) The individual gets more than Rs. 100/- increase over pay of May, 1991 and therefore, the provision of para 3(iii) will not be attracted.

Example III.- Mr. 'A' drawing maximum of BPS 11

(a)	Pay on 1-5-91 in existing scale 910-16-1830	Rs. 1830
	Indexation <i>w.e.f.</i> 1-7-88	Rs. 38
	5% ad hoc increase allowed <i>w.e.f.</i> 1-7-89	Rs. 92
	10% ad hoc increase allowed <i>w.e.f.</i> 1-7-90	Rs. 183
	Dearness allowance of Rs. 200/- <i>w.e.f.</i> 1-12-90	Rs. 200

	Total:	Rs. 2343

(b) Pay will first be fixed in the modified scale 915-61-1830 at the maximum Rs. 1830/-

- (c) Pay will thereafter be fixed in revised scale 1275-86-2565 on point to point basis. Since the pay of Rs. 1830 in the modified scale is 15 stages above the minimum, the pay in the revised scale will be fixed allowing 15 increments. This would be Rs. 2565/-
- (d) The individual gets more than Rs. 100/- increase over pay of May, 1991 the application of para 3 (ii) will not be attracted.

Sl. No. 13-B

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees in BPS 16-22 of the Federal Government (1991)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees in BPS 16-22 of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

2. **Basic Pay Scales.-** The existing and the revised pay scales are detailed in the Annex to this O.M. The revised pay scales shall replace the Basic Pay Scales, 1987 and shall be effective from the first of June, 1991.

3. **Initial Fixation of Pay.-** (i) The initial pay of an existing employee who has been in government service since before the 1st June, 1991, shall be fixed in the revised pay scale "on point to point basis" i.e., at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the existing basic scale; (ii) The annual increment shall continue to be admissible subject to the existing conditions on the first December each year; (iii) The increase allowed since 1-7-1988 as detailed below would cease to be admissible from 1-6-1991;

- (a) The existing indexed pay sanctioned *vide* Finance Division's O.M. No. F.1(31)-Imp-II/88, dated 1-7-1988;
- (b) Ad hoc increase of 5% of pay sanctioned *vide* O.M. No. F.1(31)-Imp-II/89, dated the 22nd July, 1989;
- (c) The *ad hoc* increase of 10% sanctioned *vide* Finance Division's O.M. No. F.1(13)-Imp-II/90, dated 10-7-1990;
- (d) The dearness allowance of Rs. 200/- per month sanctioned *vide* Finance Division's O.M. No. F.1(23)Imp-II/90(i), dated 17-1-1991.

4. **Fixation of pay on promotion.-** (i) In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the senior employees in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

- (ii) The existing concession of grant of one premature increment on promotion as admissible to employees in BPS 1-19, shall be extended also to those in BPS 20 and above.
- (iii) Government employees who are allowed selection grade may be granted one premature increment as is allowed in the case of promotion.

5. **Grant of selection grade.-** From 1-6-1991 onwards the Accountants in BPS 16 in the Audit and Accounts Departments shall be allowed 33% selection grade in BPS 17.

6. **Move-over.-** The employees in BPS 16 to 19 enjoying selection grade shall also be allowed the concession of one move-over from 1-6-1991 onwards subject to the fulfilment of the existing conditions laid down in the move-over policy.

7. **Special pays.-** The existing special pays admissible to various categories of employees working as Private Secretaries posted in Ministries/Divisions shall be revised from 1-6-1991 as under :-

Name of Post	Existing <u>Rs. p.m.</u>	Revised <u>Rs. p.m.</u>
– PS to Ministers (Federal)	250	375
– PS to Secretaries (Federal)	200	300
– PS to Addl. Secretaries (Federal)	150	225

8. **Qualifications Pay.-** (i) Existing rates of Qualifications Pay for ICMA/ICWA/ Chartered Accountants shall be enhanced from 1-6-1991 as under:-

(a) Part-III (ICMA/ICWA)	from Rs. 150 p.m. to Rs. 300 p.m.
(b) Part-V (ICMA/ICWA)	from Rs. 400 p.m. to Rs. 800 p.m.
(c) Chartered Accountants	from Rs. 400 p.m. to Rs. 800 p.m. where FCNACA is not the minimum qualification prescribed for the post.

(ii) **Qualifications pay for senior officers.-** Qualifications pay shall be allowed from 1.6.1991 to those officers who have qualified the following courses at the rates shown against each :-

(a) PASC [*] National Management Course	Rs. 500 p.m.
(b) National Defence College ^{**} Course	Rs. 500 p.m. as against the existing rate of Rs. 100 p.m.
(c) Advanced Course in Management in NIPA ^{***}	Rs. 100 p.m.

Note.- One Qualification Pay will be admissible at a time.

(iii) **Qualification pay for S.A.S. Accountants.-** The existing rate of Rs. 100 p.m. shall be enhanced to Rs. 150 p.m. from 1-6-1991.

9. **Allowances: I.** (a) Deputation Allowance (Foreign Service in Pakistan).- Deputation allowance at 20% of the minimum of the relevant basic pay scales shall be allowed in future as against the existing rate of deputation allowance of 10% of the minimum of relevant Basic Pay Scales.

(b) Deputation Allowance admissible to Audit Officers on deputation to Ministries/Divisions.- As against the existing deputation allowance of Rs. 200

^{*} National Management College (NMC).

^{**} National Defence University (NDU).

^{***} National Institute of Management (N.I.M.)

p.m. for SAS Accountants (BPS 16), Rs. 300 p.m. for AAG/AO in BPS 17 and Rs. 400 p.m. for officers in BPS 18 and 19, deputation allowance at 20% of the minimum of the relevant basic pay scales shall be allowed in future.

II. Performance Evaluation Allowance.- Existing rates of Performance Evaluation Allowance admissible to Audit Officers working in the Performance Evaluation Cell shall be enhanced as under :-

- (a) For Officers in BPS 17 & 18 From Rs. 300 p.m. to Rs. 400 p.m.
 (b) For Officers in BPS 19 and 20 From Rs. 400 p.m. to Rs. 500 p.m.

III. Teaching Allowance.- Existing rates of Teaching Allowance shall be enhanced as under :-

- For Doctors who teach basic From Rs. 500 p.m. to Rs. 1,060 p.m.
 sciences in Medical Colleges

IV. Rural Compensatory Allowance for Doctors posted in rural areas below Town Committee level.- The existing rates of the Practice Compensatory Allowance (Renamed as Rural Compensatory Allowance) for doctors posted in rural areas below Town Committee level shall be enhanced as under :-

- (a) For Male Doctors From Rs. 200 p.m. to Rs. 1,200 p.m.
 (b) For Female Doctors From Rs. 300 p.m. to Rs. 1,500 p.m.

V. Senior Post Allowance.- The existing rates of Senior Post Allowance shall be enhanced as under :-

- (a) For officers in BPS 20 From Rs. 200 p.m. to Rs.600p.m.
 (b) For officers in BPS 21 From Rs. 400 p.m. to Rs. 800 p.m.
 (c) For officers in BPS 22 From Rs. 600 p.m. to Rs. 1,000 p.m.

10. **Anomalies.-** A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(12)-Imp-II/91, dated 19th August, 1991]

**ANNEX TO THE FINANCE DIVISION'S
 O.M. No. 1(I2)Imp-II/91 dated 19th August, 1991
 Existing and the revised pay scales (BPS 16-22)
 (See para 2, Sl. No. 13-B)**

BPS No.	Existing BPS 1-7 -87	Stages	Revised Pay Scales 1-6-1991	Stages
16	1350-105-2925	15	1875-146-4065	15
17	2065-155-3925	12	2870-215-5450	12
18	2710-195-4660	10	3765-271-6475	10
19	4130-205-5770	8	5740-285-8020	8
20	4900-235-6780	8	6810-325-9410	8
21	5420-290-7740	8	7535-405-10775	8
22	5800-325-8400	8	8075-450-11675	8

Sl. No. 14

Revision of Basic Pay Scales of Civil Employees of the Federal Government (1987)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

2. **Basic Pay Scales.-** The new scales, as shown in the **Annex** to this O.M. shall replace the Basic Pay Scales 1983 and shall be effective from the first of July 1987.

3. **Initial Fixation of Pay.-**(i) The, initial pay of an existing employee who has been in Government service since before the 1st of July, 1987, shall be fixed on "Point to Point basis" i.e. at the stage in the relevant Basic Pay Scale which is as many stages above the minimum as the stage occupied by him above the minimum of existing Basic Pay Scale.

(ii) The annual increment shall continue to be admissible-subject to the existing condition on the First of December each year. However, the first annual increment of the existing employees in the Basic Pay Scales shall accrue on the 1st December, 1987.

(iii) The existing Indexed Pay sanctioned *vide* Finance Division's O.M. No. 1(9) Imp. 11/86, dated 1-7-1986 shall cease to be admissible with effect from First of July, 1987.

(iv) The interim relief of Rs. 20/- p.m. sanctioned *vide* this Division's Circular O.M. No. F. 7(1) R. 5/87, dated the 24th March, 1987, to the low paid employees, shall cease to be admissible with effect from 1st July, 1987.

(v) In cases of promotions from a lower to a higher post/scale before the introduction of these scales, the pay of the senior employee in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

4. Grant of Selection Grade to Clerical Posts *w.e.f.* 1-7-1987.-

(i) 33% posts of L.D.Cs (BPS 5) shall be placed in Selection Grade BPS 7.

(ii) The Senior Clerks (BPS 6) of the Provincial Governments shall be allowed BPS 7 and 33% posts be placed in Selection Grade BPS 9.

(iii) 33% posts of U.D.Cs (BPS 7) shall be placed in Selection Grade BPS 9.

5. **Grant of Selection Grade to Assistants in Federal Secretariat.-** 33% posts of Assistants in Federal Secretariat shall be placed in BPS 15 in place of existing 25% posts in BPS 14.

6. **Grant of Advance Increments to officials for possessing/attaining higher educational qualifications.-** (a) Advance increments shall be allowed to the officials in BPS 1 to 15 for possessing or acquiring higher educational qualifications over and above the prescribed qualification in relevant recruitment rules to the extent given below :-

	Matric at least 2 nd Div.	FA/F.Sc. at least 2 nd Div.	B.A/B.Sc. at least 2 nd Div.	M.A/M.Sc. at least 2 nd Div.
(i) Where the prescribed qualification is Non-Matric	1	2	3	4
(ii) Where the prescribed qualification is Matric	Nil	1	2	3
(iii) Where the prescribed qualification is FA/F.Sc.	Nil	Nil	1	2
(iv) Where the prescribed qualification is B.A/B.Sc.	Nil	Nil	Nil	1

(b) Engineers and Doctors shall be allowed four advance increments in case they possess or acquire a Post-Graduate degree in their relevant field for which they have not been allowed any qualification pay.

(c) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scale, he would be allowed the requisite number of increments as personal pay to be absorbed on moving over/ promotion to higher pay scale.

7. House Rent Allowance.- All employees not provided with government accommodation and posted at the stations specified in para-1(a) of Finance Division's O.M. No. F.2(9)-R.5/81 dated 27-6-1981 shall continue to be entitled to house rent allowance at 45% of the minimum of the relevant Basic Pay Scale without indexation sanctioned *vide* Finance Division O.M. No. F.1(13)-Imp.II.86 dated 1-7-1986. At all other places this allowance will be allowed at 30% of the minimum of relevant basic pay scale without indexation against the existing rate of 20% of the minimum of the relevant Basic Pay Scales.

8. Conveyance Allowance.- The Conveyance Allowance shall continue to be admissible at the Stations specified in para 8 of Finance Division's O.M. No. F.1(1)-Imp. I/77 dated 28-4-1977 at the rates given below:-

(i)	Government servants drawing pay of Rs. 1650/- p.m. and above: - (a) Those maintaining motor car not registered for commercial purpose (b) Others.	Rs. 285/- p.m. Rs. 150/- p.m.
(ii)	Government servants drawing pay of Rs. 850/- p.m. and above but less than Rs. 1650/- p.m. and maintaining Motorcycle/Scooter.	Rs. 100/- p.m.
(iii)	Other	Rs. 70/- p.m.

9. **Indexation of Conveyance Allowance.-** It has been decided that the existing indexation of Conveyance Allowance allowed *vide* this Division's O.M. No. F-I(12)-Imp. II/86, dated the 1st July, 1986 for the fiscal year 1986-87 shall be revised (inclusive of the rate of indexation of the Conveyance Allowance of the last year) with effect from 1st July 1987 as under:—

- | | | |
|-----|--|------|
| (a) | Government servants drawing basic pay upto
Rs. 1935/- p.m. | 1.08 |
| (b) | Government servants drawing basic pay above
Rs. 1935/- p.m. | 1.07 |

The other condition regarding grant of indexation of Conveyance Allowance shall continue to apply.

10. **Medical Allowance.—** Medical Allowance @Rs. 50/- p.m. shall be allowed to the employees in BPS 1 to 15 instead of the re-imburement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

11. **Research Allowance.-**It has been decided to allow Research Allowance at the rate of 20% of the pay subject to a maximum of Rs. 800/- p.m. to the employees in BPS 16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the research organizations. This allowance would be admissible to employees of such research organization which are performing purely research work and have been so recognized by the Finance and the Establishment Divisions.

12. **Special Allowance for Deputy Secretaries.-**It has been decided to allow Special Allowance at a fixed rate of Rs. 300/- p.m. instead of at 20% of pay sanctioned *vide* this Division's circular O.M. No. F.1 (4) R. 3/83, dated the 8th. December, 1985, to holders of the post of Deputy Secretary and equivalent working in the Federal Secretariat including President/Prime Minister/National Assembly and Senate Secretariats *w.e.f* 1-7-1987. However, in the case of existing Deputy Secretaries and equivalent in B-19, already drawing special-allowance at 20% of pay, the amount of their special allowance would be frozen at the rates admissible on 30-6-1987 as personal to them for so long as they hold the post in B-19 and remain posted in the Secretariat.

13. **Anomalies.-**A Committee has been set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

[Authority: Finance Division (Regulation Wing)'s O.M. No. F. I/7/Imp-II/87, dated, 1st July, 1987]

**Annex to the Finance Division (Reg)'s O.M.
No. F.I/7/Imp-II/87, dated 1st July, 1987
(See para 2, Sl. No. 14)**

BPS	Existing Scales (1983)	New Scales (1987)
1	440-10-640	600-13-860
2	460-12-760	625-16-945
3	480-14-760	650-19-1030
4	500-16-820	675-22-1115
5	520-18-880	700-25-1200
6	540-20-940	725-28-1285
7	560-23-1020	750-31-1370
8	590-26-1110	790-34-1470
9	620-29-1200	830-38-1590
10	660-32-1300	870-42-1710
11	700-35-1400	910-46-1830
12	750-40-1550	970-52-2010
13	800-45-1700	1035-58-2195
14	850-50-1850	1100-64-2380
15	900-55-2000	1165-71-2585
16	1050-80-2250	1350-105-2925
17	1600-120-3040	2065-155-3925
18	2100-150-3600	2710-195-4660
19	3200-160-4480	4130-205-5770
20	3800-180-5240	4900-235-6780
21	4200-225-6000	5420-290-7740
22	4500-250-6500	5800-325-8400

Sl. No. 15

Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1983)

The President has been pleased to sanction, with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

PART I.- BASIC SCALES AND ALLIED MATTERS

2. **Basic Scales of Pay.**- The Basic Scales of Pay, 1983, as shown in the Schedule (**Annex I**) shall replace the existing Revised National Scales of Pay (RNPS). The Basic Scales shall not be regarded as "grades" and shall not be referred to as grades in official communications. Officials shall henceforth be appointed/promoted to posts and not in grades.

3. Initial Fixation of Pay.- (i) The initial pay of an existing employee, *i.e.* an employee who has been in government service since before the 1st of July, 1983, shall be fixed at the stage in the relevant Basic Pay Scale which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Revised National Pay Scale, provided that where the pay so determined does not give the employee concerned a minimum advantage of 10% of his existing basic pay plus dearness allowance over and above the present emoluments drawn by him, his pay shall be fixed at the lowest stage in the Basic Scale that gives him that advantage, provided further that the maximum of the relevant Basic Scale shall not be exceeded in any case. In this fixation formula, "emoluments" would mean the sum of pay, Dearness Allowance and Local Compensatory Allowance, if any.

(ii) Annual increment shall continue to be admissible subject to existing conditions on the 1st of December each year under this scheme. However, the first annual increment of existing employees in the Basic Scales shall accrue on the 1st of December, 1983.

4. Fixation of Pay on Promotion.- The existing provisions regulating the fixation of pay in case of promotion of employees from a lower to a higher post shall continue to apply.

5. Move-over.- The existing provisions regulating the concession of move-over without promotion to the next higher pay scale of employees in *RNPS-1 (B-1) to RNPS-16 (B-16) shall continue to be applicable in this scheme.

6. The existing concession of 'move-over' of employees from RNPS-16 (B-16) to *RNPS-17 (B-17) and *RNPS-17 (B-17) to *RNPS-18 (B-18) shall be extended upto B-20 and regulated as under:

- (a) The existing condition of the period of stay of three years at the maximum of pay scales B-16 and B-17 in the case of non-technical and non-professional categories shall continue to be applicable.
- (b) No move-over beyond B-18 in the case of the categories of employees mentioned at (a) above shall be permissible.
- (c) The move-over in the case of technical and professional categories *e.g.* doctors, engineers, educationists, economists, management accountants, scientists, archaeologists, geologists, meteorologists, experts of agriculture, animal husbandry and forestry shall be permissible upto B-20, without the condition of stay at the maximum for three years.
- (d) Move-over shall be allowed in cases where an employee, who is otherwise considered fit for promotion to higher post, cannot be promoted for want of a vacancy.
- (e) Normal promotion procedure as is observed in cases of promotion through the competent authority, *e.g.* Establishment Division/ Selection Board shall be followed in allowing move-over to Basic Scales 19 and 20.

* Revised National Pay Scales .

7. (A) **Modification of Scales in Case of Certain Posts.**- (a) In the case of certain posts, the Basic Pay Scales indicated in **Annex-II** to this O.M. will be allowed.

(b) In the case of posts of artisans, such as Carpenters, Welders, etc., and Store-Keepers and Assistant Store-Keepers, which require different level of expertise and responsibilities in different organizations, appropriate Basic Pay Scales may, with the approval of the competent authority, be allowed in different organizations or even in the same organisation while taking into account the market value of such artisans and their level of competence.

(c) In especially meritorious cases, Basic Scale B-21 or B-22 alongwith allowances and fringe benefits may be allowed, with the approval of the President, to technical and professional officers without requiring them to move from their technical posts where their expertise is particularly needed. The number of such beneficiaries will not exceed 12.5% of the total number of posts in B-20 in any particular cadre under the Federal or Provincial Government.

(d) In cases where it is necessary for Government to recruit and/or to continue in employment certain officials who have acquired expertise in a highly specialized field, special contract terms may be offered to such 'narrow-narrow specialists'. For this purpose, a Special Standing Committee shall be constituted by Government to deal with such cases. The Standing Committee shall take into account the market value of the 'narrow-narrow specialists' and recommend proper remunerations to engage or to retain their services.

(B) **Fixation of Pay in Cases Under (A) Above.**- In cases where the Basic Scales under (A) above higher than the scale which corresponds to the revised NPS has been allowed, initial fixation of pay of the employees concerned shall first be made in the Basic Scale corresponding to his existing RNPS in the light of the initial fixation of pay formula mentioned in para 3 above, and thereafter their pays in the higher Basic Scales shall be fixed at the next higher stage.

8. ***[Special Pays.**- (a) The existing special pays admissible to officials of various categories working as Private Secretaries, Personal Assistants and to those handling cash in government organizations has been revised as under w.e.f. 1.6.1991:-

Name of Post	Rs.(p.m.)
PS to Ministers (Federal)	375
PS to Secretaries (Federal)	300
PS to Additional Secretaries(Federal)	225
PA to Ministers (Federal)	150
PA to Ministers of State	150
PA to Secretaries (Federal)	150
PA to Addl. Secretaries (Federal)	150
PA to Secretaries (Provincial)	120
PA to Joint Secretaries (Federal)	120
Confidential Assistants posted in Ministries/Divisions.	65]

(b) [omitted]

* Revised vide Finance Division O.M. No.F.1(12)Imp-II/91, dated 29-6-1991 and 19-8-1991, respectively.

*[(c) It has been decided to allow the Special Pay at the prescribed rates to all the Personal Assistants attached with officers in BPS 20 and above of the Federal Government provided that such incumbents are also otherwise eligible to be appointed as such under the recruitment rules of their posts].

	(Rs.)
**[(d) (i) Government servants handling cash between Rs.1000/- to Rs.10,000/- p.m.	25
(ii) Government servants handling cash between Rs.10,001/- to Rs.15,000/- p.m.	30
(iii) Government servants handling cash Rs.15,001/- to Rs.25,000/- p.m.	35
(iv) Government servants handling cash between Rs.25,001/- to 35,000/- p.m.	40
(v) Government servants handling cash beyond Rs.35,000/- per month.	60]

***[(e) "Special Allowance" of Rs.100/- admissible to the Assistants-in-Charge will be changed to "Special Pay" with effect from 13-2-1991, under F.R.9(21) and reckoned as part of emoluments for pension].

PART II.-ALLOWANCES

(i) **Dearness Allowance, Local Compensatory Allowance and Leave Travel Concession and Rest and Recreation Allowance.**- As from the 1st of July, 1983, the existing Dearness Allowance, Local Compensatory Allowance wherever admissible, and the Leave Travel Concession and Rest and Recreation Allowance in lieu thereof, shall cease to be admissible to an employee who draws pay in these Basic Pay Scales.

(ii) The existing rules and orders regulating the grant of House Rent Allowance, Conveyance Allowance and Washing Allowance shall continue to be applicable.

9. **Entertainment Allowance.**- Entertainment Allowance shall be admissible at the following fixed rates to officers drawing pay in BPS 20 to BPS 22:-

- | | |
|-----|-------------------------|
| (1) | BPS 20.....Rs. 400 p.m. |
| (2) | BPS 21.....Rs. 450 p.m. |
| (3) | BPS 22.....Rs. 650 p.m. |

10. **Non-Practicing Allowance.**- The existing rates of Non-Practicing Allowance shall be revised as under:-

* Added *vide* Finance Division O.M. No.F.2(1)R-3/94, dated 17-9-1995.

** Added *vide* Finance Division O.M. No.F.1(12)-Imp-II/91, dated 29-6-1991.

*** Added *vide* Finance Division O.M. No.F.1(18)-Imp-II/87, dated 19-2-1991.

Doctors drawing pay
in BPS 17 and BPS 18 Rs.500 p.m.

Doctors drawing pay
in BPS 19 and above Rs.700 p.m.

The above Non-Practicing Allowance shall be admissible in all cases where a doctor is not allowed private practice.

Doctors posted in rural areas below Town Committee level, and allowed private practice, shall be given a Practice Compensatory Allowance at the rate of [Rs.1200 p.m.] for male doctors and at the rate of [Rs.1500 p.m.] for female doctors.

11. Teaching Allowance.- Teaching Allowance at the rate of *[Rs.200 p.m.] shall be allowed to qualified High School Teachers who teach basic/natural sciences.

Junior Instructors in Polytechnic who possess Technical Teachers Diploma shall be allowed Teaching Allowance at the rate of * [Rs.200 p.m.]

Doctors who teach basic sciences in Medical Colleges shall be allowed a Teaching Allowance at the rate of **[Rs.1000 p.m.]

12. Charge Allowance.- Charge Allowance to Principals of Colleges and Polytechnic shall be admissible at the following rates:-

- (a) Principals of Degree Colleges/
Colleges of Technology. - Rs.200 pm.
- (b) Principals of Intermediate
Colleges/Polytechnic. - Rs.100 pm.

13. Warden Allowance.- Teachers who are assigned the duty of Hostel Wardens in Colleges and Polytechnic shall be allowed a Warden Allowance of Rs.100 p.m.

14. Advance Increments to School Teachers on Attaining Higher Qualifications.- Primary, Middle and High School teachers who possess or acquire while in service higher qualifications shall be allowed advance increments as under:-

- I. Primary School:
 - (i) A teacher who possesses or acquires F.A./F.Sc. shall be allowed two advance increments.
 - (ii) A teacher who (in addition to F.A./F.Sc.) also acquires C.T. shall be allowed one additional advance increment.
 - (iii) A teacher who acquires a degree of B.A./B.Sc. shall be allowed three additional advance increments.

* Revised *vide* Finance Division O.M. No.F.1(12)Imp-II/91, dated 19-8-1991.

** Revised *ibid* dated 29-6-1991.

II. Middle School:

A teacher who possesses or acquires a degree of B.A./B.Sc. shall be allowed three advance increments.

III. High School:

A teacher who possesses or acquires Master's degree shall be allowed three advance increments. In case of a teacher who possesses or acquires Master's degree in Education (M.Ed) and also a Master's degree in any academic subject shall be allowed six advance increments:

Provided that a teacher who has already drawn increments for possessing higher educational qualifications under the existing scales shall be allowed increments equal to shortfall in the number of increments, if any, between the increments obtained by him and the increments which have now been prescribed.

15. Advance Increments to Technical and Professional Categories on Possessing/Acquiring Higher Qualifications.- doctors, engineers, educationists, economists, management accountant, scientists, geologists, meteorologists, archaeologists, experts in agriculture, animal husbandry and forestry working in Universities, Colleges, Research institutions or technical departments shall be allowed advance increments on possessing/ acquiring higher qualifications as under:-

- (i) In case a technical/professional employee of the above category possesses D.Sc., Ph.D. degree from a foreign university, he shall be allowed six advance increments on entry into service in B-17.
- (ii) Those of the above categories of officers who possess M.A./M.Sc./M.S. or equivalent from a foreign university or Ph.D, or M.Phil. from a university in Pakistan will receive four advance increments on induction in service in BPS 17.
- (iii) Those of the above categories of employees who while in service obtain a degree shall be allowed four advance increments in case of (i) above and two advance increments in case of (ii) above.

16. Design Allowance.- Engineers holding university degree in engineering and working full time in the Design Offices shall be allowed a Design Allowance at the following rates:

-	Engineers drawing pay in BPS 17	-	Rs.400 pm
-	Engineers drawing pay in BPS 18	-	Rs.500 pm
-	Engineers drawing pay in BPS 19	-	Rs.600 pm
-	Engineers drawing pay in BPS 20	-	Rs.700 pm

17. Qualification Allowance.- (a) S.A.S. Accountants shall be allowed a Qualification Allowance of Rs. *[150 p.m.] on qualifying the S.A.S. or equivalent examination. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts. **[This allowance shall, however, not be admissible to accountants or emergency cadre or to Audit Assistants who have been or may be promoted as Accountant against the exempted quota].

***[(b) Qualification pay for:-

(i)	Part-III (ICMA/ICWA)	Rs.300/- p.m.
(ii)	Part-V (ICMA/ICWA)	Rs.800/- p.m. (where it is not minimum qualification prescribed for the post].
(iii)	Chartered Accountants for the post.	Rs.800/- p.m.where FCA/ACA is not the the minimum qualification prescribed

@[(c) **Qualifications Pay for Senior Officers.-** Qualifications pay shall be allowed from 1-7-1995 to those officers who have qualified the following courses shown against each:-

(a)	PASC National Management Course:	Rs.750/- p.m.
(b)	National Defence College Course:	Rs.750/- p.m.
(c)	Advanced Course in Management in NIPA:	Rs.200/- p.m.

Note.- One Qualification Pay will be admissible at a time].

@@[18. **Performance Evaluation Allowance.-** Audit Officers working in the Performance Evaluation Cell will be allowed Performance Evaluation Allowance at the following rates:-

BPS 17 and BPS 18	Rs.400/- p.m.
BPS 19 & BPS 20	Rs.500/- p.m.]

@@[19. **Research Allowance.-** Research Allowance at the rate of 20% of the pay subject to a maximum of Rs.800/- p.m. will be allowed to the employees in BPS 16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the research organizations. This allowance would be admissible to employees of such research organizations which performing purely research work and have been so recognized by the Finance and the Establishment Divisions].

* Revised vide Finance Division O.M. No.F.1(12)Imp.II/91, dated 19-8-1991.

** Added vide Finance Division O.M. No.F.1(1)-Imp/83(V), dated 21-9-1983.

*** Subs. vide Finance Division O.M. No.1(12)Imp-II/91, dated 19-8-1991.

@ Subs. vide Finance Division O.M. No.F7(44)Imp/95, dated 13-7-1995.

@@ Revised vide Finance Division O.M. No. F.I(12)-Imp-II/91, dated 19-8-1991.

*[20.(a) **Deputation Allowance (Foreign Service in Pakistan).**- Deputation Allowance @ 20% of the minimum of the relevant basic pay scales shall be allowed w.e.f. 1-6-1991.

(b) **Special Pay admissible to audit officers on deputation to Ministries/Divisions.**- Special Pay of Rs.200/- p.m. for SAS Accountants (B-16), Rs.300/- p.m. for AAG/AO in BPS 17 and Rs.400/- p.m. for officers in BPS 18 and 19, Special Pay at the rate of 20% of the minimum of the relevant basic pay scales shall be allowed].

[Clarification.**- Relevant basic pay scales means the basic pay scale of the Government servant in which he is drawing pay either by virtue of move-over or grant of selection grade instead of minimum of scale. This would be applicable w.e.f. 1-6-1991].

***[(c) **Allowances for Nursing Cadre.**-

(i) Messing Allowance: It is admissible to Nursing Cadre (below BPS 16) at the rate of Rs.500/- p.m.

(ii) Uniform Allowance: It is admissible to Nursing Cadre (below BPS 16) at the rate of 150/- p.m.

The messing and uniform allowances are also admissible to Nursing Cadre BPS (16) and above subject to the conditions laid down in Health Division's letter No. F.4-23/94-MF.II (N.E); dated 1-6-1987].

@[(d) **Instructional Allowance.**- An Instructional Allowance at the rate of 20% of the minimum of the BPS of the officer concerned would be allowed w.e.f. 1st July, 1986 to officers/staff deployed on instructional duties in training institutions functioning as organizations of the Federal Government or as Autonomous/Semi-Autonomous institutions & imparting training to government servants. The allowance would be admissible to the heads of the institutions also. Any other special pay, deputation pay or deputation allowance admissible to the instructional staff, including heads of the institutions, would cease to be admissible from the date of grant of Instructional Allowance].

@@[21. **Daily Allowance.**- The daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by a government servant in consequence of such absence (S.R. 49).

* Subs *vide* Finance Division O.M No F.1(12)Imp-II/91, dated 19-8-1991 as amended *vide* Finance Division O.M No.F.1(12)Imp-II/91, dated 2-10-1991.

** Added *vide* Finance Division O.M Mo.F.2(1)-R-3/92-259, dated 2-6-1992.

*** Added *vide* Finance Division O.M No.F.1(12)-Imp.II/91, dated 29-6-1991 read with O.M.of even number dated 28-2-1993.

@ Added *vide* Finance Division O.M No.F.3(17)-R.2/84, dated 1-7-1986.

@@ Subs *vide* Finance Division O.M No. F. 1(22)-Reg. 9/94, dated 28-9-1994.

The rates of daily allowance (w.e.f. 28th September, 1994) are as follows:-

Pay Limit Rs.	Special Rates per day (Rs.)	Ordinary Rates per day (Rs.)
1245 to 2000	80	65
2001 to 3000	100	85
3001 to 4000	120	100
4001 to 5000	145	120
5001 to 6000	175	150
6001 to 7000	215	180
7001 to 8000	260	225
8001 to 9000	300	280
9001 to 10000	350	300
10001 and above	400	350]

Note: Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Northern Areas, Bahawalpur, Sargodha, Sialkot, Sukkur and Gujranwala.

PART III.-MISCELLANEOUS

22. **House Building Advance.**- At present, House Building Advance equal to 24 months pay is allowed to government servants drawing pay in Basic Scales B-3 and above. This pay limit shall henceforth be raised to 36 months.

23. Government servants who do not claim interest on their G.P.Fund balances shall not be charged interest on House Building Advance or other advances as admissible under the rules.

24. **Cost of Blood Transfusion.**- The cost of blood transfusion is at present reimbursable to the Federal Government servants, but not to the Provincial Government employees. Henceforth, the cost of blood transfusion shall be reimbursable to government servants under the Provincial Governments also.

25. **Encashment of LPR.**- At present encashment of LPR upto six months is permissible to Government servants provided the LPR is refused by government in public interest. Henceforth, the option for encashment of LPR shall rest with the government servant concerned. In case, a government servant opts not to take LPR he shall be allowed leave salary for the period for which LPR is admissible subject to a maximum of six months.

26. The word "Family" for the purpose of medical treatment shall also include parents of the civil servant residing with and dependent on him.

27. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this Scheme.

28. **Anomalies.**- A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the introduction of this Scheme. A separate communication will be issued in this connection.

[*Authority.*- Finance Division O.M. No.I(I)-Imp./83, dated 18-8-1983].

ANNEX-I
(See Sl. No. 15, para 2)

SCHEDULE TO FINANCE DIVISION O.M.
No.F.I(I)-IMP/83, DATED 18.8.1983

BASIC SCALES OF PAY

Revised National Pay Scales (RNPS)* (1977)		Basic Pay Scales (BPS) (1983)	
NPS 1	250-5-280/6-340-7-375	BPS 1	440-10-640
NPS 2	260-6-302/7-365-8-405	BPS 2	460-12-700
NPS 3	270-7-326/8-390-9-435	BPS 3	480-14-760
NPS 4	280-8-352/9-415-12-475	BPS 4	500-16-820
NPS 5	290-10-350/12-470-14-540	BPS 5	520-18-880
NPS 6	315-12-399/14-525-16-605	BPS 6	540-20-940
NPS 7	335-14-447/16-575-18-665	BPS 7	560-23-1020
NPS 8	370-16-514/18-640-22-750	BPS 8	590-26-1110
NPS 9	390-20-590/22-700-24-820	BPS 9	620-29-1200
NPS 10	410-22-520/24-760-28-900	BPS 10	660-32-1300
NPS 11	430-24-550/28-830-30-980	BPS 11	700-35-1400
NPS 12	460-28-600/30-900-32-1060	BPS 12	750-40-1550
NPS 13	490-30-790/32-950-35-1125	BPS 13	800-45-1700
NPS 14	520-30-730/35-1010-40-1210	BPS 14	850-50-1850
NPS 15	550-35-900/40-1100-50-1350	BPS 15	900-55-2200
NPS 16	625-40-825/50-1325-60-1625	BPS 16	1050-80-2250
NPS 17	900-50-1150/60-1750-100-2250	BPS 17	1600-120-3040
NPS 18	1350-75-1650/100-2650	BPS 18	2100-150-3600
NPS 19	2250-100-3050	BPS 19	3200-160-4480
NPS 20	2600-125-3600	BPS 20	3800-180-5240
NPS 21	3000-150-4200	BPS 21	4200-225-6000
NPS 22	3250-200-4850	BPS 22	4500-250-6500

* National Pay Scales (NPS) were introduced in March, 1972, (See Chapter VI, Pay, Allowances and Other Benefits, Sl. No. 2, pages 315-324, Estacode, 1979). These were revised in May, 1977. Hence, Revised National Pay Scales, (RNPS). See Sl. No. 8, Chapter VI, Estacode, 1979, pages 332-336.

ANNEX-II
(See Sl. No. 15, para 7)

Sl. No.	Name of Post	Existing Scale	Basic Scale
EDUCATIONAL DEPARTMENT			
1.	Primary School Teacher (Matric with JV/PTC).	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-7 (Rs.560-23-1020) with selection grade equal to 1/3rd posts in B-10 (Rs.660-32-1300)
			Physical Training Instructors in Primary Schools may be treated at par with Primary School Teacher in the matter of pay scale & Selection Grade.
2.	Middle School Teacher (F.A./F.Sc with CT or equivalent).	NPS-8 (Rs.370-16-514- 18-640-22-750)	B-9 (Rs.620-29-1200) with selection grade equal to 1/3rd posts in B-12 (Rs.750-40-1500).
3.	Physical Training Instructor (Middle Schools) F.A with Diploma in Physical Education or equivalent.	-do-	-do-
4.	Drawing Master (Middle School) F.A with one year training in Drawing or equivalent Professional qualification.	-do-	-do-
5.	High School Teacher (B.A/B.Sc. B.Ed).	NPS-14 (Rs.520-30-730/ 35-1010-40-1210)	B-15 (Rs.900-55-2000) with selection grade equal to 1/3rd posts in B-17(Rs.1600-120- 3040).
6.	Physical Training Instructor (High Schools/Comprehensive Schools) B.A with Senior Diploma in Physical Education.	-do-	-do-
7.	Librarian (High Schools) B.A with Diploma in Library Science.	-do-	-do-
8.	Head Masters/Head Mistress High Schools	NPS-17 (Rs.900-50-1150 -60-1750-100-2250)	B-17 (Rs.1600-120- 3040) with 1/3rd posts as selection grade in B- 18 (Rs. 2100-150-3600) minus promotion posts.
9.	Library Assistant	NPS-8 (Rs.370-16-514- 18-640-22-750)	B-9 (Rs.620-29-1200).
10.	Laboratory Assistant	NPS-5 (Rs.290-10-350/ 12-470-14-540)	B-7 (Rs.560-23-1020) with 1/3rd posts as Selection Grade in B- 10 (Rs.660-32-1300).

Sl. No.	Name of Post	Existing Scale	Basic Scale
11.	Junior Inspector Polytechnic	NPS-14 (Rs.520-30-730/ 35-1010-40-1210)	B-14 (Rs.850-50-1850) with selection grade in B-16 (Rs.1050-80- 2250) equal to 1/3rd posts.
HEALTH SERVICES			
1.	Assistant Midwife & Nursing Aid.	NPS-3 (Rs.270-7-326/ 8-390-9-435)	B-4 (Rs.500-16-820)
2.	Operation Theater Assistant/Anaesthetist Assistant.	NPS-5 (Rs.290-10-350/ 12-470-14-540)	B-6 (Rs.540-20-940) with selection grade equal to 25% of total posts in scale of Rs. 590-26-1110 (B-8).
3.	Wardmaster.	NPS-5 (Rs.290-10-350/ 12-470-14-540)	B-6 (Rs.540-20-940)
4.	Sanitary Inspector.	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-6 (Rs.540-20-940) with 25% of posts as selection grade in B-8 (Rs.590-26-1110).
5.	Dispenser.	-do-	-do-
6.	Dresser/Midwife.	-do-	-do-
7.	O.T. Technician/ ECG/ENT/ Dental Technician.	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-9 (Rs.620-29-1200) with 1/3rd posts as selection grade in B- 11 (Rs.700-35-1400).
8.	Lab. Technician.	NPS-9 (Rs.390-20-590/ 22-700-24-820)	-do-
9.	Blood Bank Technician.	NPS-7 (Rs.335-14-447/ 16-575-18-665)	-do-
10.	Senior Technician.	NPS-7 (Rs.335-14-447/ 16-575-18-665)	B-9 (Rs.620-29-1200) with 25% of posts as selection grade in B- 11 (Rs.700-35-1400).
11.	Lady Health Visitor.	NPS-7 (Federal Government) (Rs.335-14-447/ 16-575-18-665). NPS-6 (Provincial Government) (Rs.315-12-339/ 14-525-16-605)	-do-

Sl. No.	Name of Post	Existing Scale	Basic Scale
12.	Medical Technician.	NPS-8 (Federal Government) (Rs.370-16-514/ 18-640-22-750) NPS-9 (Provincial Government) (Rs.390-20-590/ 22-700-24-820)	-do-
13.	Chemical Assistant.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-11 (Rs.700-35-1400) with 25% of total posts as selection grade in B-14 (Rs.850-50-1850).
14.	Technical Assistant.	-do-	-do-
15.	Bact. Assistant.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-16 (Rs.1050-80-2250).
16.	General/Charge Nurse.	-do-	B-14 (Rs.850-50-1850) General Charge Nurse possessing Midwifery Certificate should be allowed two advance increments on initial induction.
17.	Speech Therapist.	NPS-14 (Rs.520-30-730/35-1010-40-1210)	B-16 (Rs.1050-80-2250)
18.	Assistant Physiotherapist.	NPS-14 Rs.520-30-730/25-1010-40-1210)	This post would be merged with Physiotherapist and placed in B-16 (Rs.1050-80-2250).
19.	Assistant Nursing Superintendent.	NPS-16 (Rs.625-40-825/ 50-1325-60-1625)	B-16 (Rs.1050-80-2250) plus a special pay of Rs 100 p.m.
20.	Nursing Adviser.	NPS-18 (Rs.1350-75-1650/100-2650)	B-19 (Rs.3200-160-4480)

Sl. No.	Name of Post	Existing Scale	Basic Scale
CENTRAL BOARD OF REVENUE			
1.	*Preventive Officer.	NPS-10 Rs.410-22-520/ 24-760-28-900)	B-11 (Rs.700-35-1400)
2.	Intelligence Officer.	-do-	-do-
3.	Examiner.	-do-	-do-
4.	Income Tax Inspector.	-do-	B-11 (Rs.700-35-1400) with selection grade equal to 25% of posts in B-14 (Rs 850-50-1850).
5.	Deputy Supdt. (C&E).	NPS-13 Rs.490-30-790/ 32-950-35-1125)	B-14 (Rs.850-50-1850).
6.	Senior Intelligence Officer.	-do-	-do-
7.	Inspector Preventive Services.	-do-	-do-
8.	**Valuation Officer/Appraiser.	-do-	-do-
9.	Principal Appraiser.	NPS-16 (Rs.625-40-825/ 50-1325-60-1625)	B-16 (Rs.1050-80-2250)
POST OFFICE DEPARTMENT			
1.	Inspector Broadcast Receiver License.	NPS-7 (Rs.335-14-447/ 16-575-18-665)	NPS-9 (Rs.620-29-1200)
2.	Town Inspector.	-do-	-do-
STATISTICS DIVISION & COMPUTER BUREAU			
1.	Key Punch Verifying Operator/ Machine Operator.	(Statistics Division) NPS-7(Rs.335-14- 447/ (Rs.335-14- 447/	B-10 (Rs.660-32-1300)
		(Computer Bureau) NPS-9 (Rs.390-20- 590/22-700-24-820)	-do-
2.	Asstt.Supervisor/Machine Operator (Statistics Division).	NPS-11	B-12 (Rs.430-24- 550/(Rs.28-830-980) (750-40-1550)
3.	Supervisor (Statistics Division).	NPS-12 Rs.460-28-600/ 30-900-32-1060)	B-14 (Rs.850-50-1850)

* The existing incumbents drawing pay in the upgraded posts of Preventive Officer (NPS-13) and Appraiser/Valuation Officer/Principal Appraisers (NPS-17) will continue to draw pay in the corresponding Basic Scales B-13 and B-17 respectively as personal to them so long they hold these posts.

**The existing incumbents drawing pay in the upgraded posts of Preventive Officer (NPS-13) and Appraiser/Valuation Officer/Principal Appraisers (NPS-17) will continue to draw pay in the corresponding Basic Scales B-13 and B-17 respectively as personal to them so long they hold these posts.

Sl. No.	Name of Post	Existing Scale	Basic Scale
4.	Data Processing Asstt/Console Operator (Statistics Division).	-do-	B-16 (Rs.1050-80-2250)
5.	Data Processing Officer(Statistics Division).	NPS-16 (Rs.625-40-825/ 50-1325-60-1625)	B-17 (Rs.1600-120-3040)
6.	System Analyst/Programmer (Statistics Division).	NPS-17 (Rs.900-50-1150/ 60-1750-100-2250)	B-17 (Rs. 1600-120-3040) plus Special Allowance Rs. 200 pm.
7.	Assistant Programmer (Computer Bureau).	NPS-17 (Rs.900-50-1150/ 60-1750-100-2250) plus special pay Rs.100 pm	-do-
PROVINCIAL GOVERNMENTS			
IRRIGATION/FORESTS/AGRICULTURE/ANIMAL HUSBANDRY/COOPERATIVES DEPARTMENT			
1.	Field Assistant.	NPS-5 Rs.290-10-350/ 12-470-14-540)	B-6 (Rs. 540-20-940) with 1/3rd of total posts as selection grade in B-9 (Rs.620-29-1200).
2.	Stock Asstt/Poultry Supervisor/ PoultryAsstt/Sheep Development Asstt/Laboratory Assistant.	-do-	- do-
3.	Veterinary Compounder.	-do-	B-6 (Rs.540-20-940) with 1/3rd of total posts as selection grade in B-8 (Rs.590-26-1110).
4.	Junior Research Assistant Sindh Government.	NPS-8 (Rs.370-16-514/ 18-640-22-750)	B-16 (Rs.1050-80-2250)
5.	Senior Research Assistant Sindh Government.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	-do-
6.	Draftsman.	NPS-8 (Rs.370-16-514/ 18-640-22-750)	B-11 (Rs.700-35-1400)
7.	Inspector Cooperatives.	NPS-10 (Rs.410-22-520/ 24-760-28-900)	B-11 (Rs.700-35-1400)
8.	Zilledar.	NPS-10 (Rs.410-22-520/ 24-760-28-900)	B-14 (Rs.850-50-1850)

Sl. No.	Name of Post	Existing Scale	Basic Scale
9.	Reclamation Supervisor (Sindh).	NPS-11 (Rs.430-24-550/28-830-30-980)	B-17 (Rs.1600-120-3040) in all Provinces subject to the condition that the incumbents possess the minimum qualification of M.Sc (Agriculture).
POLICE DEPARTMENT			
1.	Foot Constable.	NPS-2 (Rs.260-6-302/7-365-8-405)	B-2 (Rs.460-12-700)
2.	Head Constable.	NPS-3 (Rs.270-7-326/8-390-9-435)	B-3 (Rs.480-14-760) with 30% posts as selection grade in B-5 (Rs.520-18-880). Those Constables and Head Constables who are Matriculate at the time of recruitment or acquire Matriculation certificate while in service may be allowed five advance increments. Ration Allowance to the lower police personnel shall be allowed at rates admissible to equivalent categories of civil armed forces.
3.	Assistant Sub Inspector.	NPS-5 (Rs.290-10-350/12-14-540)	B-5 (Rs.520-18-880) with 1/3rd posts as Selection Grade in B-7(Rs.560-23-1020).
4.	Sub-Inspector	NPS-7 (Rs.335-14-447/16-575-18-665)	B-11 (Rs.700-35-1400) with Graduation as minimum qualification.
5.	Inspector.	NPS-11 (Rs.430-24-550/28-830-30-980)	B-14 (Rs.850-50-1850).
6.	Prosecuting Sub-Inspector	NPS-7 (Rs.335-14-447/16-575-18-665)	B-11 (Rs.700-35-1400). Those who possess Law Degree, five advance increments may be allowed.
7.	Prosecuting Inspector.	NPS-11 (Rs.430-24-550/28-830-30-980)	B-14 (Rs.850-50-1850)

Sl. No.	Name of Post	Existing Scale	Basic Scale
REVENUE DEPARTMENT			
1.	Kanungo/Girdawar.	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-9 (Rs.620-29-1200)
2.	Naib Tehsildar/District Kanungo/District Accountant.	NPS-9 Rs.390-20-590/ 22-700-24-820)	B-14 (Rs.850-50-1850)
3.	Treasury Officer	NPS-17 (Rs.900-50-1150/ 60-1750-100-2250)	B-17 Rs.1600-120-3040 with 1/3rd of posts as selection grade in B-18 (Rs.2100-150-3600).
GOVERNMENT DEPARTMENTS AND ORGANIZATIONS			
1.	Stenotypist.	NPS-8 Rs.370-16-514/ 18-640-22-750	B-12 (Rs.750-40-1550)
2.	Stenographer.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-15 (Rs.900-55-2000) with 25% posts as selection grade in B-16 (Rs.1050-80-2250).

Sl. No. 16

Adoption of National Scales of Pay in the Provinces

The recommendations made in the meeting of the Chief Secretaries held on the 28th February, 1974 together with the Finance Ministry's views thereon were submitted to the Prime Minister and the following decisions have been taken with his approval:-

- (i) All Secretaries to the Provincial Governments may be in *Grade 20.
- (ii) Additional Secretaries to the Provincial Governments may be in *Grade 19; in addition, they may get a special pay of Rs. 250, subject to the maximum not exceeding Rs. 2,300.
- (iii) Joint Secretaries to the Provincial Governments may be in *Grade 19.
- (iv) Deputy Secretaries to the Provincial Governments may continue to be in *Grade 18 and, in addition, get the special pay, at the present rates. However, a Deputy Secretary serving at the Centre** or a Government servant approved for appointment as Deputy Secretary at the Centre**, on appointment as Deputy Secretary in the Province, should carry his emoluments.

* BPS

** Federal Government.

- (v) Deputy Commissioners will continue to be in *Grade 18 and in receipt of the present rate of special pay and rent free residential accommodation. Their sumptuary allowance may, however, be raised to Rs. 150 per month. Where officers are specially selected as Deputy Commissioners under the lateral entry scheme and they are getting higher emoluments, they should be protected in their employments.
- (vi) Assistant Commissioners in All-Pakistan Unified Grades* may be in Grade* 17.
- (vii) Deputy Inspectors General of Police may be in Grade* 19.
- (viii) The emoluments of Senior Superintendents of Police, Assistant Inspectors General and Superintendents of Police, Crime and Special Branches, should be equalized with those of Deputy Commissioners.
- (ix) Superintendents of Police may continue in Grade 18 and to get their present special pay.
- (x) Consultations will be made with the Law Secretary, in the light of recommendations made by the Jurist's Conference, as regard the National Pay Scales that should be allowed to District and Sessions Judges, Additional District and Sessions Judges, and Administrative Civil Judges *etc.*, and further communication will follow.
- (xi) The minimum length of service for eligibility for promotion to various grades should be as follows:-

*Grade 18	5 years.
Grade 19	12 years.
Grade 20	15 years.
- (xii) No government servant of *Grade 18 and above belonging to All-Pakistan Unified Grades will remain posted in the same province for more than 5 years. [This is in partial modification of the decision conveyed *vide* para 12 (ii) of Establishment Division Memorandum No. 2/2/74-ARC, dated the 23rd February, 1974]**.

2. The National Pay Scales adopted by the Province of Punjab may be modified in the light of the above decisions which have the approval of the Prime Minister. For other Provinces, the National Pay Scales may be adopted in the light of the above decisions which have the approval of the Prime Minister.

[*Authority*.- *Estt. Secretary's D.O. No. 3/3/73-AR-II, dated 24-3-1974*].

* BPS.

** Chapter 8, Sl. No.3, Vol. I.

II. AD-HOC RELIEF / SPECIAL RELIEF ALLOWANCE / DEARNESS ALLOWANCE

Sl. No. 17

Ad-Hoc Relief to Civil Servants of Federal Government Drawing Pay in BPS 1 to 16

The Prime Minister has been pleased to sanction, with effect from 1st March, 1997 and until further orders, ad-hoc relief at a uniform rate of Rs. 300 per month to the civil servants of the Federal Government in *B-1 to 16 inclusive of those who are in B-17 by virtue of move-over as well as the employees of Railways, Post Office and T&T** Departments civilians paid from Defence Estimates drawing pay in B-1 to 16 inclusive of those who are in B-17 by virtue of move-over.

2. The above increase : –
- (i) will not be treated as a part of emoluments for the purpose of recovery of house rent under F.R. 45-C;
 - (ii) will be admissible for the entire period of leave including leave preparatory to retirement;
 - (iii) will not be admissible during extraordinary leave ;
 - (iv) will not be admissible to Civil Servants posted abroad.

[Authority: Finance Division's O.M. No. F. 1(17)Imp/97, dated 5-3-1997].

Sl. No. 18

Grant of Ad-Hoc Relief to Civil Servants of Federal Government Drawing Pay in BPS 1 to 16

The President has been pleased to sanction, with effect from 1st March, 1997 and until further orders, *ad-hoc* relief at a uniform rate of Rs. 300 per month to contingent paid and contract employees, daily wages employees and work charge employees working in the Ministries/Divisions/Departments and Subordinate Offices as well. The *ad hoc* relief of Rs. 300 per month will be admissible on Orderly Allowance also on the terms and conditions laid down in the Finance Division O.M. No. F-1(17)Imp/97(1) dated 5th March, 1997.

[Authority: Finance Division O.M. No. F. 1(17)Imp.97(1) dated 26-3-1997]

Sl. No. 19

Grant of Ad-Hoc Relief @ Rs. 100 per month to Federal Government Servants

The President has been pleased to allow ad hoc Relief @Rs. 100 p.m. w.e.f.1-1-2000 and until further orders to the civilian employees of the Federal Government as well as civilians paid from Defence Estimates and armed forces personnel who are in BPS 1 to BPS 16/equivalent. The employees who are in BPS 17 by virtue of move-over will also be entitled to this *ad hoc* relief.

* BPS. See Sl. No. 15.

** T&T department converted into Pakistan Telecommunication Corporation Limited (PTCL) stands privatized as Pakistan Telecommunication Company Ltd. (PTCL). National Telecommunications Corporation (NTC) in the public sector catering to needs of government. There are posts of Telephone Operators in government organizations.

2. The above *ad-hoc* relief: -
- (a) will be subject to Income Tax.
 - (b) will be admissible during leave and entire period of leave preparatory to retirement except during extraordinary leave.
 - (c) will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
 - (d) will not be admissible to the employees posted/deputed abroad from the country.
 - (e) will be admissible during the period of suspension.
 - (f) will not be admissible during extraordinary leave.

[Authority: [Finance Division O.M. No. F. 1(9)Imp.99 dated 31-12-1999]

Sl. No. 20

Grant of Special Relief Allowance

The President has been pleased to sanction, with effect from 1st July, 2003 and till further orders, a Special Relief Allowance @ 15% of the basic pay p.m. to all the civilian employees in BPS 1 to 22 of the Federal Government as well as the civilians paid from Defence Estimates and to all the armed forces personnel/civil armed forces personnel.

2. The amount of this Allowance:
- (i) will be subject to Income Tax.
 - (ii) will be admissible during leave and entire period of LPR except during extra ordinary leave.
 - (iii) will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
 - (iv) will not be admissible to the employees during the tenure of their posting/deputation abroad.

3. The above Relief should be accommodated within the budgetary allocation for the year 2003-2004, by the respective Ministries/Divisions/ Departments and no supplementary grants would be given on this account.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(4)Imp/2003, dated 30th June, 2003]

Sl. No. 21

Grant of Special Relief Allowance to the Employees of Autonomous/Semi-Autonomous Bodies

Reference Finance Division's O.M. No. F.1(4)Imp/2003, dated 30.6.2003 (Sl. No. 20), on the above subject. Inquiries have been received from Ministries/Divisions/Departments as to whether the 15% Special Relief Allowance specified therein will also be admissible to the employees of Autonomous/Semi-Autonomous Bodies under Federal Government. It is clarified that unless the Allowance is specifically extended to such Bodies, the O.M. ibid being specific to government servants is not applicable to the employees of Autonomous/Semi-Autonomous Bodies. It has, therefore, been decided that grant of the said Special Relief Allowance to the employees of such Bodies will be decided by the Standing Committee constituted under Finance Division after the cases are referred to it, duly cleared by the Boards of respective Bodies, through Ministries/Division concerned.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(4)Imp/2003, dated 25th October, 2003]

Sl. No. 22

Grant of Special Relief Allowance

In continuation of Finance Division's O.M. No. F.1(4)Imp/2003, dated 30.6.2003 (Sl. No. 20), it is clarified clarify that the Special Relief Allowance @ 15% of the basic pay (excluding allowances) is also admissible to the Contingent Paid employees of the Federal Government including those paid from Defence Estimates. However, it is not admissible to contract, daily wage, work-charged and casual employees.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(4)Imp/2003(i), dated 25th October, 2003]

Sl. No. 23

Grant of Special Relief Allowance

In continuation and partial modification of this Division's O.M. No. F.1(4)Imp/2003(i), dated 25.10.2003 (Sl. No. 21) on the above subject, it is clarified further that the Special Relief Allowance @ 15% of the basic pay granted w.e.f. 1.7.2003 is also admissible to the employees employed/re-employed on standard terms and conditions of contract appointment appointed in Establishment Division's O.M. No. F.10/52/95-R.2, dated 18.7.1996* as amended from time to time.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(4)Imp/2003, dated 18th May, 2004]

Sl. No. 24

Grant of Ad-Hoc Relief @ 15% of Basic Pay

The President has been pleased to sanction ,with effect from 1st July, 2004 and till further orders, an *Ad-hoc* Relief @ 15% of the basic pay p.m. to all the civil servants in BPS 1 to 22 of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff, retired civil servants re-employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment and to all the armed forces personnel/civil armed forces personnel.

* Chapter 2, Sl. No. 132, Vol.I.

2. The amount of this *Ad-Hoc* Relief:
- (i) will be subject to Income Tax.
 - (ii) will be admissible during leave and entire period of LPR except during extra ordinary leave.
 - (iii) will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
 - (iv) will not be admissible to the employees during the tenure of their posting/deputation abroad.

3. The above *Ad-Hoc* Relief should be accommodated, within the budgetary allocation for the year 2004-2005 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(8)Imp/2004, dated 1st July 2004]

Sl. No. 25

Grant of *Ad-Hoc* Relief @ 15% of Basic Pay

In continuation of this Division's O.M. No. F.1 (8)Imp/2004, dated 1.7.2004 (Sl. No. 24) on the above subject, it is clarified that the *ad-hoc* relief @ 15% of basic pay granted *w.e.f.* 1.7.2004 is also admissible to those contract employees and the retired re-employed armed forces officers/personnel who hold civil posts in Basic Pay Scales on standard terms and conditions of contract appointment contained in Establishment Division's O.M. No. F.10/52/95-R.2, dated 18-7-96* as amended from time to time.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(8)Imp/2004, dated 10th January, 2005]

Sl. No. 26

Grant of Dearness Allowance @ 15% of Basic Pay

The President has been pleased to sanction, with effect from 1st July, 2006 and till further orders, a Dearness Allowance @ 15% of the basic pay p.m. to all the civil servants in BPS 1 to 22 of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff, contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment and to all the armed forces personnel/civil armed forces personnel.

2. The amount of this Dearness Allowance :
- (i) will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
 - (ii) will not be admissible to the employees during the tenure of their posting/deputation abroad.

* Chapter 2, Sl. No. 132, Vol. I.

- (iii) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- (iv) will be admissible during leave and entire period of LPR except during extra ordinary leave.

3. The above Dearness Allowance should be accommodated within the budgetary allocation for the year 2006-2007, by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(4)Imp/2006, dated 24th June, 2006]

Sl. No. 27

Grant of Dearness Allowance @ 15% of Basic Pay

Reference Finance Division's O.M. No. F.1(4) Imp/2006, dated 24.6.2006 (Sl. No. 26) on the above subject. References have been received from different quarters seeking clarification as to whether Dearness Allowance @ 15% of basic pay, sanctioned *vide* the aforesaid O.M. would also be admissible to those retired officers who have been re-employed as Section Officers on contract at a pay package of Rs.17,000/- p.m. The matter has been examined in the Finance Division and it has been considered that the re-employment against the civil post of Section Officers is on standard terms and conditions of contract employment. But the pay package is an aggregate of the pay and allowances of BPS 17 which is intended to provide a single scale to the different categories of the officers as they stood retired either from the post of Deputy Secretary, BPS 19 or Section Officer, BPS 17/18. It is, therefore, clarified that the 15% Dearness Allowance sanctioned *vide* the O.M. *ibid* would also be admissible to the above mentioned re-employed officers w.e.f. 1.7.2006 or the date of their re-employment, whichever is later. The benefit of the allowance shall be admissible on the amount of the basic pay (that is Rs. 12,547/-) included in the package.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(4)Imp/2006, dated 22nd November, 2006]

Sl. No. 28

Admissibility of Special Relief Allowance and Ad-Hoc Relief Allowance

Certain queries regarding admissibility of Special Relief Allowance (2003) and Ad-Hoc Relief Allowance (2004) have been received from different quarters which have been examined in the light of the relevant provisions and the position is clarified as under: -

QUERIES	CLARIFICATIONS
<p>1. Whether Special Additional Allowance sanctioned <i>vide</i> Finance Division's O.M No. F.1(7)Imp/99, dated 23.7.1999 (Sl. No. 126) w.e.f. 1.7.1999 would also remain admissible at the frozen level to the government servants appointed/absorbed from one post to another after the introduction of the Revised</p>	<p>Special Additional Allowance after its discontinuation w.e.f. 1.12.2001 was made admissible at frozen level in cases of appointments by promotion/transfer/absorption taking place after its discontinuation. It was not allowed to government servants on their fresh appointment on or after 1.12.2001. This category</p>

Basic Pay Scales 2001 (Sl. No. 10) effective from 1.12.2001?

of government employees included those who were appointed from one post to another during the said period despite the fact that they were in receipt of the benefit in their previous appointments. The matter has been reviewed and it is accordingly clarified that Special Additional Allowance would also be admissible to those government servants who were entitled to and were in receipt of the benefit immediately before their appointment on or after 1.12.2001. This allowance would, however, continue to be inadmissible to those fresh appointees who have not been entitled recipients immediately before such appointments.

2. Whether the benefit of Special Relief Allowance* and *Ad-hoc* Relief** sanctioned *w.e.f* 1.7.2003* and 1.7.2004**, respectively would be admissible at the frozen level to the government servants appointed/absorbed from one post to another after the introduction of the revised Basic Pay Scales Scheme 2005 effective from 1.7.2005?

In terms of provision in para-6 of Part-II of Finance Division's O.M. No.F.1(1)Imp/2005 dated 1.7.2005 (Sl. No. 7), the Special Relief Allowance and *Ad-hoc* Relief are admissible at the frozen level to the government servants who were entitled to and in receipt of the allowances on the eve of their discontinuation *w.e.f* 1.7.2005. This benefit will continue to be admissible in case of appointments of government servants from one post to another, taking effect after 1.7.2005 provided they were previously entitled to and were recipients of the allowances immediately before such appointments. It is, however, not admissible to the fresh appointees who have never been the entitled recipients immediately before their fresh appointment.

[*Authority: Finance Division (Regulations Wing) O.M. No. F.1(15)Imp/2001, dated 1st Dec. 2006*]

Sl. No. 29

Admissibility of Special Relief Allowance and *Ad-Hoc* Relief Allowance

In continuation of Finance Division's O.M. No. F.1(15)Imp/2001, dated 1.12.2006 (Sl. No. 28), certain queries regarding admissibility of Special Relief Allowance (2003) and *Ad-Hoc* Relief Allowance (2004)** have been received from different quarters which have been examined in the light of the relevant provisions and the position is clarified as under: -

* Sl. No. 20.

** Sl. No. 24.

QUERY

Whether the benefit of Special Relief Allowance and Ad-hoc Relief Allowance** sanctioned w.e.f. 1.7.2003 and 1.7.2004 respectively are admissible at frozen level to the government servants who were on Extra Ordinary Leave (EOL) at the time when these were sanctioned and resumed/resume duty after these have been frozen under the revised basic pay scales scheme, 2005*

CLARIFICATION

Any revision made in pay scales is not allowed to the government servants during the period they remain on Extra Ordinary Leave (EOL). Such benefit is, however, extended to them on resumption of duties. On the analogy of this principle, it is clarified that Special Relief Allowance* and Ad-hoc Relief Allowance** sanctioned w.e.f. 1.7.2003 and 1.7.2004, respectively and frozen w.e.f. 1.7.2005 which were not allowed to the government servants during EOL, will be admissible to them as soon as they resume duties, at the frozen level which would have been admissible to them had they not proceeded on EOL.

[Authority: Finance Division (Regulations Wing) O.M. No. F.I (5)/Imp/2005, dated 28th December, 2006]

III. PRE-MATURE INCREMENTS

Sl. No. 30

Grant of Premature Increments to Graduate Auditors***

In partial modification of the provisions of para 3(i) of the Finance Division O.M. No. F.1(1)-Imp. 1/77, dated 28th April, 1977, it has been decided that the pay of such graduate auditors in the Pakistan Audit Department and Pakistan Military Accounts Department who had entered service before 1st May, 1977 and were entitled to four premature increments, shall be fixed at a stage not lower than Rs. 391 in the Revised National Pay Scale No. 7.

[Authority.- Finance Division O.M. No. 5(II)-Imp.1/77, dated 1-2-1978].

Sl. No. 31

Grant of Advance Increments to Employees in BPS 17 of Technical/ Professional Categories on Possessing/Acquiring Higher Qualifications

Reference para 15 of Finance Division's O.M. No. F. 1(1)-Imp/83 dated 18th August, 1983 (Sl. No. 15) in which advance increments were allowed to BPS 17 employees of technical and professional categories serving in universities, colleges, research institutions and technical departments on possessing or acquiring specified higher qualifications, and subsequent O.M.No. F.(13)R.3/83 of 10th May, 1984, 10th January, 1985 and 28th October, 1985 extending the above benefit to employees in BPS 18, it is stated that the following decisions have been taken in partial modification of the above orders.

2. Employees of technical and professional categories i.e. doctors, engineers, educationists, economists, management accountants, scientists, geologists, meteorologists, archaeologists, experts in agriculture, animal husbandry

* Sl. No. 20.

** Sl. No. 24.

*** See Sl. No. 92.

and forestry, chartered accountants, electronic data processing personnel/computer personnel, librarians, pharmacists, physiotherapists, statisticians, architects and town planners, serving in jobs which are required to be manned by persons holding technical or professional qualifications relevant to these jobs, will be allowed Qualification Allowance of *[Rs.1500 p.m.] on possessing/acquiring a Ph.D/D.Sc. degree from any recognized university.

3. Those employees who have already benefited from the concession of advance increments allowed vide Finance Division's O.M. dated 18th August, 1983 (Sl. No. 5) referred to above will have the option either to retain the above benefit or to receive the Qualification Allowance and have their pay refixed by excluding the advance increments allowed earlier.

4. These orders will take effect from 1st January, 1986.

[Authority.- Finance Division O.M.No.F.1(97)-R.3/85, dated 26-12-1985].

Sl. No. 32

Grant of Advance Increments to Officials for Possessing/Attaining Higher Educational Qualifications

[(a) (i) From 1-6-1991 onwards, advance increments shall be allowed without the condition of the second Division to the officials] *[in BPS 1-16] for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules to the extent given below:-

		Number of advance increments for obtaining			
		<u>Matric</u>	<u>F.A./F.Sc.</u>	<u>B.A./B.Sc.</u>	<u>M.A/M.Sc.</u>
a)	Where the prescribed qualification is Non-Matric.	2	4	6	8
b)	Where the prescribed qualification is Matric.	Nil	2	4	6
c)	Where the prescribed qualification is F.A/F.Sc.	Nil	Nil	2	4
d)	Where the prescribed qualification is B.A./ B.Sc.	Nil	Nil	Nil	2

* Revised vide Finance Division O.M. No.F.3(1)Imp-I/88, dated 1-7-1988.

** Subs. vide Finance Division O.M. No.F.1(12)-Imp-II/91, dated 29-6-1991.

*** Amended vide Finance Division O.M. No.F.6(10)Imp/91-Vol.III, dated 8-7-1996.

The advance increments already allowed in terms of para 6 of O.M.No. F.1(7)Imp-II/87, dated the 1st July, 1987 would be doubled from 1-6-1991.

(ii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification, whichever is later. In cases where the employee is already at the maximum of the scale, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move-over/promotion. Those employees who had acquired higher qualification in 3rd Division prior to 1-6-1991* and were not granted advance increments earlier would henceforth would be allowed advance increments w.e.f. 1-6-1991.

(b) Engineers and doctors shall also be allowed four advance increments in case they possess or acquire a post-graduate degree in their relevant field for which they have not been allowed any qualification pay.

(c) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scale, he would be allowed the requisite number of increments as personal pay to be absorbed on moving over/promotion to higher pay scale.

[Authority - Finance Division O.M. No. 1/7/Imp. II/87, dated 1-7-1987].

Sl. No. 33

Grant of One Pre-mature Increment on Grant of Selection Grade

Reference para 4(ii) of Finance Division's O.M. No. F.1(12)Imp.II/91, dated 29-6-1991* and para 4(iii) of O.M. No. F. 1(12)-Imp. II/91, dated 19-8-1991 wherein the benefit of pre-mature increment on the grant of selection grade has been allowed with effect from 1-6-1991*.

2. It has been decided by the competent authority that the civil employees who were awarded selection grade prior to 1-6-1991* and were serving in selection grade posts on that date may also be allowed one pre-mature increment for the purpose of fixation of pay w.e.f. 1-6-1991*. Pay so fixed will be admissible from 1-6- 1992.

3. These orders would not be applicable if the benefit of para 4(i) of Finance Division's O.Ms. dated 29-6-1991, and dated 19-8-1991 referred to above has already been allowed.

4. This supersedes clarification issued in this Division's O.M. No. F.1(17)Imp.II/91, dated 9-9-1991.

[Authority: Finance Division O.M. No. F. 6(13)Imp-11/91, dated 3-6-1992].

Sl. No. 34

Advance Increments for Possessing/Acquiring Higher Qualifications

It has now been decided that such an employee holding the post on or after 1-6-1992 for which there is no prescribed qualification in the recruitment rules and is filled by 100% promotion basis, will be allowed advance increments on possessing/acquiring higher qualification than prescribed for the feeding post as per

* Sl. No. 32 amended vide O.M dated 29.6.1991. See footnote ** on Sl. No. 32.

criteria laid down in para 5 (i) of Finance Division O.M.No.1(12)Imp. II/91, dated 29-6-1991* w.e.f. 1-6-1991 for the purpose of fixation of pay. Pay so fixed will be admissible with effect from 1-10-1992.

[Authority.- Finance Division O.M. No.F.1(9)-Imp.II/91.Pt(G), dated 4-10-1992].

Sl. No. 35

Grant of Advance Increments to Engineers and Doctors

Reference para 6(b) of Finance Division O.M. No. 1/7/Imp-II/87, dated 1-7-1987 (Sl. No. 14) wherein four advance increments have been allowed to engineers and doctors on possessing or acquiring post-graduate degree in relevant field and vide para-15 of Finance Division O.M. No. F.11(1)Imp./83, dated 18-8-1983 (Sl. No. 15) a condition has been imposed on professionals (engineers and doctors also) that for the entitlement of advance increments on possessing or acquiring specified qualifications, these professionals must be working in universities, colleges, research institutions or technical departments whereas no such condition is specially mentioned in para 6(b) of Finance Division O.M. No.1/7/Imp-II/87, dated 1-7-1987 (Sl. No. 14). A question has been raised whether the condition as mentioned in para 15 of O.M. dated 18.8.1983 (Sl. No. 15) is equally applicable on the provision of para 6 (b) of O.M. dated 1-7-1987 (Sl. No. 14) or otherwise?

2. The matter has been considered and it is clarified that both the O.Ms. are to be read together subject to the condition i.e. those working in universities, colleges, research institutions or technical departments, as imposed in para-15 of Finance Division O.M. dated 18.8.1983 (Sl. No. 15) with regard to grant of advance increments to professionals which is equally applicable to doctors and engineers for advance increments under para 6(b) of Finance Division O.M. dated 1.7.1987 (Sl. No. 14).

[Authority.- Finance Division O.M. No.F.1(12)Imp/94, dated 17-11-1994].

IV. QUALIFICATION ALLOWANCE/PAY

Sl. No. 36

Admissibility of Qualification Allowance

[.....]

2. It is clarified that the qualification allowance is admissible to all technical/professional employees of specified categories, irrespective of their scale, who possess/acquire the degree of Ph.D/D.Sc. and are serving on jobs which are required under the recruitment rules to be manned by persons holding this degree. Such persons may be employed in the secretariat or elsewhere. However, employees of ** Grade-17/Grade-18 posts who have drawn the advance increments for these qualifications and wish to draw the qualification allowance w.e.f. 1st January, 1986, the advance increments shall be adjusted with effect from that date.

3. The qualification allowance is also admissible to technical and professional employees employed on relevant jobs in those Autonomous Organizations/Corporations who have adopted the Scheme of Basic Pay Scales in toto sanctioned vide this Division's O.M. No. I(l)-Imp/83, dated 18th August, 1983 (Sl. No. 15).

[Authority.- Paras 2&3 of Finance Division O.M. No.F.1(97)-R.3/83, dated 8-4-1983].

* See footnote ** on Sl. No 32.

** BPS.

Sl. No. 37

Grant of Ph.D./D.Sc. Allowance

The President has been pleased to decide that; with effect from 1st July, 1988, all Ph.D./D.Sc. degree holders will be allowed Ph.D./D.Sc. allowance of Rs.1500 p.m.

2. [.....]

3. It has also been decided that the eligibility of Ph.D. allowance will not henceforth be linked with the recruitment rules and irrespective of the job assigned to them.

[Authority.- Paras 1&3 of Finance Division O.M.No.F.3(l)-Imp-I/88, dated 1-7-1988].

Sl. No. 38

Grant of Computer Allowance to Computer Personnel

Reference Finance Division's O.M. No. F. 3(6) R.1/85, dated the 26th June, 1985 and 1st July, 1986 on the above mentioned subject. It has been decided to enhance the existing rate of Computer Allowance of Rs.500 p.m. to Rs. 1000 p.m. with effect from 1st July, 1988.

2. It has also been decided to allow Computer Allowance at the rate of Rs. 300 p.m. to Key Punch Operators/Key Punch Verifying Operator/Data Entry Operators from 1st July, 1988.

3. All other existing terms and conditions regulating the grant of Computer Allowance would remain the same.

[Authority.- Finance Division O.M. No. F.3(3)-R.I/88, dated 1-7-1988].

Sl. No. 39

Extension of Computer Allowance to Other Computer Personnel

Reference Finance Division's O.M.No.F.3 (3)-R.I/88 dated the 1st July, 1988 (Sl. No. 38), it has further been decided to allow Computer Allowance to the following categories of Computer Personnel w.e.f. 1st August, 1988:-

- | | | | |
|-----|---|---|--------------|
| (a) | Data Control Staff
upto * [BPS 15] | = | Rs. 500 p.m. |
| (b) | Senior Computer
Personnel in
BPS 19 and above | = | Rs.1500 p.m. |

2. All other existing terms and conditions regulating the grant of Computer Allowance would remain the same.

[Authority.- Finance Division's O.M. No. F. 3(3)-R.I/88, dated 7-8-1988].

* Subs. vide Finance Division O.M.No.F.20(4)R.5/90 Vol.III, dated 21-6-1996.

Sl. No. 40

Submission of Copy of Original Ph.D. Degree

[.....]

3. It has been decided that the scholars who earn a Ph.D/D.Sc. degree should invariably substantiate their claim with a copy of the original regular Ph.D/D.Sc. degree no matter when received.

4. The submission of two attested photocopies of their original Ph.D/D.Sc. degrees may be regarded as mandatory on all the scholars/government officials who have acquired this degree and, as such, they may be asked to do so immediately for placement thereof in their C.R. Dossiers/Personal Files. It may also be clarified that the Ph.D. allowance would be allowed provisionally for six months on production of provisional degree. The said allowance will be made regular on submission of attested photocopy of regular Ph.D./D.Sc. degrees.

[Authority.- Extracts from paras 3 and 4 of Finance Division O.M. No.1(20)-Imp.II/92, dated 28-6-1992].

[Clarification.- Finance Division's orders issued vide O.M. No.1(20)-Imp.II/92, dated 28-6-1992 (Sl. No. 40 above) are equally applicable to the employees of Attached Departments, Sub-Ordinate Offices, and to those autonomous/semi-autonomous organizations/ corporations who have adopted the scheme of Basic Pay Scales of government in toto].

[Authority.- Para 2 of Finance Division O.M.No.1(20)-Imp.II/92, dated 15-10-1992].

Sl. No. 41

Grant of Qualification Pay to BPS 18 Officers on Completion of the Mid-Career Management Course (MCMC)/Administrative Staff Course (ASC) @ Rs.250/- P.M.

Reference Establishment Division's u.o. No. 1/2/2007-T.1, dated 22.2.2007 on the above subject. It has been decided, in consultation with Establishment Division, to allow Qualification Pay @ Rs.250/- p.m. to BPS 18 officers who successfully complete Mandatory Mid Career Management Course (Administrative Staff Course) at the National Institutes of Management^{*} at Karachi/Peshawar and Quetta.

2. The additional expenditure involved on this account may be met from within the sanctioned budget grant by the respective Ministry/Division/ Department during the current fiscal year.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(44)Imp/95, dated 10th May, 2007]

^{*} Formerly NIPAs.

V. UP-GRADATION

Sl. No. 42

Up-Gradation of the Post of Superintendents in AFHQ and all other Attached Departments

On the recommendation of the Standing Organisation Committee, it has been decided that posts of *Superintendents in the **AFHQ and in other Attached Departments will be placed in NPS-16.

2. The fixation of pay of Superintendents concerned will be made in NPS-16 w.e.f. 01.1.1980 at the stage next above their basic pay as Superintendents in NPS-14 in accordance with this Division's O.M.No.438-R.4/75-F.2(31)-RI/75, dated 18-6-1975 **(Annex)**.

[Authority.- Finance Division O.M. No.F.2(1)-RI/80-DI-R.4/80, dated 08.1.1980].

(ANNEX)

(See Sl. No. 42, para 2)

[Copy of Finance Division O.M. No. D. 438-R4/75-F. 2(31)-RI/75, dated the 18th June, 1975].

Subject:- Cases of transfer of civil servants from a lower to a higher pay scale without involving actual transfer from one post to another

The relevant provisions in the Fundamental Rules have, in the past, been interpreted differently in the matter of fixation of initial pay in the higher scales in the cases of the category referred to above. In a number of those cases, the civil servant concerned has been treated as entitled, under F.R. 22(a) (i), to the stage in the higher scale next above his last pay in the lower scale, while in others, initial pay in the higher scale equal to the last pay in the lower scale has been allowed under F.R. 22(a) (ii).

2. It has been decided that, in cases of fixation of pay governed by the Fundamental Rules, irrespective of any provisions to the contrary in those Rules, where a civil servant is not transferred from one post to another but is transferred from a lower to a higher scale, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of the transfer to the higher scale. This decision will come into force with effect from 1st March, 1972^{***} and would not apply to cases which had been settled before that date.

Sl. No. 43

Up-gradation of the Post of Duplicating Machine Operators

It has been decided to upgrade the post of Duplicating Machine Operators employed under the Federal Government from NPS-3 to NPS-4 w.e.f. from the 1st September, 1980.

* Appointment to the upgraded posts of Superintendent (BPS 16) are permitted to be notified in the official Gazette vide Estt. Div. O.M No. 1/57/F.II, dated 15.1.1984.

** Air Force Head Quarters.

*** The Scheme of National Scales of Pay, Allowances and Other Fringe Benefits for Civil Employees (other than teaching personnel) sanctioned by government w.e.f. 1st March, 1972, Sl. No. 7, Chapter, VI, Estacode, 1979, pp 327-332.

2. The pay of existing Duplicating Machine Operators will be refixed in NPS-4 according to the normal rules.

[Authority.- Estt. Division O.M. No. 13/2/80 F.I, dated 22-9-1980].

Sl. No. 43-A

Grant of Selection Grade to Duplicating Machine Operators

The President has been pleased to decide that Duplicating Machine Operators working in Ministries/Divisions/Attached Departments & Subordinate Offices of the Federal Government who have put in 10 years service or more as D.M.O. shall be allowed Selection Grade B-5 w.e.f. the 1st January, 1988.

[Authority.- Finance Division O.M. No.F. 1/55/Imp.II/87, dated 22-2-1988].

Sl. No. 44

Up-gradation of the Post of Private Secretary to Federal Secretaries/ Additional Secretaries and Other Officers in BPS 21 and 22 Provided With the Services of Private Secretary in the Federal Government

The Prime Minister has been pleased to approve the following proposals made by the Establishment Division in consultation with the Finance Division:-

- (a) All the posts of Private Secretary to the Secretaries/Additional Secretaries and other officers in BPS 21 and 22 provided with the services of Private Secretary in the Federal Government alongwith their incumbents who have been appointed to these posts on regular basis, are upgraded from BPS 16 to BPS 17 with effect from 1st July, 1983.
- (b) The incumbents of the post of Private Secretary (BPS 17) will be eligible for the grant of BPS 18 after putting in ten years satisfactory service in BPS 17 unless they move-over to BPS 18 from an earlier date.
- (c) The special pay admissible to the Private Secretary (BPS 16) to the Secretary/Additional Secretary and other officers in *[BPS 22 and 21] at the rate of **[Rs.300] and **[Rs.225] p.m. respectively will continue to be admissible in BPS 17/18.
- (d) No arrears due to retrospective upgradation of the post from BPS 16 to 17 and on account of accrual of increments shall be admissible prior to the date of issue of this O.M.

[Authority.- Estt. Division O.M. No.9/2/74-F.II(R.6), dated 18-3-1986].

Sl. No. 45

Clarification Regarding Up-gradation of Posts of Private Secretaries to Federal Secretaries/Additional Secretaries and Other Officers in BPS 21 and BPS 22 Provided with Services of Private Secretary

On upgradation of the post of Private Secretary from BPS 16 to BPS 17 with effect from 1st July, 1983, vide this Division's O.M. No. 9/2/74-F.II (R-6), dated 18th March, 1986 (Sl. No. 44), the following points have been raised by various Ministries/ Divisions:-

- (i) Whether the service rendered in the posts below BPS 17 prior to 1st July, 1983 will be computed according to the existing rules for the purpose of allowing BPS 18 subject to usual conditions.
- (ii) Whether the benefit of upgradation would be admissible to the existing incumbents of the post of P.S. only or it would also be

* Amended vide Estt.Division O.M. No.9/2/74-F.II(R.6), dated 19-3-1986.

** Revised vide Finance Division O.M.No.F.1(12)Imp.II/91, dated 19-8-1991.

available to those who were working as P.S. on 1st July, 1983 but were subsequently appointed to other posts from a date subsequent to 1st July, 1983 but hold lien on the post of Private Secretary.

- (iii) Whether an official working as a P.S. on 1st July, 1983 and holding lien against that post but subsequently appointed to another post on acting charge basis can be allowed, on his request, to revert to the post of Private Secretary.
- (iv) Whether a P.S. who held the post of P.S. on 1st July, 1983 but is presently on deputation elsewhere, is entitled to grant of BPS 17 with effect from 1st July, 1983.
- (v) Whether on upgradation the fixation of pay in BPS 17 shall be permissible according to the general principles as laid down in para 7(b) of Finance Division's O.M. No. F. 1(I)-Imp/83, dated 18th August, 1983^{*}, as allowed to the Stenotypists/ Stenographers.

2. The above issues have been examined in consultation with the Finance Division and the following decisions have been taken:-

- (i) Unlike the posts of Section Officer, 50% of which stand placed in BPS 18, no post of P.S. stands placed in BPS 18 in terms of this Division's O.M. dated 18th March, 1986 (Sl. No. 44). It only provides for grant of BPS 18 to the incumbents of the post after putting in 10 years satisfactory service as P.S. in BPS 17. There is, as such, no question of computation of service rendered in posts in BPS 16 and below for the purpose of grant of BPS 18.
- (ii) The orders dated 18th March, 1986 (Sl. No. 44) provide for upgradation of the post of P.S. alongwith the incumbents. This clearly signifies that a person who is effectively holding the post of P.S. in BPS 16 on regular basis at the time of issue of these orders, is to be given the benefit of upgradation. Therefore, a person who had left that post on any account and was not holding it on the date of issue of those orders, cannot be extended the benefit of upgradation.
- (iii) An official who was no more effectively holding the post of P.S. on the date of issue of orders of upgradation and stood appointed to another post of his own volition, has no right to invoke his lien to revert to the post of P.S. He would continue to hold lien on the post of P.S. but can only revert as P.S. on abolition or termination of the other post/ appointment.
- (iv) As the officer was not actually holding the post of P.S. on 18th March, 1986, he will not be entitled to the benefits of upgradation of the post. However, this benefit will accrue to him from the date he is repatriated and re-occupies the post of P.S. in his parent office.

^{*} Sl. No. 15.

- (v) The matter is still receiving attention and decision arrived at will be communicated in due course.

3. Any orders issued by the Ministries/Divisions which are not in line with the instructions contained in paragraph 2 above, may be modified/withdrawn.

[Authority.- Estt. Division O.M. No.9/2/74-F.II(R-6), dated 25-6-1986].

Sl. No. 46

Pay Fixation of Private Secretaries on Up-gradation

Reference sub-para (v) of para 2 of Establishment Division's O.M. of even number dated 25th June, 1986 (Sl. No. 45), it has since been decided in consultation with the Finance Division and the audit authorities that the pay of the existing incumbents on upgradation of the post of Private Secretary will be fixed in accordance with para 7(B) of the Finance Division's O.M. dated 18th August, 1983 (Sl. No. 15) and that the first increment will accrue to them on 1st December, 1983 in accordance with para 3(ii) of the said O.M.

[Authority.- Estt. Division O.M.No.9/2/74-R.6(Pt), dated 16-7-1986].

Sl. No. 47

Up-gradation of Clerical/Auditors Posts

The President has been pleased to approve the up-gradation of the following clerical/Auditors posts as detailed below w.e.f. 01-07-2007:-

Sl. No.	Name of the Post	Existing BPS	Up-graded BPS
1.	Lower Division Clerk (LDC/Junior Clerk)	BPS 5	BPS 7
2.	Junior Auditor	BPS 5	BPS 7
3.	Upper Division Clerk (UDC/Senior Clerk)	BPS 7	BPS 9
4.	Assistant/Head Clerk	BPS 11	BPS 14
5.	Senior Auditor	BPS 11	BPS 14

The incumbents of the up-graded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.

2. The President has also been pleased to approve that employees from BPS 1 to 4 would move one scale up in the pay scales w.e.f. 1st July, 2007.

3. The Establishment Division will amend the recruitment rules of the ministerial posts, whereas amendments in the recruitment rules of other posts listed at para 1 above shall be made by the Ministries / Divisions / Departments concerned in consultation with the Establishment Division.

4. As a special dispensation, the annual increment falling due on 1st December, 2007 shall be admissible to the above mentioned employees in the upgraded pay scales.

[Authority: Finance Division (Regulations Wing) O.M. No. F.6(4)R.1/2006, dated 29th June, 2007]

VI. SELECTION GRADE/SENIOR SCALE

Sl. No. 48

Grant of Senior Scale to Assistants in the Federal Secretariat

The question of grant of senior scale (*NPS-14) to the Assistants in the Pakistan Federal Secretariat has been under consideration for some time past. Following decisions have now been taken in consultation with the Finance Division:-

- (i) That 25% of the total sanctioned posts in the cadre of Assistant in each Ministry/Division may be placed in *NPS-14.
- (ii) Promotion to the senior scale (*NPS-14) may be made on the basis of selection on merit, in accordance with the prescribed procedure. The persons holding the posts of Assistant Incharge will also be eligible for the grant of senior scale (*NPS- 14).
- (iii) Fixation of initial pay on promotion to the senior scale of Assistant (*NPS-14) may be done under the ordinary rules i.e. without granting any premature increments.
- (iv) These decisions will take effect from 1st June, 1979.

[Authority.- Estt. Division O.M., No. 4/4/79-F.II, dated 13-8-1979].

Sl. No. 49

Grant of Senior Scale (*NPS-7) to Drivers/ Despatch Riders

The question of grant of Senior Scale to Drivers/Despatch Riders of government vehicles has been under consideration of this Division for some time past. It has now been decided to raise from 25% to **[50%] of the total posts of Drivers/Despatch Riders of government vehicles may be placed in senior scale in every Ministry/Department.

2. The grant of senior scale will be subject to the following conditions:-

- (i) NPS-7 will be granted to the Drivers who have put in 15 years service as Drivers/Despatch Riders;
- (ii) if a Driver/Despatch Rider has rendered more than 10 years but less than 15 years of such service he may be allowed pay in NPS-6, NPS-7 may be allowed on completion of 15 years of such service;
- (iii) if a Driver/Despatch Rider has completed more than 5 years but less than 10 years of such service he may be allowed pay in NPS-5, NPS-6 and NPS-7 may be allowed on completion of 10 and 15 years service in accordance with the above; and
- (iv) the above scale will not be allowed to a Driver/ Despatch Rider who has not completed 5 years of such service.

3. The fixation of pay in the higher scale will be allowed at a stage next above the existing basic pay in the lower scale without any premature increment, which is allowed only on promotion from a lower to higher post.

[Authority.- Estt. Division O.M. No. 15/2/75-F.I, dated 7-5-1980].

* National Pay Scales; Basic Pay Scales (BPS) in w.e.f. 18.8.1983 (Sl. No. 15).

** Amended vide Estt. Division O.M.No. 15/2/75 F.IV.F1 dated 10-1-1981.

Sl. No. 50

Grant of Selection Grade to Stenographers

*Twenty five (25) per cent of the sanctioned posts of Stenographers were placed in senior scale (NPS-14) with effect from 1st June, 1973 vide Establishment Division's O.M. No. 14/6/73-D.I, dated the 24th October, 1973, as modified vide O.M. No. 14/6/73-D.I, dated the 8th August, 1974. Similarly, 25% of the sanctioned posts in the cadre of Assistants were placed in NPS-14 with effect from 1st June, 1979 vide Establishment Division's O.M. No. 4/4/79-F.II, dated the 13th August, 1979 (Sl. No. 48).

2. A question has been raised how the number of posts in NPS-11 should be worked out for placement in NPS-14. In this connection a reference is invited to the Finance Division's O.M. No. F.1(13)-P.C.I/49, dated the 3rd January, 1950 which provides that while calculating the number of posts for selection grade Stenographers, fractions of 0.5 or above should be taken as one post and fractions below 0.5 should be ignored. It is clarified that in respect of the posts of Stenographers and Assistants where 0.5 fraction appears both in respect of Grade-11 posts and Grade-14 posts, the fraction in respect of Grade-14 post should be taken as one post and the fraction in respect of Grade-11 post should be ignored. The following table will illustrate the method:-

No. of total posts	NPS-11/75%	NPS-14/25%
1	(0.75) = 1	(0.25)=Nil
2	(1.50) = 1	(0.50) = 1
3	(2.25) = 2	(0.75) = 1
4	(3.00) = 3	(1.00) = 1
		and so on

[*Authority.- Estt. Division O.M. No. 4/1/83-R.VI, dated 22-1-1983.*]

Sl. No. 51

Grant of Selection Grade to Clerical Posts with effect from 1st July, 1987

- (i) Thirty three per cent (33%) posts of L.D.Cs (BPS 5) shall be placed in Selection Grade BPS 7.
- (ii) The Senior Clerks (BPS 6) of the Provincial Governments shall be allowed BPS 7 and 33% of posts be placed in Selection Grade (BPS 9).
- (iii) Thirty three per cent (33%) posts of U.D.Cs (BPS 7) shall be placed in Selection Grade (BPS 9).
- (iv) Thirty three per cent (33%) posts of Assistants in Federal Secretariat shall be placed in BPS 15 in place of existing 25% posts in BPS 14.

[*Authority.- Finance Division O.M.No.1/7/Imp.II/87, dated 1-7-1987.*]

* Subsequently, in March, 1991, 33% posts of Stenographers were subsequently placed in Selection Grade vide Finance Division O.M No. 1(45) Imp. II/87, dated 17.3.1991 (Sl. No. 58).

Sl. No. 52

Grant of Selection Grade (BPS 17) to Superintendents Working in the Federal Secretariat

In continuation of Finance Division's O.M. No. F. 1/7/Imp.II/87, dated the 1st July, 1987 (Sl. No. 14), the President has been pleased to decide that 33% posts of Superintendents (BPS 16) working in the Federal Secretariat shall be placed in Selection Grade (BPS 17) with effect from 1st July, 1987.

[*Authority.- Finance Division O.M. No.F 1/28/Imp.II/87, dated 14-9-1987.*]

Sl. No. 53

Grant of Selection Grade to Clerical Staff

Thirty three per cent (33%) posts of LDC, UDC, Assistant and Superintendent have been placed in Selection Grade vide Finance Division's Office Memoranda No. 1/7/Imp. II/87, dated 1st July, 1987 (Sl. Nos. 14 & 51) and No. 1/28/Imp. II/87, dated 14th September, 1987 (Sl. No. 52).

2. A question has been raised as to how the number of posts in the above cadres should be worked out for placement in the Selection Grade. It is clarified that while calculating 33% posts to be placed in Selection Grade, any fraction of the post equal to or more than 0.50 may be treated as one post, whereas such fraction on the other side may be ignored. The following table will illustrate the position:-

No.of total posts in the cadre of LDC, UDC, Asstt. & Superintendent	Posts other than in Selection Grade (67%)	Posts in Selection Grade (33%)
1	0.67 = 1	0.33 = 0
2	1.34 = 1	0.66 = 1
3	2.01 = 2	0.99 = 1
4	2.68 = 3	1.32 = 1
5	3.35 = 3	1.65 = 2

[*Authority.- Estt. Division O.M. No.1/4/87-R.6, dated 3-11-1987.*]

Sl. No. 54

Grant of Senior Scale (BPS 2, 3 & 4) to Naib Quasids, Quasids and Daftries

The President has been pleased to decide that *[30% posts] of Naib Quasids, Quasids and Daftries working in the Federal Government organizations shall be placed in selection grade w.e.f. 1st January, 1988 as under:-]

* Revised vide Finance Division O.M.No.1(10)Imp-II/91,dated 27-8-1991.

Sl. No.	Name of the Post	Existing Pay Scale	Selection Grade
1.	Naib Quasid	BPS 1	BPS 2
2.	Quasid	BPS 1 with special pay of Rs.30 pm.	BPS 3
3.	Daftry	BPS 1 with special pay of Rs.30 pm.	BPS 4

2. The special pay of Rs.30 p.m. admissible under the existing orders to Quasids and Daftries, shall continue to be admissible to them when placed in selection grade.

[Authority.- Finance Division O.M. No.F.1/56/Imp.II/87, dated 15-12-1987].

Sl. No. 55

Grant of Selection Grade to Assistants in Attached Departments

In continuation of Finance Division's O.M. No. F. 1/7/Imp. II/87, dated the 1st July, 1987 (Sl. Nos. 14 & 51), the President has been pleased to decide that 25% posts of Assistants (B-11) working in the Attached Departments under the Federal Government, shall be placed in Selection Grade B-15 w.e.f. 1st April, 1988.

[Authority.- Finance Division O.M.No.F.1/3/Imp.II/88, dated 25-4-1988].

Sl. No. 56

Grant of Selection Grade to Stenotypists

The President has been pleased to decide that *[33% posts] of Stenotypist (BPS 12) working in Ministries/Divisions and Departments of the Federal Government shall be placed in Selection Grade B-14 w.e.f. 1st April, 1988.

2. Selection Grade shall be allowed strictly on the basis of seniority-cum-fitness.

[Authority.- Finance Division O.M. No. F.1/45/IMP-II/87, dated 25-4-1988].

Sl. No. 57

Assistant-in-Charge in Attached Departments to be in BPS 15

In continuation of Finance Division's O.M. No. F. 1/3/IMP.II/88, dated the 25th April, 1988 on the above mentioned subject (Sl. No. 56), the President has been pleased to decide that the post of Assistant-in-Charge in the Attached Departments of the Federal Government shall be placed in B-15, with special allowance of Rs. 100 p.m. with effect from 1st January, 1988.

[Authority.- Finance Division O.M.No.F.1(17)-Imp-II/88, dated 7-8-1988].

* Revised vide Finance Division O.M. No.1(45)Imp.II/87, dated 17-3-1991.

Sl. No. 58

Grant of Selection Grade to Stenographers

33% posts of Stenographers shall be placed in Selection Grade (BPS 16).

[Authority.- Finance Division O.M. No.1(45)Imp-II/87, dated 17-3-1991].

Sl. No. 59

Grant of Senior Scale to Quasid and Daftry Without Special Pay

Reference Finance Division's O.M. No. 1/56/IMP-II/87, dated the 15th December, 1987 (Sl. No. 54). The President has been pleased to decide that the posts of Quasid and Daftry under the Federal Ministries/Divisions/Departments shall be upgraded from BPS 1 to BPS 2, without any special pay.

2. The special pay of Rs. 30 p.m. presently admissible to Quasids and Daftries shall cease to be admissible forthwith. It will, however, be counted as part of basic pay for purposes of fixation of pay in BPS 2.

3. The above orders shall be effective from the 1st August, 1988.

[Authority.- Finance Division O.M. No. F.1/56/IMP-II/87, dated 8-8-1988].

Sl. No. 60

Selection Grade for Diploma Engineers

Consequent on placing of 33% posts of Diploma Engineers in the Federal Government in BPS 16 vide Finance Division O.M. No. F.1(2)/R.I/91-D.1006 dated 25.8.1991, the following clarifications are made to settle the issue in the Federal Government:-

- (i) The benefit is applicable in all the Federal Government Ministries/Divisions/Departments including Pakistan Railways where the post of Diploma Engineer exists carrying prescribed qualification i.e. Matriculate plus 3 years' diploma from a recognized institutions.
- (ii) The Diploma Engineers were granted Selection Grade (BPS 16) upto 25% of posts vide Finance Division O.M. No. F.1(24) NG. Imp.II/75-Dy. No.105/76 dated 19.2.76. With the O.M. of 25.8.1991 referred to above, the percentage of Selection Grade (BPS) of the posts of Diploma Engineers has only been enhanced from 25% to 33%.
- (iii) Since this is not a new benefit, the same terms and conditions already in force prior to the present enhancement of percentage will remain applicable as such, except the increase in percentage w.e.f. 25.8.1991.
- (iv) The Provincial Governments may, if consider necessary, adopt the benefit for their Diploma Engineers on the same terms and conditions.

2. The terms and conditions applicable on the Selection Grade allowed to 25% of the posts (which has been raised to 33%) are re-produced below for convenience:-

- (a) Only regular posts of Diploma Engineers have to be taken into account for the purpose of calculating 25% posts in BPS 16. The regular posts mean both permanent and temporary posts. Temporary posts which have been sanctioned for a period of not less than one year or there is a reason to believe that they will not terminate within a period of three years or more will be taken into account for this purpose excluding temporary posts sanctioned for temporary jobs such as for execution of projects.
- (b) 25% is to be calculated on the basis of total permanent and temporary posts (sanctioned on regular basis) of Diploma Engineers in BPS 11 to 15. However where a certain percentage of Diploma Engineers in BPS 11 are reserved for unqualified promotees, the number of such posts may be excluded for the purpose of calculation of number of posts in BPS 16. The unqualified promotees to BPS 11 could, however, be considered for promotion to BPS 16 in accordance with the service rules of the department concerned and subject to 10 years service and passing the prescribed departmental examination.
- (c) The initial date of effect in such cases will be from the date of issue of this Division O.M. No. F.1(1) NG-Imp.II/76, dated the 19th February, 1976.

[Authority.- Finance Division O.M. No.F.1(2)/R-I/91-Pt., dated 18-1-1992].

Sl. No. 61

Grant of Selection Grade to the Accountants

From 1.6.1991 onwards, the Accountants in BPS 16 in the Audit and Accounts Departments shall be allowed 33% Selection Grade in BPS 17.

[Authority.- Finance Division O.M. No.F.1(12)-Imp.II/91, dated 19-8-1991].

[Clarification.- It is clarified that the facility of Selection Grade has been allowed only to Accountants who are serving in Audit and Accounts Departments under the administrative control of Auditor General of Pakistan].

[Authority.- Finance Division O.M. No. F.1(26)Imp./91, dated 07-8-1993].

Sl. No. 62

Grant of Selection Grade(BPS 17) to the Superintendents (BPS 16) of the Attached Departments

It has been decided to allow Selection Grade BPS 17 @ 33% of the posts to the Superintendents (BPS 16) working in the Attached Departments of Federal Government with immediate effect.

[Authority.- Finance Division O.M. No.F.3(10)-Imp./94, dated 18-5-1994].

Sl. No. 63

Award of Selection Grade in Different Cadres

The following conditions for grant of Selection Grade/Senior Scale are proposed by Establishment Division:-

- (a) Selection Grade may be granted on the basis of seniority-cum-fitness.
- (b) The official to whom Selection Grade is proposed to be granted must have successfully completed his probationary period and must possess the following length of service in his existing Pay Scale:-
- | | | |
|------|---|--|
| (i) | For grant of Selection Grade in BPS 18 and above. | As prescribed for promotion to these Pay Scales. |
| (ii) | For grant of Selection Grade in BPS 17 and below. | Three years service in the existing Pay Scales. |

[Authority.- Finance Division O.M. No. F.1(39)Imp./95, dated 30-6-1996].

VII. SPECIAL PAY

Sl. No. 64

Revision of the Rates of Special Pays Admissible to Civil Servants Below BPS 16

It has been decided to raise the rate of special pays at present admissible under this Division's O.M. No. Py. NG 1(7)- Imp/63 dated 3rd April, 1963 with effect from 1st February, 1979 as follows:-

Rates of special pay admissible at present	Revised rates of special pay
Rs. 15 p.m.	Rs. 20 p.m.
Rs. 20 p.m.	Rs. 25 p.m.
Rs. 25 p.m.	Rs. 30 p.m.
Rs. 30 p.m.	Rs. 35 p.m.

2. It has also been decided that the special pay of Rs.10 p.m. sanctioned to Jamadars attached to Ministers/Secretaries/ Additional Secretaries in the Federal Secretariat vide this Division's O.M. F. 4 (8)/RI/74, dated 17th May, 1974 and to Dataries vide this Division's O.M. No. 26 (10)-RI/72-1108, dated 6th January, 1976 shall also be enhanced to Rs. 20 p.m. with effect from the same date.

[Authority.- Finance Division O.M. No. 1011-R4/79-F.4(43) RI/78, dated 19-5-1979].

Sl. No. 65

Increase in Special Pay

Reference Finance Division's O.M. No.1011-R.4/79-F. 4(43)-RI/78, dated the 19th May, 1979 (Sl. No. 64). It has also been decided that the special pay of Rs. 35 p.m. sanctioned to any civil servant shall be raised to Rs.45 pm w.e.f 1st February, 1979 or from the date of its actual grant to a civil servant, whichever is later.

[Authority.- Finance Division O.M. No. F. 4(43)-RI/78, dated 7-10-1979].

Sl. No. 66

Revision of Rates of Special Pays Admissible to Quasids and Daftries in the Federal Government

The President has been pleased to decide that the special pay of Rs. 20 sanctioned to Quasids attached to Ministers/ Secretaries/Additional Secretaries in the Federal Secretariat and the Daftries in the Federal Government *vide* Finance Division O.M. No.1011-R.4/79, F-4(43)-R.1/78 dated 19th May, 1979 (Sl. No. 64) shall be enhanced to Rs.30 per month with effect from 1st July, 1986.

[Authority.- Finance Division O.M.No.F.3(4)-R.1/86, dated 1-7-1986].

Sl. No. 67

Grant of Special Pay to Lift Operators in Federal Government

The President has been pleased to decide that Lift Operators in the Federal Government will be allowed a special pay of Rs. 35 p.m. in addition to their pay in the Basic Pay Scale applicable to them.

2. These orders will take effect from 01-07-1986.

[Authority.- Finance Division O.M. No. F.3(3)-R.1/86, dated 1-7-1986].

Sl. No. 68

Enhancement of Special Pay Admissible to an Officer Appointed to Hold Current Charge of a Higher Post

Under the existing orders, an officer appointed to hold current charge of a higher post in addition to the duties of his own post, is allowed in terms of F.R. 35 and proviso to section 17 of Civil Servants Act, 1973^{*}, pay of his own post plus special pay equal to 10% of his pay. The position has been reviewed and in order to afford sufficient compensation to a person performing duties of higher post carrying higher responsibilities, it has been decided, with the approval of the competent authority, that in case of current charge appointments to higher posts, special pay shall be admissible at the rate of 20% of pay subject to a maximum of ^{**}[Rs.1100 p.m with immediate effect].

2. However, it is emphasized that the current charge arrangements should be made with the approval of the competent authority strictly in accordance with the orders contained in the Establishment Division's O.M. No. 1/21/76-AR.1/R.II, dated 18th June, 1980 (Sl. No. 121 of Chapter-II).

[Authority.- Finance Division O.M. No.F.2(9)-R.3/85, dated 15-3-1987].

Sl. No. 69

Pay Admissible to Private Secretaries to the Federal Ministers and Ministers of State

In supersession of the Cabinet Division's O.M. No. 112/2/80-Min.I, dated 10th November, 1980 and No. 112/18/ 81-Min.I, dated 13th March, 1982, on the

^{*} Chapter 1, Sl. No. 2, Vol.1.

^{**} Revised *vide* Finance Division OM No. 2(2)-R.3/92, dated 23-4-1992. Now this is admissible at the rate of 20% of pay, subject to the maximum of Rs. 6000/- p.m. See Sl. No. 7, para 10 (vi).

above subject, it is stated that the Federal Ministers and Ministers of State shall appoint their Private Secretaries from the normal source (not from outside), provided it does not involve out of turn/accelerated promotion for the Private Secretary, as follows:-

Federal Ministers

An officer in BPS 16/17/18 or a Deputy Secretary in his own pay and allowances with a special pay of *[Rs.375] per month.

Ministers of State

An officer in BPS 16/17/18 in his own pay and allowances with a special pay of Rs.250 p.m. or a government servant in lower pay scale in his own pay and allowances with a special pay of Rs.200 p.m.

2. Finance Division's O.M. No. F.1(I)-Imp/83, dated the 18th August, 1983** and No. F. 26(1) R-I/80 (ii), dated 30th June, 1981 and No. F.1(I)-Imp/83-Pt (iii), dated 15th September, 1983 are modified to the above extent in respect of rates of special pay admissible to the Private Secretaries to the Ministers.

3. This issues with the concurrence of Establishment and the Finance Divisions conveyed vide their O.M.No.12/1/88- OMG-I, dated 7th April, 1988 and No.F.2(55) R.3/88-615, dated 1-8-1988, respectively.

[Authority.- Cabinet Division O.M. No.112/6/87-Min.I, dated 20-11-1988].

Sl. No. 70

Grant of Special Pay to the Officials for Operating Photostat/Fax Machine

The special pay admissible to the LDCs/UDCs/Assistants/Stenotypists/Stenographers for operating Fax Machines/Photocopiers/Computers stands discontinued with the inclusion of this work in their job description, vide Establishment Division's O.M. No. 6/1/96-R.6 dated 9.3.1998.

2. As the Establishment O.M. under reference is silent about the ministerial staff below BPS 5 (Naib Quasids/Quasids/Daftaries etc.), operating the above mentioned equipment and the manually operated duplicating machine etc., it is, hereby, clarified as under: -

- (i) The ministerial staff below BPS 5 already drawing special pay of Rs. 40/- p.m. (with the approval of Finance Division) for handling the manually operated duplicating machines shall continue to draw the said special pay till the completion of the current financial year (1999-2000), and that, too, in case of non-availability of a photocopier in the office concerned. The Special Pay for operating Fax Machines/Photocopiers/Computer shall stand discontinued w.e.f. 1.7.2000.
- (ii) No provision of special pay for handling the manually operated duplicating machines shall be made in the establishment charges of subsequent financial years.

* Revised vide Finance Division's O.M.No.F.1 (12)-Imp.II/91, dated 19-8-1991.

** Sl. No. 15.

- (iii) The ministerial staff below BPS 5 shall not be engaged/paid for operating the Fax/Photocopier/Computer.

3. The decision contained in the Establishment Division's O.M. dated 9.3.1998 may please be observed at the time of advertisement/recruitment of the posts mentioned therein.

[Authority: Finance Division (Regulations Wing) O.M. No. F.3(6)-R.1/97, dated 15th January, 2000]

Sl. No. 71

Grant of Special Pay @ 20% of Basic Pay to All Federal Secretaries

The President has been pleased to sanction, with effect from 01.07.2006 and until further orders, Special Pay @20% of basic pay per month to all Federal Secretaries.

- 2. The amount of special pay:
 - (i) will be admissible to the incumbents appointed/posted as Federal Secretary in BPS 22.
 - (ii) will be admissible on basic pay being drawn or on the maximum of Basic Pay Scale-22, whichever is less.
 - (iii) will be treated as part of emoluments for the purpose of calculation of Pension/Gratuity* and recovery of House Rent.
 - (iv) will be admissible during leave and entire period of LPR except during extraordinary leave.
 - (v) will not be admissible to the officers during the tenure of their posting/deputation abroad but will be admissible to entitled officers on their repatriation and appointment/posting as Federal Secretary at the rate and amount which would have been admissible to them had they not been posted abroad.
 - (vi) will not be admissible to those posted as Additional/Joint Secretary Incharge of the Ministry/Division or those appointed on acting charge basis.
 - (vii) will not be admissible for more than one post.

[Authority: Finance Division (Regulation Wing)'s O.M. No. F.1(5)R-4/95, dated 31st July, 2006]

* Commutation.

Sl. No. 72

Grant of Special Pay @ 20% of Basic Pay and Provision of Driver or an Orderly to the Federal Secretaries After Retirement

Reference Establishment Division's two Office Memoranda No. F.1(5)R-4/95, dated 31st July, 2006 (Sl. Nos. 71 and 118) regarding the subject. A number of queries have been received in Finance Division from various quarters seeking the 'modus operandi' of the provisions and their admissibility. All the issues raised in these queries have been examined in consultation with the Establishment Division, and the following clarifications are made for guidance: -

<u>Sr. No.</u> (1)	<u>Queries</u> (2)	<u>Clarifications</u> (3)
(i)	What will be the mode to regulate the provision of a Driver / Orderly?	The provision will be regulated by making contract employment in terms of the policy prescribed by the Establishment Division. On retirement, the entitled Federal Secretary will himself engage a Driver or an Orderly and will intimate the particulars to Establishment Division for formal appointment etc.,
(ii)	Whether the expenditure on account of the provision of a Driver / Orderly is to be met from within the sanctioned budget of the Ministries / Divisions.	The Driver or an Orderly will be borne on the pay roll of Establishment Division and the expenditure on account of their salaries etc. will be met from a budget provision in their demand for the purpose.
(iii)	What course of action should be taken if the officer gives an option for the financial benefit in lieu of a Driver or an Orderly?	No Such option is available in the policy. Therefore, there is no benefit of cash compensation in lieu of a Driver/or an Orderly.
(iv)	Whether the overtime allowance to the drivers will be given or not.	Since the Driver or an Orderly will be appointed on contract and no office timings are involved, the overtime allowance will not be admissible.
(v)	Whether the benefit of an Orderly will be in addition to the special additional pension in lieu of Orderly Allowance currently admissible to the retired Federal Secretaries.	Yes. The provision of a Driver or an Orderly is an additional benefit.
(vi)	Whether the expenditure on Special Pay is to be met from the budget of the Ministry/ Division on whose pay roll the beneficiary is borne.	Yes. The Special Pay is a part of pay and allowances of the entitled officers. Therefore, the expenditure on this account is to be met from the budget of the Ministry/Division concerned on whose pay roll the entitled officers are borne.

- (vii) Whether the following categories of officers would be entitled to the benefit of 20% Special Pay:-
- | | |
|--|---|
| <p>(a) A Federal Secretary (BPS 22) presently working as head of an autonomous organization or posted with the Provincial Government.</p> | <p>(a) The payment of Special Pay is specified to those officers who hold the post or discharge responsibilities as a Federal Secretary under the Federal Government. It would cease when an individual is not discharging those functions.</p> |
| <p>(b) A Federal Secretary (BPS 22) posted as OSD.</p> | <p>(b) No. This payment is specific to those officers who hold the post and discharge responsibilities as a Federal Secretary. It would, therefore, not be admissible to those officers so long as they remain posted as OSD.</p> |
| <p>(c) Principal Secretary in BPS 22 to the President/Prime Minister/Special Secretary (BPS 22) performing the functions of a Federal Secretary.</p> | <p>(c) Yes, The incumbents of these posts are entitled to the said benefit.</p> |

2. The instructions contained in Establishment Division's O.M. No. F.1(5)R-4/95, dated 31st July, 2006 (Sl. No. 71) and OM No. F.1(5)R-4/95, dated 31st July, 2006 (Sl. No. 118) may be treated to have been amended to the extent indicated above.

[Authority: Finance Division (Regulation Wing)'s O.M. No. F.1(5)R-4/95, dated 7th February, 2007]

VIII. MOVE-OVER

Sl. No. 73

Move-Over to Employees of the Federal Government Corporations/ Autonomous Organizations

Procedure for fixation of pay where a civil servant is allowed to move over to a higher NPS under the NPS Scheme.- The relevant provisions in the Fundamental Rules have, in the past, been interpreted differently in the matter of fixation of initial pay in the higher scales in the cases of the category referred to above. In a number of those cases, the civil servant concerned has been treated as entitled, under F.R. 22 (a) (i), to the stage in the higher scale next above his last pay in the lower scale, while in others, initial pay in the higher scale equal to the last pay in the lower scale has been allowed under F. R. 22 (a) (ii).

2. It has been decided that, in cases of fixation of pay governed by the Fundamental Rules, irrespective of any provisions to the contrary in those Rules, where a civil servant is not transferred from one post to another but is transferred

from a lower to a higher scale, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of the transfer to the higher scale. This decision will come into force with effect from 1st March, 1972 and would not apply to cases which had been settled before that date.

[Authority.- Finance Div. O.M. No. D.438-R 4/75,F.2(31) RI/75, dated 18-6-1975].

Sl. No. 74

Appointment of an Official to a Post Carrying That Very Higher NPS to Which He Had Moved Over Earlier

In connection with the general orders issued in Finance Division's O.M. No. F.(2)/NG-Imp. I/72, dated 27th December, 1972 on the above subject, a case of the following nature has come to notice. If the holder of a post of Time-Scale Clerk in the Pakistan Post Office Department having remained for some time at the maximum of the NPS No. 7 of that post viz. Rs. 370 is transferred, under the above general orders, to the next higher NPS No. 8 without having been promoted to a higher post, he would be entitled, under this Division's O.M. No.D.438-R4/75, F.2(31)-RI/ 75, dated 18-6-75, to initial pay of Rs. 380 in NPS No. 8. If soon thereafter he was to be promoted to the next higher post of L.S.G. Clerk carrying NPS No. 8, his initial pay in the latter post would not be higher than Rs. 380 vide F.R. 22(a) (ii) read with F.R. 30 (2).If, however, the same government servant had been promoted to the higher post of L.S.G. Clerk right from the maximum of NPS No. 7 of the lower post of Time Scale Clerk, he would have been entitled, under Clause (I) of Part I of the Scheme of National Scales, to initial pay of Rs. 395 in NPS No. 8.

2. It has been decided that, in case of the category prescribed in the preceding para, the initial pay of the government servant on promotion to the higher post as fixed under the ordinary rules, will, where necessary, be enhanced by a stage so that it will not be lower than the initial pay that would have been admissible to him if he had been promoted to the above higher post from the maximum of the National Pay Scales of the lower post in question without having first been transferred to the next higher National Pay Scales under this Division's Office Memorandum dated 27-12-1972 referred to in para 1 above. This decision will take effect from 1st March, 1972.

[Authority.- Finance Division O.M. No.435/75/F. 2(33)/ 75-RI, dated 11-7-1975].

Sl. No. 75

Pay Fixation on Move-Over, Promotion and Appointment

Where a government servant drawing pay upto BPS 18 has moved over to a higher basic pay scale, and his pay fixed according to the prescribed procedure and then later on he is promoted to that Basic Pay Scale, his pay will be enhanced by one stage.

2. Where a civil servant is not appointed from one post to another, but only change of scale is involved, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of transfer to the

higher scale. The case of upgradation of posts, appointment to Selection Grade posts other than Section Officers and move-over from a lower to higher basic pay scale will be governed by these orders.

[Authority.- Ministry of Finance O.M. No.893-R3/81, dated 24-10-1981].

Sl. No. 76

Mover-Over

The President has been pleased to decide that the concession of move-over to the next higher pay scales (without having to wait at the maximum of a pay-scale for three years) may be allowed to all civil employees of the Federal Government in BPS 16 to 19 from 1st December of the year following the year in which they become so entitled, after reaching the maximum of respective pay scale, subject to the following provisions:-

(1) The cases of move-over of employees from BPS 16 to 17 and from BPS 17 to 18 would be scrutinized and recommended by the Move-Over Committee constituted as follows:-

(i) Ministries/Divisions

- | | | |
|-----|--|----------|
| (a) | Additional Secretary or Joint Secretary (if there be no Additional Secretary). | Chairman |
| (b) | Joint Secretary/ Deputy Secretary of the Administrative Ministry/Division. | Member |
| (c) | *Respective Deputy Financial Adviser (DFA). | Member |

(ii) Attached Departments/ Subordinate Offices

- | | | |
|-----|---|----------|
| (a) | Additional Secretary or Joint Secretary of the Administrative Ministry/Division. | Chairman |
| (b) | An officer of the Department holding post in BPS 20 or at least in BPS 19, if there be no officer in BPS 20 (in respect of cases of attached department). | Member |
| | or | |
| | Head of the Subordinate Office concerned (in respect of cases of Subordinate Offices). | Member |

* Subs. vide Finance Division's O.M. No. 10(2)R.3/2000, dated 3-5-2000.

- [(c) *Respective Financial Adviser (FA) (in case of move-over from BPS 18 to BPS 19 and from BPS 19 to BPS 20) / Deputy Financial Adviser (DFA) (in case of move-over from BPS 16 to BPS 17 and from BPS 17 to BPS 18) of the Finance Division] Member
- (i) The cases would then be processed by the Establishment Division to obtain approval of the competent authority.
- (ii) For move-over to BPS 18 the employees should have completed at least five years of service in BPS 17. Service rendered in pay scales below BPS 17 will be computed according to the existing formula.
- (iii) For move-over to BPS 17 and 18, the employee should have earned from average to good reports without any adverse entry during the last five years, inclusive of the year of move-over.
- **[(iv) The cases of move-over of employees from BPS 18 to 19 and from BPS 19 to 20 will be scrutinized and recommended by a Selection Committee consisting of Secretary of the administrative Ministry concerned and a representative each of Establishment and Finance Divisions not below the rank of Joint Secretary. However, in case of Establishment Division, the Selection Committee may be headed by an Additional Secretary. The cases would then be processed by the Establishment Division to obtain the approval of the competent authority].
- (v) The eligibility of the employees for move-over to BPS 19 to 20 would be subject to their having completed the length of service of 12 and 17 years respectively in BPS 17 and above. Service rendered in scales below BPS 17 will be computed according to the existing formula.
- (vi) For move-over to BPS 19, the employee should have earned generally good reports and for move-over to BPS 20, at least good or higher reports without any adverse entry during the last five years, inclusive of the year of move-over.
- (vii) In case an employee fails to fulfil the condition prescribed in (iii) or (vi) above, as the case may be, he shall wait at the maximum of the pay scale till he has earned in succession the requisite number of reports of the required standard without adverse entry, and his move-over shall take effect from 1st December of the year in which last such report is earned.
- (viii) The move-over shall not be construed to be a promotion to the post of higher Basic Pay Scale, but the higher pay scale will be treated to be an extension of the existing Basic Pay Scale of the post held by the employee. Therefore, the incident of move-over shall not be notified.

* Subs. *vide* Finance Division's O.M. F.10(2)R.3/2000, dated 3-5-2000.

** Subs. *Vide* Finance Division OM No. 9(2)R-3/93, dated 13-3-1993.

- (ix) * [The pay of employees who are allowed the move-over shall be fixed at the stage next above their existing pay in the lower scale. No pre-mature increment will be admissible. However, in case of officers who have moved-over from BPS 19 to BPS 20 and are subsequently promoted on regular basis, they will continue to draw the salary at the same stage, until such time the next increment becomes due in the Basic Pay Scale (BPS 20) under the normal rules].
- (x) In case of move-over to BPS 20, no Entertainment Allowance, Senior Post Allowance, Residence Orderly/Orderly Allowance or any other fringe benefits shall be admissible to the employees.
- **[(xi) The employee allowed to move-over shall not be entitled to any change in rental ceiling. The house rent allowance, which is calculated with reference to the minimum of the relevant basic pay scale shall be *** payable on the basis of the scale in which the employee originally belongs].
- (xii) The employees shall not be allowed two successive move-overs. However, if an employee having moved over to a particular scale, is subsequently promoted to a post carrying the same scale, he may again become eligible for further move-over.
- @[(xiii) Those who become eligible for move-over during the currency of a calendar year either because of the grant of selection grade, grant of advance increments, re-fixation of pay or promotion etc. shall be allowed move-over from 1st of the month of December which follows immediately thereafter, provided that other conditions on the subject are fulfilled].

2. The above decision would be effective from 1st December, 1985 i.e. all those employees who reached the maximum of pay scale 16 to 19 on or before 1st December, 1984 would be eligible to be considered for move over to the next scale w.e.f. 1st December, 1985 (except employees of technical and professional categories who are already eligible for Move-Over from an earlier date).

3. The guidelines for the scrutiny of the cases of move-over by the Selection Committee/Move-over Committees are contained in the **Annex** to this Office Memorandum.

4. This O.M. and the annexed guidelines are issued with the concurrence of the Establishment Division.

5. This Division's O.M. No. F. 1(63)-R. 3/85 (ii) dated 2-9-1985 may be treated to have been superseded by this O. M. However, the cases in which move-over has already been allowed will not be reviewed in the light of (**Annex**) guidelines.

[**Authority.** - Finance Division O.M. No.F.1(82)R-3/85, dated 1-1-1986].

* Subs. *Vide* Finance Division OM No. F.1(7)-R.3/85, dated 01-8-1994.

** Subs. *vide* Finance Division O.M.No. F.2 (7)Imp.1/88, dated 07-4-1988.

*** Deleted *vide* Finance Division's O.M. No. F.9(30)R-3/93-630, dated 2-6-1997.

® Added *vide* Finance Division O.M. No.F.9(14)R.3/93-Vol-II, dated 19-5-1994.

(ANNEX)

(See Sl. No. 76, para 5)

SUBJECT:- Guidelines for considering cases of move-over of employees in BPS 16 to BPS 19.

The following are the guidelines for processing the cases of move-over.

2. Cases of move-over of employees in BPS 18 and 19 shall be scrutinized and recommended by a Selection Committee comprising the Secretary of the administrative Ministry concerned [or in the case of Attached Department, the Head of the Department if he is drawing pay in BPS 22] and a representative each of the Establishment and Finance Divisions not below the rank of Joint Secretary. The Ministries and Divisions shall prepare a working paper for the Selection Committee embodying the particulars of each officer as per **proforma**** enclosed with these guidelines.

3. Cases of move-over of employees in BPS 16 and 17 will be scrutinized by the Move-over Committee concerned and will be approved by the competent authority. The proforma referred to in para 2 above will also be used in this case.

4. While considering an employee for move-over, the Selection Committee/ Move-over Committee should briefly indicate the grounds for their recommendation. If a case is postponed, the exact ground for postponement *vide* para 7 of the guidelines should always be specified. The Ministries/Divisions and Departments should ensure that when the reason for which the case was postponed ceases to exit, the case is placed before the Selection Committee/Move-over Committee as early as possible.

Criteria for Move-Over

5. An employee must fulfil the following requirements for move-over to pay-scales 17,18, 19 and 20, as the case may be:

- (i) He should be a regular member of the service, cadre or post concerned and should have completed the following length of service to a post in the pay-scale in which he is to move-over:

BPS 18	-	5 years
BPS 19	-	12 years
BPS 20	-	17 years

- ***[(ii) If the period in the existing post/scale is less than five years, the reports of the previous post may be included to complete the

* Ins. *vide* Finance Division O.M. No. F. 1(82)-R. 3/83, dated 5-10-1986.

** Proforma given below w.r.to para 2 of Annex to Sl. No. 76.

*** Subs. *vide* Finance Division OM No. F.7(1)Imp.1/90-Vol.I, dated 29-8-1990.

requisite number of reports for the last five years. In case of the persons directly recruited, the previous instructions on the subject matter will continue].

- (iii) No penalty under the relevant rules was imposed on him during the last five years.
- (iv) He has not reached his present pay-scale by move-over.

6. Subject to fulfilment of the conditions mentioned in the preceding paragraphs, move-over would be admissible from 1st December of the year following the year in which he reached the maximum of his basic pay scale.

7. The Selection Committee/Move-Over Committee may postpone consideration of a case:-

- (i) If the officer is on long leave or is under suspension, or disciplinary action is pending against him* or
- (ii) his CR dossier is incomplete or some other information is wanting.

8. If a case was postponed and the employee concerned is subsequently allowed move-over, this will be allowed with immediate effect in cases covered under para 7(i) above and the qualifying period from the date the move-over was due to the actual date of move-over shall count towards increments in fixation of pay. If the case was postponed under para 7(ii) above, move-over shall be allowed from the date the move-over was due.

PROFORMA

(See para 2 of Annex to Sl. No. 76)

GOVERNMENT OF PAKISTAN
MINISTRY _____

Division/Department/Office _____

Particulars of the Officers for Selection Committee/Move-over Committee

Name.....Post held.....
Date of Birth.....
Basic Pay Scale (Number and scale).....
Present Pay Rs.....

- 1. (i) Date of first appointment in government service on regular basis and method of appointment.
- (ii) Post and scale of pay in which appointment was made.
- 2. Date of appointment in the present post on regular basis and method of appointment.

* Deleted *vide* Finance Division's O.M. No. F.9(30)R.3/93-630 dated 2-6-1997.

3. State how the officer has reached his present pay-scale (i.e. by move-over or by appointment/ promotion).
4. (i) Date of reaching the maximum of the pay scale.
(ii) Date from which move-over to the next scale is admissible.
5. Seniority position in the cadre (extract of seniority list to be appended).
6. If the officer is on long leave of six months or more, leave preparatory to retirement, deputation abroad or on posting abroad, indicate the nature of absence, the commencing date and the date of its expiry.
7. Whether there is a post in higher scale in the service, cadre or group reserved for promotion. If so-
 - (i) its designation & scale.
 - (ii) number of vacancies available on the 1st December on which move-over is due.
 - (iii) whether the government servant is eligible for promotion according to the conditions laid down in the recruitment rules/promotion policy.
8. Total length of service in pay scale 17 and above possessed by the officer on the 1st December of the year on which move-over is due (actual calculations should be appended).
9. Analysis of confidential reports for the last 5 years.

Year	Overall Work	*Output Quality	* Integrity		Fitness for Promotion
			Moral...	General...Intellectual	
_____	_____	_____	_____	_____	_____

10. Adverse entries (if any) during the above period. Indicate year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).
11. Whether under suspension. If so, from which date.
12. Whether any disciplinary case is pending against him.
13. Penalties, if any, imposed during the last 5 years.

Signature.....

Designation.....

(To be signed by a senior officer)

Sl. No. 77

Clarifications Regarding Move-Over

Reference Finance Division's O.M. No. F. 1(82)-R. 3/85, dated 1st January, 1986 (Sl. No. 76). It is stated that references have been received in Finance Division seeking clarifications regarding processing of move-over cases which have been considered in consultation with the Establishment Division. In order to ensure expeditious finalization of move-over cases, it has been decided that:

- (i) All cases of move-over of officers upto BPS 20, irrespective of the Services/Groups to which they belong, would be processed by the Ministries/ Divisions/Departments where the employees are working. The confidential record of the officer, if not available, may be obtained from the Ministries/Divisions concerned administering the Service/ Cadre/Group;
- (ii) The cases of government servants who are posted in or are on deputation to corporations/autonomous bodies would be processed by the parent government/departments*, after which they will be allowed to move-over to the next pay scale.
- (iii) Cases of move-over from BPS 16 to BPS 17 and BPS 17 to BPS 18 may be approved by the Secretaries of the administrative Ministries/ Divisions on the recommendations of the Move-Over Committee. They will not be referred to the Establishment Division for obtaining approval of the competent authority.
- (iv) Cases of move-over from BPS 18 to BPS 19 and BPS 19 to BPS 20 after being processed by the Selection Committee, would be referred to the Establishment Division for obtaining approval of Establishment Secretary who has been designated as competent authority to allow move-over in these cases.

[Authority.- Finance Division O.M. No. F.1(82)-R.3/85, dated 19-2-1986].

Sl. No. 78

Clarification Regarding Stay of One Year at Maximum of Scale for Move-Over

Reference Finance Division's O.M. No. F. 1(82)-R. 3/85, dated 1st January, 1986 (Sl. No. 76). It is stated that various Ministries/Divisions have approached Finance Division that all those Federal Government employees (in BPS 16-19) who reached the maximum of their pay scale on 1st December, 1986 may be allowed move-over to the next higher scale w.e.f. 1st December, 1987.

2. The matter has been examined in this Division. According to the instructions issued *vide* Finance Division O.M. referred to above, every employee is required to stay at the maximum of his scale for one year to be eligible for move-over to the next higher scale. The employees who reached the maximum of their scale on 1st December, 1986 did not stay at the maximum for one year due to the revision of the scales w.e.f. 1st July, 1987. Since such employees reached the

* *Note.-* Parent governments/departments mean the administrative Ministries and Divisions of the Federal Government and Departments of Provincial Governments which control the autonomous bodies/corporations concerned etc. (Clarified *vide* Finance Division O.M.No.F.1(82) R-3/85 dated 5-11-1986).

maximum of their scale (Revised) on 1st December, 1987, they would be eligible for move-over to the next higher scale w.e.f. 1st December, 1988, instead of 1st December, 1987.

3. The above instructions will also be applicable to employees of those corporations and autonomous organizations which are otherwise covered under the move-over policy vide this Division's O.M. No. F. 1(l)R.3/86, dated 27th February, 1986.

[Authority.- Finance Division O.M.No. F. 7(l)-Imp.I/88, dated 28-3-1988] .

Sl. No. 79

Fitness for Promotion and Move-Over

Enquiries have been received, from the Ministries/ Divisions/Departments requesting the Finance Division to clarify if the remarks "Not yet fit for promotion" entered in the ACR** of a government servant has any bearing with the grant of move-over and to be counted as adverse remarks.

2. The matter has been examined in Finance Division as well as by the Establishment Division and it has been decided that since the entry in the ACR "Not yet fit for promotion" relates to promotion, the above entry may not be taken into account while allowing move-over to a government servant, subject to fulfillment of the other conditions prescribed in the O.M. No.F.1(82)-R.3/85 dated 1st January, 1986 (Sl. No. 76) issued by this Division.

[Authority.- Finance Division O.M. No.F.7(6)-Imp.I/89, dated 12-12-1989].

Sl. No. 80

Fixation of Pay of Government Servants Concerned on Their Promotion to Higher Posts Carrying Pay Scales to Which They Have Already Reached by Move-Over

In accordance with Finance Division's O.M. No.D.435-R.I,F.2(33)/75-R.I, dated the 14th July, 1975, the benefit of next stage equal to one increment in fixation of pay was admissible to such a government servant who is promoted to a higher post carrying pay scale to which he had moved-over earlier.

2. It has now been decided in consultation with the Auditor General of Pakistan that a government servant, who is promoted to a higher post carrying pay scale, to which he has already reached by way of move-over, will also be entitled to the benefit of a premature increment i.e. next stage plus one premature increment over the stage which he had reached by way of move-over but not beyond the maximum of the scale of the higher post to which he has been promoted.

3. These orders would be effective from 1-12-1984***, but no arrears would be allowed on account of this re-fixation of pay prior to 1-1-1990. Cases decided prior to [1-12-1984] by allowing next stage under this Division's O.M. dated 14-7-1975 quoted above shall not be reopened.

[Authority.- Finance Division O.M. No.F.8(1)R.2/88, dated 3-4-1990].

* See revised Orders at Sl. No. 81.

** Annual Confidential Report (ACR) has been renamed as Annual Restricted Report (ARR), see footnote ** on Addendum to Guidelines, Sl. No. 163, Chapter 2, Vol. I.

*** Amended vide Finance Division's O.M. No.F.8(2)R.2/88, dated 2-6-1991.

Sl. No. 81*

Relaxation for Grant of Move-Over Without Arrears

The matter has been re-examined in the Finance Division and the competent authority has decided to allow move-over to the next higher scale w.e.f. 1.12.1987 to all Federal Government employees (BPS 1-19) who had reached the maximum of their basic pay scale on 1.12.1986. However, no arrears would be admissible prior to issue of this Office Memorandum.

2. The above amendment in policy will also be applicable to employees of those corporations and autonomous organizations who are otherwise covered under the move-over policy vide this Division's O.M. No. 1(1)-R.3/86, dated 27.2.1986.

3. The Finance Division's O.M. dated 28.3.1988 (Sl. No. 78) referred to in para 1 above may be treated as amended from the date of issue of this Office Memorandum.

[Authority.- Finance Division O.M. No.F.7(7)-Imp.I/90, dated 29-9-1990].

Sl. No. 82

Grant of Move-Over to Army Officers Inducted in Civil Posts

The commissioned service rendered by an officer in the armed forces prior to induction into the civil post on regular basis under Part-II of Induction Policy**, may be included in the length of service for the purpose of grant of move-over subject to the following conditions:-

- (i) There is no break in service between the previous commissioned service rendered by them in the existing government department. Besides, such commissioned service has also been counted towards fixation of pay in the existing government department.
- (ii) He is not drawing pension against the service rendered in the armed Forces.

[Authority.- Finance Division O.M. No.F.6(12)-R.3/89-Imp.I, dated 31-10-1990].

Sl. No. 83

Ad-Hoc Service – Counting for Length of Service for Move-Over

Enquiries are being received from the Ministries/Divisions as to whether initial ad hoc service followed by regular service in the same scale rendered by a civil servant should be counted to determine the requisite length of service prescribed for move-over to next higher scale.

2. The matter has been considered in the Finance Division in consultation with the Establishment Division. It has been decided that the ad-hoc service in the same scale may be included in the length of service specified in para 2(2) of this Division's O.M. No.1(1)-R.3/86 dated 15-6-1986 subject to condition that there is no

* Revised Sl. No. 78.

** Sl. No. 231, Chapter 2, Vol. I

break in service and this service has been counted towards fixation of pay in the new/existing Federal Government Department with the approval of the competent authority.

[Authority.- Finance Division O.M. No. F.7(4)-Imp.I/88, dated 4-12-1990].

Sl. No. 84

Grant of Arrears on Move-Over

It has been decided to allow arrears of fixation of pay on account of move-over w.e.f. 1-12-1987 to all Federal Government employees.

2. The above decision will also be applicable to the employees of those corporations and autonomous organizations who are otherwise covered under the move-over policy vide Finance Division's O.M. No.F.1(1)-R.3/86, dated 27-2-1986.

[Authority.- Finance Division O.M.No.F.7(7)-Imp.I/90, dated 8-12-1990].

Sl. No. 85

Move-Over – Reconsideration by Committee Not Necessary

References from various quarters have been received in the Finance Division to clarify the position whether the cases of such officers which have already been cleared by the respective Move-Over Committees for allowing move-over w.e.f. 1.12.1988 needs to be placed before these committees for reconsideration in the light of the decision taken by the Finance Division in O.M. dated 29-9-1990 (Sl. No. 81).

2. It has been decided, in consultation with the Establishment Division, that only fresh cases will be required to be placed before the respective move-over committees. The cases already decided by these committees need not be put up for allowing move-over w.e.f. 1.12.1987 instead of 1.12.1988.

[Authority.- Finance Division O.M.No.7(1)-IMP.I/90, dated 27-4-1991].

Sl. No. 86

Minor Penalty of Censure Not Bar For Move-Over

References have been received from different quarters as to whether minor penalty of censure is to be considered as bar in the move-over to next higher scale or otherwise. The matter has been considered in the Finance Division in consultation with Establishment Division and it has been decided that the censure being a minor penalty of lowest order bordering warning, may be ignored while deciding the case of move-over to next higher scale. This issues with the approval of competent authority.

[Authority.- Finance Division O.M. No. F.9(5)-R.3/92, dated 27-10-1992].

Sl. No. 87

Grant of Move-Over to Government Servants in BPS 1 to 15

BPS 1-15 employees are entitled to consecutive and automatic grant of move-over on reaching the maximum of their Pay Scale, subject to the condition that they fulfill other requirements. In their case neither D.P.C. nor Move-Over

Committee has any role to play. However, the grading/standard of their A.C.Rs is to be ensured by the respective administration.

[Authority.- Finance Division O.M. No.F.9(14)R.3/92-587, dated 18-4-1993].

Sl. No. 88

Move-Over and Disciplinary Action

Reference Cabinet Division's u.o. note No.1/3/94-C-IV, dated 20-10-1994, it is clarified that:-

- (1) the consideration of move-over cases in respect of employees in BPS 1-15 may be postponed, if disciplinary action is pending against them; and
- (2) if the employee is exonerated from all the charges, he will get move-over from the due date with all financial benefits; but if he is penalized as a result of the disciplinary action, he will have to wait for the next 4 years for the grant of move-over.

[Authority.- Finance Division O.M. No.F.9(4)-R.3/93-1397, dated 31-10-1994].

Sl. No. 89

Move-Over and Fixation of Pay

It has been decided that cases in which move-over has already been decided, on or before 9th October, 1994, need not be put up again to the Move-Over Committees/Selection Committees for ante-dation, consequent upon the issuance of Finance Division's O.M. No. F.9(9)-R.3, dated 9-10-1994. In such situation, the cases may be decided by re-fixation of pay: provided that there is no violation of the prescribed instructions on the subject including those determining eligibility for grant of move-over.

**[Authority.- Para 2 of Finance Division O.M.No.F.9(7)-R.3/94-Vol.I, dated 14-11-1994].*

Sl. No. 90

Eligibility for Move-Over

Reference Finance Division's O.M. No.F.1(12)Imp/94(i), dated 15.6.1994 (Sl. No. 12). Queries have been received in Finance Division about the eligibility for the grant of move-over to those BPS 17-19 employees, from 1.12.1994, who had reached the maximum of the relevant pay scales on 1.12.1993.

2. This aspect of the revision of pay scales has been examined in Finance Division, in consultation with the Establishment Division, and the view held is that such employees shall be eligible for the grant of move-over from 1.12.1994. However, since their pay will be fixed on 1.6.1994, at the maximum of the relevant pay scale on presumptive basis (without arrears), the grant of move-over from 1.12.1994 will also be presumptive. The financial benefits of move-over in such cases will accrue from 1.6.1995, when their pay will actually be fixed at the maximum of their respective pay scales. No arrears/refund etc. will be admissible on this account. However, such cases will be considered after June, 1995.

[Authority.- Finance Division O.M. No.F.9(14)R.3/95, dated 13-4-1995].

* Cancelled/withdrawn vide Finance Division's O.M. No. F.9(14)R-3/94(Pt) dated 18-04-1995.

Sl. No. 91

Move-Over Policy Instructions

Move-over Policy Instructions.- According to Finance Division's O.M. No.F.1(82)R.3/85, dated 1-1-1986 (Sl. No. 76), the concession of move-over to civil employees of Federal Government in BPS 16 to BPS 19 from 1st December of the year following the year in which they reach the maximum of their pay scales, subject to certain conditions was allowed. Later on, the facility of move-over was allowed during the currency of a calendar year to those government servants who became eligible either because of grant of Selection Grade, advance increments, refixation of pay or promotion *vide* Finance Division's O.M. No.9(14)R.3/93-Vol-II, dated 19-6-1994. This concession was made effective w.e.f. 1-6-1992 and afterwards w.e.f. 1-1-1986 for government servants and w.e.f. 27-2-1986 for employees of corporations, without arrears, *vide* Finance Division's O.M. No.9(9)R-3/93, dated 9-10-1994. This concession was withdrawn by cancelling the relevant orders *vide* Finance Division's O.M. No.F.9(14)R-3/94-Pt, dated 18-4-1995*. However, this facility was kept operative for those government servants to whom move-over had become due between 9th October, 1994 and 18th April, 1995, *vide* Finance Division's O.M. No. F.9(28)R-3/94, dated 13-9-1995 it was clearly mentioned therein that this concession will not be available on or after 18-4-1995. But the Finance Division is still receiving such references contrary to the instructions dated 13-9-1995.

2. To avoid complications and to set the move-over policy back on track, it has been decided to cancel the Finance Division's O.M. No.F.9(28)R-3/94, dated 13-9-1995 with immediate effect. Now the move-over cases of same year pertaining to the period prior to 18-4-1995 would not be entertained and the cases already decided before that date would not be re-opened. Henceforth, an official on reaching the maximum of the relevant pay scale either by promotion or through advance increments or Selection Grade etc. shall be allowed move-over to next higher scale only from 1st of December of the year following the year in which he reaches the maximum of the scale subject to fulfillment of condition of length of service and service record etc.

3. According to policy instructions of 1986, civil employees of the Federal Government were allowed move over to the next higher basic pay scale with effect from 1st December of the year following the year in which they reach the maximum. These instructions were inferred erroneously to imply one year's stay at the maximum before becoming entitled to move over. This is not the case. It is clarified that the term following year, used in the instructions of 1986, in fact, means next calendar year. These instructions therefore, clearly refer to admissibility of move over from 1st of December of the next calendar year. For example, if an officer reaches the maximum of his scale during 2nd December to 31st December, 1997, he will be eligible for move over from 1st December of following (next) year i.e. 1-12-1998. Similarly, if an officer reaches the maximum of his scale on 1-1-1997 he will be entitled for move over on 1-12-1998 (next calendar year).

4. The above clarifications/instructions will also be applicable to all employees of government corporations/ autonomous organizations.

[Authority.- Finance Division O.M. No.F.10(2)R-3/99, dated 7-10-1999].

* Referred to foot note under Sl. No. 89.

IX. PAY FIXATION

Sl. No. 92

Fixation of Pay of Graduate Auditors*

It has been decided that the pay of graduate Auditors in the Pakistan Audit Department and Pakistan Military Accounts Department who had entered service before 1st May, 1977, and were entitled to four premature increments, should be fixed at a stage not lower than Rs. 405 instead of Rs. 391 in the Revised National Pay Scale No. 7.

[Authority.- Finance Division O.M. No. F. 5 (11)-Imp.I/77, dated 14-11-1978].

Sl. No. 93

Pay Fixation of Assistant Incharge

With reference to Establishment Division's O.M. No. 4/4/79-F.II dated the 13th August, 1979, (Sl. No.48) it has been decided, in consultation with the Finance Division, that the pay of Assistant Incharge may be fixed in N.P.S. 15 w.e.f. 1st June, 1979, or the date of their placement in N.P.S. 14 by virtue of their seniority in the grade of Assistant, whichever is later.

[Authority.- Estt. Division O.M. No.4/4/79-F.II, dated 15-5-1980].

Sl. No. 94

Pay Fixation of Assistant Incharge : Fixation on Presumptive Basis and Re-fixation

The Assistants Incharge were made eligible for placement in Senior Scale (NPS-14) with effect from 1st June, 1979, on the basis of their presumptive seniority on the posts of Assistant under Finance Division's O.M. of even number dated the 13th August, 1979 (Sl. No. 48). As a consequence, most of the Assistants Incharge in the Federal Secretariat were placed in NPS-14 and their pay was fixed in that grade with effect from 1st June, 1979. It was, however, decided later on to place Assistants Incharge in NPS-15 under this Division's O.M. of even number dated the 15th May, 1980 (Sl. No. 93).

2. Some of the Ministries/Divisions are facing difficulties in refixing the pay of Assistants Incharge in NPS-15. It is, therefore, clarified, in consultation with the Finance Division, that the pay of the Assistants Incharge, working as such prior to 1st June, 1979, and placed in NPS-14 on the basis of their presumptive seniority on the post of Assistant, will first be fixed on presumptive basis in NPS-14 with effect from 1st June, 1979, and then will be refixed in NPS-15 w.e.f. from the same date.

[Authority.- Estt. Division O.M. No. 4/4/79, F.II, dated 4-9-1980].

Sl. No. 95

Pay Fixation of Officer Promoted to a Post in Higher Pay Scale

In cases where an employee, before reaching the maximum of a basic scale of pay, is promoted to another post on a higher basic scale of pay between 2nd

* See Sl. No. 30.

June and 30th November of a calendar year and his initial pay in the later scale is fixed with reference to his last pay in former scale he may, at his option, get his pay in the higher scale concerned refixed from 1st December, of the above year of promotion with reference to his presumptive pay on that date in his pre-promotion scale, referred to above.

[Authority - Ministry of Finance O.M. No. F.3(2)Gaz. Imp. 1/75, dated 14-10-1975, F.5(2)(4) Imp. 1/78, dated 20-3-1978 and R-2/81 Dy.No.1318/R-2/81, dated 15-12-1981 and No. F.1(49)/R-3(A)/87, dated 18-3-1984].

Sl. No. 96

Mode of Fixation of Pay – Grant of Next Stage Equivalent to One Increment

In order to adopt a uniform mode of fixation of pay where a government servant already drawing pay in a pay scale by virtue of selection grade, or otherwise holding a lower post in the pay scale, is promoted to a higher post falling in the same pay scale, it has been decided to allow next stage equal to one increment in fixation of pay on promotion in such cases.

2. There are also cases where special pay has been attached to one or both the posts involved and has been specifically protected for fixation of pay purposes like that of P.As./Stenographers in the Federal Secretariat. It has been decided to adopt the following mode of fixation of pay for a government servant falling in such cases:-

- (i) If no special pay is attached to the lower post but it is available in the higher post, his pay on promotion would be fixed at the same stage plus special pay of higher post would be allowed;
- (ii) If special pay is attached to the lower post but not the higher post, his pay on promotion would be at next stage after adding pay plus special pay;
- (iii) If special pay is attached to both lower and higher posts and:
 - (a) if the difference in special pay is more than one increment, he would be allowed present pay plus higher special pay;
 - (b) if the difference is less than one increment, he would be allowed next stage plus special pay of higher post.

3. Ministries/Divisions/Departments etc. are accordingly requested to get the cases of fixation of pay involved settled on the above lines with the Audit/Accounts Officers concerned, as already pointed out in the Finance Division's O.M. No. F.1087-R.2/91, dated 02-09-1991. However, to ascertain the relevant degree of importance of the duties and responsibilities the recruitment rules of the post and a declaration on the lines suggested in Audit Instruction (3) below F.R. 30 may be kept in view.

4. These orders would be effective from 01.06.1991. Cases already decided prior to this date shall not be re-opened.

[Authority - Finance Division O.M. No.F.2(8)-R.1(1)/80, dated 17-11-1991].

Sl. No. 97

Pay Fixation and Criteria of Uniform Length of Service

It has come to the notice of Finance Division that while interpreting the eligibility for grant of next stage in cases where the pay of a junior official at particular stage was higher than the senior official, the criteria of uniform length of service has been ignored and next stage to the senior employee allowed by treating it a case of anomaly. It may be clarified that the benefit of next stage in pay fixation in the context of O.M. dated 19-9-1992 would accrue only in cases where the two officials are similarly placed and have equal length of service.

[Authority.- Finance Division O.M. No. F.1(34)-Imp/92-Vol.IV, dated 24-7-1994].

X. OTHER ALLOWANCES

Sl. No. 98

Option for Residence Orderly or Orderly Allowance

It has been decided that, in view of the nature of their duties and responsibilities, officers in Grade^{*} 20 and above may be provided with an Orderly at their residence out of the sanctioned strength of Naib Quasids of the Ministry/Division/Department concerned.

[Authority.- Estt. Division O.M. No. 13/4/77-F.I., dated 30-4-1977].

Sl. No. 99

Senior Post Allowance

The Senior Post Allowance is admissible at the following rates:-

- BPS 20 **Rs. 600 per month
- BPS 21 **Rs. 800 per month
- BPS 22 **R s.1000 per month

2. The Senior Post Allowance is treated as part of pay for the purpose of drawal of leave salary during leave on full pay/half pay including leave preparatory to retirement.

[Authority.- Finance Division O.M.No.F.2(11)Imp.1/77, dated 3-7-1977].

Sl. No. 100

Revision of Livery Rules and Grant of Dress Allowance

It has been decided that Naib Quasids, Daftaries, Record Sorters, D.M.Os^{***}, Chowkidars[@], Sweepers and Sweepresses are not provided with liveries

* BPS

** Revised *vide* Finance Division O.M. No.F.1(12)-Imp-II/91, dated 19-8-1991.

*** Duplicating Machine Operators

@ Guards

in future, but would be given the following "Dress Allowance" in lieu thereof, which is the aggregated cost, per month, presently expended in providing them with liveries:-

		<u>Dress Allowance</u>
(i)	Naib Qasids	*[Rs. 40.00
(ii)	Farashs, Record Sorters, Daftaries, D.M.Os	Rs. 35.00
(iii)	Chowkidars, Sweepers	Rs. 35.00
(iv)	Sweepresses	Rs. 25.00]

2. The "Dress Allowance" at above rates shall be allowed in addition to the existing "washing allowance".

3. The "Dress Allowance" is to be allowed *w.e.f.* 1st October, 1982 and no expenditure on supply of Winter Liveries which becomes due on 1st November, 1982, shall be incurred.

4. (Not reproduced)

5. Ministries/Divisions are requested to bring it to the notice of their respective Attached Departments/Subordinate Offices etc. for similar action.

6. This issues with the approval of the Finance Division *vide* their u.o. note No. 3(13)-R. 12/82, dated 1st September, 1982 and 15th September, 1982.

[Authority.- Estt. Division O.M. No. 12/9/81-D.5, dated 25-9-1982].

Sl. No. 101

Payment for Supply of Drinking Water, Dusting Arrangement etc.

Under Sl. No. 43 of Appendix 8 of GFR Vol. II, subject to such restrictions as may be imposed by the heads of departments, heads of offices may be authorized to make small monthly payments to government servants for supplying drinking water or for dusting offices or for acting as 'night darbans**' or for similar services in addition to their own duties, provided that:-

- (i) the payments are of purely contingent character, are drawn on contingent bills and may be withdrawn at any time at the discretion of the head of the office;
- (ii) the allowance will not count for leave salary or pension;
- (iii) in the case of government servants already in permanent employ in receipt of a monthly rate of pay, the payments must not exceed a

* Revised *vide* Estt. Division O.M. No.12/1/84-D.5, dated 17-7-1990.

** Attendants

sum of *[Rs.20] a month in any one case; and the head of office must in sanctioning any such payment record his reasons therefor and must satisfy himself:-

- (a) that the work to be done is really necessary;
- (b) that it is outside the regular duties of government servants on the permanent establishment; and
- (c) that the grant of extra allowance to any such government servant is distinctly more economical than the employment of a fresh agency.

2. It has been decided that the limit for the payments to government servants for supplying drinking water or for dusting office or for acting as night darbans* or for similar services in addition to their own duties, may be raised to *[Rs.20 per month], with effect from 1st January, 1984.

3. It has also been decided that the figure "10" appearing after the words "the payments must not exceed a sum of Rs. "in sub-para (iii) of Sl. No. 43 of appendix 8 of GFR Vol.II may be substituted by the figure *[20].

[Authority.- Finance Division's O.M.No.F.3(50)R-12/82, dated 22-1-1984].

Sl. No. 102

Provision of Orderly – Option of Officer

Reference Establishment Division, O.M. No. 13/4/77-F.I dated the 30th April, 1977 (Sl. No. 98), regarding provision of an Orderly to officers in Basic Pay Scale 20 and above at their residences. In this connection it has been decided in consultation with the Establishment Division, that entitled officers may be allowed an option either to retain the Orderly or to receive an Orderly Allowance of **[Rs.1900 p.m.] in lieu thereof.

2. The option for Orderly Allowance will be exercised in writing and will be communicated to the audit office through the head of the office concerned. The following procedure will be observed in this regard:-

- (i) Those opting for the Orderly Allowance would furnish a certificate to their audit office to the effect that they have not been provided with an Orderly by the office or have surrendered the one already provided to them. This certificate should be endorsed to the audit office by the officer incharge of administration of the concerned organization.
- (ii) No new post of Naib Quasid may be created in a Ministry/ Division/Department without ensuring that the Residence Orderly surrendered by an officer has been gainfully utilized in the office.
- (iii) In the event of an officer in receipt of Orderly Allowance opting for the residence Orderly, it will be the responsibility of the officer as

* Revised *vide* Finance Division O.M.No.1/7/Imp.II/87, dated 1-7-1986.

** Revised *vide* Finance Division O.M. No.F.1(3)Imp-II/89, Vol-III, dated 3-7-1995.

well as the officer incharge of Administration of the organization concerned to intimate the audit office about it and have the Orderly Allowance discontinued from the date the Residence Orderly is provided out of the existing sanctioned strength of the organization.

[Authority.- Finance Division O.M.No.F.1(3)-Imp.II/85, dated 24-10-1985].

Sl. No. 103

Grant of Orderly Allowance During All Kinds of Leave and Training Abroad

The entitled officers shall be allowed Orderly Allowance during all kinds of leave except extraordinary leave. Such officers shall also be allowed Orderly Allowance during foreign training abroad provided their families remain in Pakistan.

[Authority.- Finance Division O.M.No.F.1(3)Imp.II/85, dated 29-4- 1987].

Sl. No. 104

Medical Allowance

Medical Allowance at the rate of *[Rs.90] p.m. shall be allowed to the employees in BPS 1 to 15 instead of the reimbursement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

[Authority.- Finance Division O.M. No. 1/7/Imp.II/187 dated 1-7-1987].

Sl. No. 105

Admissibility of Conveyance Allowance to Government Employees

It has been decided that the present rates of conveyance allowance will now be admissible to government employees posted at specified stations according to the following pay-limits w.e.f. 1-6-1994:-

	<u>Rates of Allowance</u>
(i) Government servants drawing pay in B-16 (Gazetted) and above and maintaining Motor Car not registered for commercial purpose.	Rs.355/- p.m.
(ii) Government servants drawing pay of Rs.3240/- per month and above other than those at (i) above.	Rs. 193/- p.m.
(iii) Government servants drawing pay of Rs. 1688/- p.m. and above but less than Rs.3240/- p.m. and maintaining Motorcycle/Scooter.	Rs. 130/- p.m.
(iv) Others	Rs. 96/- p.m.

* Revised vide Finance Division O.M. No.F.1(71)Imp./95, dated 6-11-1995 w.e.f. 1-11-1995.

2. The other conditions regulating the admissibility of conveyance allowance will remain applicable.

[Authority.- Finance Division O.M. No.F.3(2)R.5/91, dated 11-12-1994].

Sl. No. 106

Continuation of Motorcar Maintenance Allowance

It has been decided that those government employees in BPS 16 (Non-Gazetted) who were drawing Motorcar Maintenance Allowance sanctioned to them prior to 25-4-1994 would continue to draw the same as personal to them, in line with those government servants who were allowed the same in terms of para-3 of the O.M. dated 5-10-1991.

2. In all fresh cases w.e.f. 25-4-1994, the Car Maintenance Allowance would be restricted to government employees drawing pay in BPS 16 (Gazetted) and above.

[Authority.- Finance Division O.M. No.F.3(2)R.5/91, dated 13-4-1995].

Sl. No. 107

Revision of Pay-Limit for the Grant of Overtime Allowance

Reference Finance Division's O.M No. F.4(2)R.5/87 dated 11-12-1984 on the above subject. The upper pay limit of Rs. 3240/- p.m. for the admissibility of Overtime Allowance, as mentioned in the O.M referred to above, is hereby raised to Rs. 4860/- per month with immediate effect.

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(3)R.5/2002, dated 9th March, 2002]

Sl. No. 108

Conveyance Charges for Late Sitting After Office Hours

Requests received from non-gazetted employee of the Federal Government for enhancement of rates of conveyance charges for late sitting after office hours have been considered and it has been decided by the competent authority to revise the existing rates w.e.f. 1-7-2002 as under:-

ON WORKING DAYS:

	<u>Existing Rate</u>	<u>Revised Rate</u>
For officials in BPS 1-2	Rs. 4.50/- per day	Rs. 8.00/- per day
For officials in BPS 3-15 and BPS 16 (Non-Gazetted)	Rs. 5.50/- per day	Rs.10.00/- per day

ON CLOSED HOLIDAYS

	<u>Existing Rate</u>	<u>Revised Rate</u>
For officials in BPS 1-2	Rs. 5.50/- per day	Rs. 10.00/- per day
For officials in BPS 3-15 and BPS 16 (Non-Gazetted)	Rs.8.00/- per day	Rs. 12.00/- per day

2. It has also been decided that payment of conveyance charges on account of late sitting may not be made as customary. Payments to the officials may be made only if late sitting is certified by an officer at the level of Deputy Secretary / equivalent and countersigned by an officer at the level of Joint Secretary / equivalent / head of office.

[Authority: Finance Division (Regulations Wing) O.M. No. F.3(1)-R.5/2002, dated 2nd July, 2002]

Sl. No. 109

Overtime Allowance to Staff Car Drivers and Despatch Riders

Reference Finance Division's O.M. No. F.4(3)R.5/91 dated 11th August, 1991 on the subject noted above. The competent authority has been pleased to enhance the overtime allowance admissible to Staff Car Drivers / Despatch Riders from Rs. 6/- per hour to Rs.9/- per hour subject to maximum limit of Rs. 50/- per day, with effect from 1st July, 2002. Overtime Allowance to Staff Car Drivers / Despatch Riders will only be paid if it has been verified by the officer concerned.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(3)Reg.5/2002, dated 3rd July, 2002]

Sl. No. 110

Revision of Basic Pay Scales, 2001 – Enhancement of Medical Allowance for Employees in BPS 1 to 16 (Non-Gazetted)

Reference to para 13 of Finance Division's O.M. No. F.1(5)Imp/2001, dated 4th September, 2001 (Sl. No. 10) on the above subject. Approval of the competent authority is conveyed to the enhancement of existing rate of Medical Allowance from Rs. 160/- p.m. to Rs. 210/- p.m. for the employees in BPS 1 to BPS 16 (Non-Gazetted) w.e.f. 1-7-2002.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(71)Imp/95, dated 6th July, 2002]

Sl. No. 111

Option for Residence Orderly or Orderly Allowance

Reference Finance Division's O.M. F.1(3)Imp-II/85, dated 24-10-1985 (Sl. No. 102) on the above subject along with subsequent instructions issued thereunder from time to time. The President has been pleased to revise the rate of Orderly Allowance from Rs. 1900/- p.m. to Rs. 2375/- p.m. w.e.f. 1.10.2003.

2. The terms and conditions for grant of the Orderly Allowance will remain the same as are applicable at present.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(13)Imp/96, dated 6th October, 2003]

Sl. No. 112

Overtime Allowance to Staff Car Drivers and Despatch Riders

Reference Finance Division's O.M. No 4(3)Reg.5/2002 dated 3rd July 2002 (Sl. No. 109) on the subject noted above. It has been decided to enhance the overtime allowance admissible to Staff Car Drivers/Dispatch Riders from

Rs. 9/- per hour to Rs.10/- per hour subject to a maximum limit of Rs.60/ - per day, w.e.f 1-8-2004. The existing condition that the Overtime Allowance to Staff Car Drivers /Dispatch Riders will only be paid if it has been verified by the officer concerned will continue to apply.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(3)R.5/2002-243, dated 7th August, 2004]

Sl. No. 113

Enhancement of Medical Allowance for Employees in BPS 1 to 16 (Non-Gazetted)

Reference para 8 of Finance Division's O.M. No. 1/1/Imp/2005 dated 1-7-2005 (Sl. No. 7) on the subject stated above. The approval of the President is conveyed to the enhancement of existing rate of medical Allowance from Rs. 210/- p.m. to Rs. 425/- p.m. for the employees in BPS 1 to BPS 16 (Non-Gazetted) w.e.f. 1-7-2005 which are effective since then.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(1)R.10/2004, dated 12th September 2005]

Sl. No. 114

Revision of Pay-Limit for the Grant of Overtime Allowance to the Staff Car Drivers/Dispatch Riders

Reference Finance Division's O.M No.FA(3)R.5/02 dated 09-03-2002 (Sl. No. 107) on the above subject. With the revision in pay scales, the upper pay-limit of Rs.4860/- p.m. for the admissibility of Overtime Allowance as mentioned in the O.M referred to above, is hereby raised to Rs. 5590/- p.m. with immediate effect.

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(3)R.5/2002, dated 15th September, 2005]

Sl. No. 115

Conveyance Charges for Late Sitting After Office Hours

Reference Finance Division's O.M No.F.3(1)-R.5/2002 dated 2nd July, 2002 (Sl. No. 108) on the subject noted above. It has been decided to revise the existing rates of Conveyance Charges for late sitting after office hours w.e.f 01-07-2006 as under: -

ON WORKING DAYS:

	<u>Existing Rate</u>	<u>Revised Rate</u>
For officials in BPS 1-2	Rs.8.00/- per day	Rs.12.00/- per day
For officials in BPS 3-15 and BPS 16 (Non-Gazetted)	Rs.10.00/- per day	Rs.15.00/- per day

ON CLOSED HOLIDAYS

	<u>Existing Rate</u>	<u>Revised Rate</u>
For officials in BPS 1-2	Rs.10.00/- per day	Rs.15.00/- per day
For officials in BPS 3-15 and BPS 16 (Non-Gazetted)	Rs.12.00 per day	Rs.18.00/- per day

2. All other existing conditions regulating the grant of conveyance charges on account of late sitting will, however, remain unchanged.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(2)R.5/2006, dated 24th June, 2006]

Sl. No. 116

Overtime Allowance to Staff Car Drivers and Despatch Riders

Reference Finance Division's O.M. No 4(3) Reg.5/2002-243 dated 7th August, 2004 (Sl. No. 112) on the subject noted above. It has been decided to enhance the Overtime Allowance admissible to Staff Car Drivers/Dispatch Riders from Rs. 10/-per hour to Rs. 15/-per hour subject to a maximum limit of Rs. 90/- per day, w.e.f 01-7-2006. The existing condition that the Overtime Allowance to Staff Car Drivers / Dispatch Riders will only be paid if it has been verified by the officer concerned will continue to apply.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(1)Reg.5/2006, dated 26th June, 2006]

Sl. No. 117

Removal of Pay-Limit for the Grant of Overtime Allowance to the Staff Car Drivers/Despatch Riders

Reference Finance Division's O.M No.F.4(3)R.5/02 dated 15-09-2005 (Sl. No. 114) on the above subject. The upper limit of pay fixed for the admissibility of Overtime Allowance is hereby dispensed with and the allowance would be admissible to the entitled categories without pay limit with immediate effect.

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

[Authority: Finance Division (Regulations Wing) O.M. No. F.4(3)R.5/2002, dated 17th July 2006]

Sl. No. 118

Provision of a Driver or an Orderly to the Federal Secretaries After Retirement

The President has been pleased to sanction provision of an additional benefit of a Driver or an Orderly to the Federal Secretaries on their retirement w.e.f. 01-07-2006.

2. The benefit:

- (i) will be admissible to those retiring/retired Federal Secretaries who held the post of Federal Secretary in BPS 22 on or after 01-07-2006.

- (ii) will be admissible subject to exercise of option by the entitled officers.
- (iii) will be admissible to Federal Secretaries on retirement and / or on completion of the tenure of contract re-employment as Federal Secretary, whichever is later, but not prior to 01-07-2006.
- (iv) will not be admissible to those posted as Additional/Joint Secretary Incharge of the Ministry/Division or to those appointed on acting charge basis.

[Authority: Finance Division (Regulation Wing)'s O.M. No. F.1(5)R-4/95, dated 31st July, 2006]

Sl. No. 119

Grant of Special Science & Technology Allowance (Rs.5000/- P.M.) to College Teachers w.e.f. 1.7.2007

Reference Finance Division's O.M. No. F.1(3)Imp.I/88, dated 1.7.1988, O.M.No. F.1(9)Imp/2000, dated 8.5.2002 and O.M. No. F. 1(9)Imp/2000, dated 22.9.2003. The matter with regard to admissibility of Special Science and Technology Allowance @Rs.5000/- p.m. has been considered by the government and it has been decided to extend the benefit to college teachers also who hold Ph.D degree in the specified disciplines, w.e.f. 1.7.2007. Hence the benefit of the said allowance will now be admissible to: -

- (i) Ph.D degree holders in specified 18 disciplines of natural sciences **(list Annexed)** and are working in R&D organizations, universities/colleges and science and technology institutions/centres.
- (ii) The employees holding Ph.D degree in social sciences who are faculty members of the universities and college teachers.

2. All those who are eligible for the aforementioned Allowance @ Rs.5000/- p.m. shall cease to receive the Ph.D. Allowance of Rs.1500/- p.m. However, the benefit of the Ph.D. Allowance @ Rs.1500/- p.m would remain admissible to other Ph.D degree holders working under the Federal Government as well as autonomous/semi autonomous bodies of the Federal Government who have adopted Government Basic Pay Scales Scheme in toto and are not eligible to receive the Special Science & Technology Allowance.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(9)Imp/2000, dated 12th September 2007]

ANNEX TO FINANCE DIVISION'S O.M. NO. F.I(9)IMP/2000, DATED 12.9.2007

[See Sl. No. 119 para 1(i)]

DISCIPLINES OF NATURAL SCIENCES

- (i) Agriculture
- (ii) Animal Sciences/Veterinary Sciences
- (iii) Biology
- (iv) Biotechnology
- (v) Chemistry
- (vi) Computer Science/Engineering/Information Technology/
Telecommunication.
- (vii) Electronics
- (viii) Engineering
- (ix) Food Sciences and Technology
- (x) Geology
- (xi) Materials Science/Metallurgy
- (xii) Mathematics
- (xiii) Medical Science
- (xiv) Meteorology
- (xv) Ocean Science
- (xvi) Pharmaceutical
- (xvii) Physics
- xviii) Space Science

Sl. No. 120

Option for Residence Orderly or Orderly Allowance

Reference Finance Division's O.M. F.1(3)Imp-II/85, dated 24-10-1985 on the above subject and subsequent instructions issued thereunder from time to time. The President has been pleased to revise the rate of Orderly Allowance from Rs. 2375/- p.m. to Rs. 3000/- p.m. w.e.f. 1.10.2007.

2. The terms and conditions for grant of the Orderly Allowance will remain the same as are applicable at present.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(13)Imp/96, dated 19th October, 2007]

XI. ADDITIONAL/SPECIAL ALLOWANCE

Sl. No. 121

Extra Remuneration for Acting as Arbitrator

A question regarding extra remuneration to be received by government servants for acting as arbitrator was under consideration in the Establishment Division. The following decisions have been taken in consultation with the Ministry of Finance and the Law Division:

- (i) Remuneration to be received by a government servant for acting as arbitrator should not, in any individual case, exceed Rs. 750 of which one-third will be credited to government and remaining will be retained by the government servant.

- (ii) The total amount of net fee (i.e., after crediting one-third to government), should not exceed the pay of the officer in any calendar year. If an officer considers that ceiling of Rs. 750 would be inadequate in any particular case, he should obtain prior approval of the administrative Ministry for receiving a higher amount. So long as the amount of the net fee does not exceed the pay of the officer during the calendar year, the administrative Ministry will have the power to accord approval without consulting its F.A. A copy of such sanction should, however, be endorsed to the F.A. for information.
 - (iii) Where the proposed fee in any individual case or the total fee during a calendar year exceeds the government servant's pay, the approval of the F.A. of the Ministry would be necessary. The F.A. should refer such cases to the Regulations Wing of the Ministry of Finance.
 - (iv) The time for ascertaining the pay of an officer where the total net fee is to be regulated will be the time when the last arbitration case is proposed to be taken up in any calendar year.
2. It is requested that the following information should also be sent to Establishment Division alongwith the consolidated statement:-
- (a) The nature of arbitration clauses in the contracts entered into by different agencies of the government with private parties. It may also be indicated as to what consideration governed the choice of the particular officer.
 - (b) Whether government servants act as arbitrators only in contracts entered into by the government with private parties or they act as arbitrators in other cases also where the contract is between private parties.
 - (c) The number of officers required to act as arbitrators in the Ministry/Division and the average time taken by them on this work.

[Authority.- Paras 1 & 3 of Estt. Division O.M. No. 9/170-D.IV, dated 18-3-1971].

Sl. No. 122

Appointment on Acting Charge Basis

With reference to rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, it is stated that a civil servant, on appointment to hold a post on acting charge basis, shall -

- (a) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (b) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have

* Chapter 2, Sl.No. 1, Vol. I.

been fixed had he been appointed to that post on regular basis. Service rendered on Acting Charge basis in the scale applicable to * [the post shall not count for purposes of drawal of increment in that grade]. It shall, however, count towards increments in the scale of pay held immediately before appointment on Acting Charge basis so that on reversion from Acting Charge appointment his pay in the lower grade should be fixed at the same stage which he would have reached, but for appointment to the higher grade.

[*Authority*.- Estt. Division O.M.No.1/9/81-R-II(B), dated 12-1-1981].

Sl. No. 123

Counting of Acting Charge Service for Increments

Attention is invited to sub para (b) of Establishment Division's Office Memorandum No. 1/9/80-R.II(B) dated the 12th January, 1981 (Sl. No. 127), as amended *vide* Office Memorandum No. 1/1/82/ R.2, dated the 15th August 1983**. It is stated that in partial modification of the said order it has been decided that the service rendered on acting charge basis in respect of appointments falling under rules 8-B(l) and 8-B(3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973** count in the pay scale applicable to the post for the purposes of accrual of increments subject to fulfilment of the following:-

- (i) In case of acting charge appointments to posts carrying BPS 18, the incumbents shall have completed [5] years service in BPS 17.
- (ii) In case of acting charge appointments to posts carrying BPS 19 and above the incumbents shall have completed the prescribed length of service for respective posts as under:-
 - (a) Posts in BPS 19 ***[12] years service in BPS 17 and above.
 - (b) Posts in BPS 20 17 years service in BPS 17 and above.
 - (c) Posts in BPS 21 22 years service in BPS 17 and above.

2. The above decision shall be effective from the 1st January, 1985. However, in cases of acting charge appointments made during the period from 12th January, 1981 to 31st December, 1984, the increments shall be restored from the due dates but no arrears due on account of restoration of increments prior to 1st January, 1985 shall be allowed.

[*Authority*.- Estt. Division O.M. No. 1/25/83-R.2, dated 27-3-1985].

* Service rendered on acting charge basis allowed to be counted for increments *vide* Estt. Division O.M. No. 1/25/83-R.2, dated 27-3-85 (Sl.No. 123).

** Chapter 2, Sl. No. 127, Vol.1.

*** Amended *vide* Estt. Division O.M. of even number, dated 31-3-1986. Chapter 2, Sl. No. 1.

Sl. No. 124

Grant of Additional Remuneration for Holding Charge of More than one Identical Post

It has been decided with the approval of the competent authority, that in case of additional charge arrangement, special allowance shall be admissible at a uniform rate of 20% of basic pay not exceeding *[Rs.1100] p.m. with immediate effect subject to the fulfilment of the following conditions:-

- (i) The work of the vacant post as far as possible, be distributed among more than one government servant of the same status and designation available in the Ministries/Divisions/Departments.
- (ii) Where the distribution of the work among more than one government servant is not feasible, the charge of the vacant post may be entrusted, in its entirety, to another government servant. This arrangement should not be made for a period less than one month and should not exceed three months and it should be allowed with specific approval of the Secretaries/Additional Secretaries/ Heads of Attached Departments/Heads of Department not below BPS 21. However, it may be extended by another three months with the approval of next higher authority.
- (iii) Immediately on the expiry of six months of the full additional charge of the particular vacant post, the post shall be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same category in the Divisions/Departments concerned. The post so treated as abolished shall not be revived without the concurrence of the Financial Adviser concerned**.
- ***[(iv) Where the services of judicial officers and supplementary staff are borrowed by the Federal Government to perform duties in addition to their own duties in special courts and tribunals established for specified periods, the period of additional charge (beyond six months) may be continued with the approval of the authority which appointed such judicial officers in special courts in addition to their original appointments].

2. Finance Division's O.M. No. 4(14)-R. 4/68, dated the 9th September, 1971 shall be deemed to have been cancelled with effect from 1st February, 1987.

[Authority.- Finance Division O.M. No. 2(9)-R-3/85, dated 18-3-1987].

* Note: Revised *vide* Finance Division O.M. No.2(2)-R.3/92, dated 23-4-1992. For latest orders. See Chapter 2, Sl. No. 119, Vol. I. under which the additional remuneration has been enhanced to 20% of basic pay, not exceeding Rs. 6000 p.m. *vide* Finance Division O.M No. F.2(9)-R.3/85, dated 15.3.1987.

** Finance Division.

*** Added *vide* Finance Division's O.M. No.F.3(22)-R.3/94, dated 26-5-1994.

Sl. No. 125

Grant of Additional Charge Remuneration to BPS 1-15 Employees

There should be no bar on the grant of additional remuneration to the government employees even in BPS 1 to 15. However, the authority to allow additional charge rests in BPS 21 officer.

[Authority.- Finance Division O.M. No.F.3(17)R.3/93-1249, dated 28-9-1994].

Sl. No. 126

Grant of Special Additional Allowance

The President has been pleased to allow Special Additional Allowance to civilian employees of the Federal Government including civilians paid from Defence Estimates with effect from 1st July, 1999 and till further orders, as under: -

BPS 1-16 25% of the minimum of relevant pay scale.

BPS 17-22 20% of the minimum of relevant pay scale.

2. This Allowance will be regulated as under:

- (a) It will not be subject to Income Tax.
- (b) It will be admissible during leave and entire period of leave preparatory to retirement except during extraordinary leave.
- (c) It will not be treated as part of emoluments for the purposes of calculation of pension and recovery of house rent.
- (d) It will not be admissible to the employees posted/deputed abroad from the country.
- (e) It will be admissible during the period of suspension.

3. The revision in special pays and allowances in case of officers and personnel of the armed forces was allowed with effect from 1st February, 1999.

[Authority.- Finance Division O.M. No.F.1(7)Imp/99, dated 23-7-1999].

XII. ARREARS ON RE-INSTATEMENT

Sl. No. 127

Payment of Arrears to Government Servants on Re-instatement

Reference is invited to the Law Division's O.M.No. F.7(8)/ 70-Sol(I), dated 12-8-1970, which stated, *inter alia*, that, in accordance with the Supreme Court's judgement in CA No. 28 of 1969 (West Pakistan Vs. Mrs. A.V. Issacs), if the dismissal of a government servant is held to be unlawful he has to be allowed salary for the period he was kept out of service, reduced by the amount, if any, that he might have earned by way of salary, or as profits, on account of having accepted some employment, or having been engaged in some profitable business, during the

above period. Thus, the legal status of government servant's claims for arrears of pay and allowances is no longer the same as had been indicated in para 3 of this Ministry's D.O. No. F. 9 (15)-RI (Rwp)/61, dated 23-12-1961 (**Annex**). Consequently, it is no longer appropriate for the enquiry committee referred to in 4 of that D.O. to consider on merits, in cases in which government servants are restored to their posts as a result of the court's decisions, as to whether or not, and to what extent, pay and allowances for the period of their absence from duty should be restored.

2. It has accordingly been decided that, in cases where a government servant is reinstated retrospectively as a result of a court's decision, the functions of the enquiry committee to be set up under para 4 of this Ministry's D.O. No. F. 9(15)-RI (Rwp)/ 61, dated 23-12-1961 as amended (**Annex**) would henceforth be as follows:-

- (a) The Ministry/Division/Department as the case may be, may obtain from the government servant concerned a solemn declaration, supported by an affidavit, as to the particulars of his employment, or engagement in profitable business, during the period of his absence from duty, and the amount earned by him by way of salary from such employment, or as profits in such business.
- (b) After examining such evidence as might be available, and cross-examining, if necessary the government servant, the Ministry/Division/ Department as the case may be, may give their finding as to whether or not the above declaration is *prima facie* acceptable and on what grounds.
- (c) If the declaration is found to be 'prima facie' unacceptable, the Ministry/Division/Department as the case may be, should refer the case to the committee, which before giving their finding as to the amount earned by the government servant during the period of absence from duty, may get the declaration properly verified/scrutinized by any agency they consider appropriate. For example, if the case had been dealt with by the Federal Investigation Agency at an earlier stage in any connection, this verification/scrutiny may be arranged to be carried out by that Agency. For purposes of this verification/scrutiny, assistance of the relevant Income Tax authorities, may also be sought, if the government servant concerned is an Income-tax payer.
- (d) In case the re-instatement of the government servant has been ordered by the court on account of the relevant administrative action having been found to be defective, the committee should also give their findings,
 - (i) as to which officers were responsible for that defectiveness of administrative action; and
 - (ii) as to whether any, and what part, of the amount payable to the government servant by way of net salary for the period of his absence from duty, might justifiably be recovered from such officers. The recovery from such officers will, of course, follow departmental proceedings under the Government Servants (Efficiency and Discipline) Rules.

3. The above instructions do not apply to cases in which government servants are reinstated as a result of acceptance of appeals by departmental appellate authorities which will continue to be regulated by the provisions of F.R. 54, as hitherto.

(ANNEX)

(See Sl. No. 127, para 2)

[Copy of para 4 of the Finance Division D.O.letter No.9 (15) RI(Rwp)/61, dated 23-12-1961].

4. If as a result of court's decision, a government servant is restored to his post, the question whether pay and allowances for the period he was under suspension or was removed from service should be decided on the merit of each case. For this purpose it is suggested that in all cases the Ministry or Department concerned should order a departmental enquiry headed by the representative of the Ministry/Department administratively concerned with their Financial Adviser/Deputy Financial Adviser as a member of the Committee. This Committee should consider whether on the merits of the case, government would be justified in restoring the official concerned the pay and allowances for the period involved and, if so, whether in full or in part. In coming to a conclusion whether pay and allowances to an individual should or should not be restored, the Committee should keep in view the provisions of F.R.54.

Sl. No. 128

Grant of Arrears of Pay and Allowances to Government Servants for Period of Absence from Duty, on Reinstatement as a Result of Court's Decisions

Due to certain subsequent developments, instructions, issued *vide* Finance Division's Circular D.O. No. F.9(15)-R.I(Rwp)/61 dated 23-12-1961 and O.M. No. D.781-R4/73-F.3(4)-R-I873 dated 10-7-1973 (Sl. No. 127), call for a revision. F.R 53 and F.R 54 have been amended and government servants under suspension are now entitled to a subsistence grant equal to full pay and allowances. Similarly, employees reinstated in service administratively or as a result of the court's decisions with consequential benefit are allowed salary for the period they stayed out of service.

2. In view of the above, therefore, there is no need to refer cases to the Finance Division for payment of arrears of pay and allowances pertaining to the period of suspension. In cases of reinstatement after removal/dismissal as a result of court's decisions, however, the Ministry/Division/Department concerned has to determine the amount earned by the government servant concerned from other sources during the period he remained out of service. For this purpose, the Ministry/Division/Department concerned should obtain a solemn declaration from the government servant concerned in the form of an affidavit as to the particulars of his employment/business or any other profitable work undertaken by him during the period of his absence from duty and the amount earned therefrom. The case should then be examined by a Departmental Enquiry Committee on which Finance Division may be represented by the FA/DFA concerned. The Committee may examine such other evidence as it may require and give its findings and recommendations to the Secretary of the Ministry/Division concerned for such orders as he may deem appropriate.

[Authority: Finance Division (Regulations Wing) O.M. No. F.5(17)-R-I/2000, dated 4th August, 2000]

XIII. ASSISTANCE PACKAGE

Sl. No. 129

Assistance Package for Families of Government Employees Who Die in Service

The approval of Prime Minister of Pakistan to the following assistance package for government employees who die in service: -

Item	In Service Death	Security Related Death																						
Lump Sum Grant	Upto Rs. 1.0 million, according to following scales:- <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>BS</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1-4</td> <td>200,000</td> </tr> <tr> <td>5-10</td> <td>300,000</td> </tr> <tr> <td>11-15</td> <td>400,000</td> </tr> <tr> <td>16-17</td> <td>500,000</td> </tr> <tr> <td>18-19</td> <td>800,000</td> </tr> <tr> <td>20 & above</td> <td>1000,000</td> </tr> </tbody> </table>	BS	Amount (Rs.)	1-4	200,000	5-10	300,000	11-15	400,000	16-17	500,000	18-19	800,000	20 & above	1000,000	<table border="1" style="margin-left: 20px;"> <thead> <tr> <th>BS</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1-5</td> <td>500,000</td> </tr> <tr> <td>16-19</td> <td>1000,000</td> </tr> <tr> <td>20 & above</td> <td>1500,000</td> </tr> </tbody> </table>	BS	Amount (Rs.)	1-5	500,000	16-19	1000,000	20 & above	1500,000
BS	Amount (Rs.)																							
1-4	200,000																							
5-10	300,000																							
11-15	400,000																							
16-17	500,000																							
18-19	800,000																							
20 & above	1000,000																							
BS	Amount (Rs.)																							
1-5	500,000																							
16-19	1000,000																							
20 & above	1500,000																							
Pension	75% pension to the spouse or eldest son till the youngest child attains the age of 18 years. Normal pension to the spouse after that for life.	Full pension to the spouse or eldest son till the youngest child attains the age of 18 years. Normal pension to the spouse after that for life.																						
Accommodation	Retention of government house or payment of rent for hired house for 05 years or till the age of superannuation, whichever is earlier, but for a minimum period of 03 years.	Retention of government house or payment of rent for hired house till superannuation or for 05 years whichever is later.																						
Employment	Employment for posts in BPS -01 to BS-15 on two years contract without advertisement.	Employment for posts in BPS 01 to BPS 15 on two years contract without advertisement.																						
Education	Free education to one child up to the age of 18 years.	Free education to all the children up to the age of 18 years.																						
Health	Free health facilities to widow for life and for children upto age of 18 years in government hospitals.	Free health facilities to widow for children upto to age of 18 years in government hospitals.																						
Plot of Land	Allotment of a plot as per FGEHF policy against 2% quota fixed for deceased employees. The widow would also be eligible to be considered for allotment of plot as per FGEHF policy applicable to serving Federal Government employees. However, allotment of plot against one category would render her ineligible for consideration in second category.	Allotment of a plot as per FGEHF policy against 2% quota fixed for deceased employees. The widow would also be eligible to be considered for allotment of plot as per FGEHF* policy applicable to serving Federal Government employees. However, allotment of plot against one category would render her ineligible for consideration in second category.																						
House Building Advance	In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.	In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.																						

2. All Ministries/Divisions are requested to take further necessary action in the matter accordingly.

[Authority: Estab. Div.OM No. 7/40/2005-E.2., dated the 13th June, 2006].

* Federal Government Employees Housing Foundation.

Sl. No. 130

Applicability of Assistance Package

In continuation of Establishment Division's OM of even number dated 13-06-2006 (Sl. No. 129) on the above subject, it is stated that the assistance package for families of government employees, who die in service, circulated vide above quoted OM will be applicable w.e.f. 01-07-2005. However, assistance cases already decided will not be re-opened.

[Authority: Estab. Div. O.M No. 7/40/2005-E.2, dated the 11th July, 2006].

XIV. REMOVAL OF ANOMALIES

Sl. No. 131

Removal of Anomalies

Subsequent to the introduction of the revised Basic Pay Scales Scheme, 2005 vide Finance Division's O.M. No. F.1(1)Imp/2005, dated 1.7.2005 (Sl. No. 7), certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following clarifications are issued for guidance/necessary action:

<u>S. No.</u>	<u>ANOMALIES</u>	<u>TABLE</u>	<u>CLARIFICATIONS</u>
1.	<u>General Anomalies in the pay of officials:</u> On implementation of the Revised Basic Pay Scales Scheme, 2005 vide Finance Division's O.M. No. F.1(1)Imp/2005, dated 1.7.2005 (Sl. No. 7) a general anomaly has emerged in a few cases of officials as per the examples (<u>Annex 1</u>).		This being a general anomaly should be settled in the light of the policy contained in Finance Division's O.M. No. F.2 (1)R.I/95, dated 20.6.1995 (<u>Annex 2</u>), which is applicable in this case.
2.	<u>Mode of Fixation of Pay of those government servants who were drawing pay in 1994 Pay Scales on the eve of introduction of 2005 Pay Scales Scheme</u> The Revised Basic Pay Scales Scheme, 2005 (Sl. No. 7) is also applicable subject to the option, to all those government servants who have been in service before introduction of this scheme but the provisions regulating fixation of pay vide para 3 of Finance Division's O.M. No.F.1(1)Imp/ 2005, dated 1.7.2005 (Sl. No. 7) do not specify the mode of fixation of pay of those government servants who were drawing pay in 1994 Pay Scales on the eve of the introduction of the Revised Basic Pay Scales Scheme, 2005 (Sl. No. 7).		The pay of such employees may first be fixed presumptively in the 2001 pay scales at a stage at which it would have been fixed had the employee concerned opted for it and the pay so presumptively fixed may then be revised and fixed in 2005 pay scales in the manner specified in para 3 (i) & (ii) of Finance Division's O.M. No. F.1(I)Imp/2005, dated 1.7.2005 (Sl. No. 7)

3. **Special Relief Allowance & Adhoc Relief:**

Certain government servants were in receipt of Special Relief Allowance and Ad-hoc Relief but these ceased to be admissible to them after their posting abroad. Later, prior to their repatriation, these allowances were discontinued under the revised basic pay scales scheme, 2005, The question is whether on repatriation, the said allowances would be admissible to the said category of employees at the frozen level, as would have been admissible had they not been posted abroad.

On repatriation from the posting abroad, the pay and allowances of government servants are fixed and revised on the basis of the pay and allowances which they would have drawn had they not been posted aboard. Based on this policy, the government servants drawing Special Relief Allowance and Adhoc Relief Allowance before posting abroad may on repatriation, be allowed the Special Relief Allowance and Adhoc Relief Allowance at the level as would have been admissible had they not been posted abroad.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(6)/Imp/2005, dated 12th April, 2006]

Annex 1

(See Sl. No. 131, para 1)

General Anomalies

Example No. 1

Post	Seniority Position	BPS	Basic Pay drawn on 30.6.2005	Basic Pay fixed on 1.7.2005
Naib Quasid	Senior	02	Rs. 3410/-	Rs. 3925/-
Naib Quasid	Junior	01	Rs. 3410/-	Rs. 3925/-

Example No. 2

Post	Seniority Position	BPS	Basic Pay drawn on 30.6.2005	Basic Pay fixed on 1.7.2005
Naib Quasid	Senior	02	Rs. 3540/-	Rs. 4075/-
Naib Quasid	Junior	01	Rs. 3520/-	Rs. 4100/-

Example No. 3

Post	Seniority Position	BPS	Basic Pay drawn on 30.6.2005	Basic Pay fixed on 1.7.2005
UDC	Senior	09	Rs. 5020/-	Rs. 5740/-
UDC	Junior	07	Rs. 4980/-	Rs. 5775/-

Annex 2

(See S. No. 1, Table, Sl. No. 131)

**[Copy of Finance Division (Regulations Wing) O.M. No. F.2(1)R.I/95,
dated 20th June, 1995]**

General Principles for Removal of Anomalies

The question of determining anomaly of junior government servants' pay exceeding the pay of the senior has been under consideration with reference to the points raised by the Auditor General of Pakistan on the clarification issued under the Finance's Office Memorandum No. F.1(34)-Imp/92-Vol. II dated 24-7-1994. In order to streamline the system, it has been decided that anomalies in pay fixation should be established strictly on the basis of the following principles:-

- (i) The senior and junior should be determined with reference to the date of promotion or appointment to the higher pay scale/post in the same service group or cadre, or, line of promotion in the Ministry/Division/Department/Office where their seniority is being maintained.
- (ii) Any personal benefit of the nature of increase in pay specifically granted to government servant/government servant shall not be treated as a cause of anomaly for others.
- (iii) Except for the cases of personal increase of pay, pointed out at (ii) above, the pay of the senior should not have been less than the pay of the junior before the revision/refixation of pay;
- (iv) The anomaly should be resolved by refixing pay of the senior equal to that of the junior, if there is equal stage in the pay scale drawn by the senior, and if there be no such stage, at the stage next above in his own pay scale.
- (v) The basis and the principles explained above shall apply in general to cover all cases of anomalies in pay fixation.
- (vi) The basis prescribed for determination of senior and junior is only in the context of removal of anomalies and not for any other purpose i.e. promotion or selection grade etc.

2. This will have effect from 1-6-1991. However, the settlement of the anomalies under Revised Basic Pay Scales (1991)^{*}, already carried out, shall be deemed to have been admitted upto one stage of pay in the affected government servant's own pay scale.

3. These principles may be followed strictly. For any clarification in this regard, the matter may be taken-up with the Auditor General of Pakistan who may approach the Finance Division for further clarification, if necessary.

4. These orders apply '*mutatis mutandis*' to the personnel including cadets/recruits of the armed forces and civilians paid from the Defence Estimates.

Sl. No. 132

Removal of Anomalies

Subsequent to the introduction of the revised basic pay scales scheme, 2005 *vide* Finance Division's O.M. No.F.1(1)Imp/2005, dated 1.7.2005 (Sl. No. 7), certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following decisions/clarifications are issued for guidance/necessary action:

^{*} Sl. No. 13-A.

TABLE

S. No.	ANOMALIES	CLARIFICATIONS
1.	<p>Benefit of Annual Increment on notional basis</p> <p>Previously in the basic pay scales scheme, 2001, the benefit of annual increment on notional basis was allowed in fixing pay of moved over government servants in their original scale by extending the stages of the relevant scale but this benefit has not been catered for in case of those government servants who were holding original scale of the post. Such government servants are stuck up at the maximum of their respective scale and are accordingly losing the benefit of usual annual increments as well as corresponding increase in pay scales from time to time</p>	<p>1. All those government servants, who exhausted/may exhaust the relevant pay scales, may be allowed the benefit of annual increment beyond the existing scope of the pay scales w.e.f. 1.12.2005. There will be no presumptive benefit on account of the aforesaid increment prior to 1.12.2005. Therefore, no arrears shall be allowed prior to this date. The increment may be treated as personal pay subject to the condition that the employee concerned has put in 6 months or more service as counts for an annual increment unless withheld under the rules. The amount of the personal pay may not be reduced but treated as part of the pay scale of the government servant concerned for the purpose of fixation of pay, pension and recovery of house rent etc.</p>
2.	<p>Admissibility of Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief to government servants on their repatriation from foreign posting.</p> <p>During the tenure of posting abroad, government servants are not allowed usual allowances of the post admissible in Pakistan for the reason that they are allowed Foreign Allowance. On repatriation from foreign posting, such government servants are allowed the pay and allowances of the posts which would have been admissible to them had they not been posted abroad. Despite this admissibility the benefit of the- <i>ad-hoc</i> increases i.e. Special Additional Allowance, Special Relief Allowance and <i>Ad-hoc</i> Relief at frozen level has not been extended to the said category of government servants for the reason that prior to their posting abroad they were not the recipients of these allowances and before their repatriation, these allowances were discontinued under the revised basic pay scales schemes, 2001 and 2005 respectively. This has</p>	<p>2. The entitlement of government servants for these allowances was barred only for the tenure of their foreign posting. It has, therefore, been decided that on repatriation from foreign posting of the government servants, the benefit on account of <i>ad-hoc</i> increases may henceforth be allowed at frozen level, which would have been admissible to them had they not been posted abroad.</p>

caused a disparity to the extent that the said category of government servants are at disadvantageous position in terms of the salary/emoluments as compared to their counterparts.

3. **Deputation Special Pay**

On posting to Ministries/Divisions/ Departments, the officers of Pakistan Audit and Accounts Service were allowed Deputation Special Pay @ 20% of the minimum of the pay scale whereas on deputation to foreign service in Pakistan, Deputation Allowance @ 20% of minimum of the pay scale was admissible to all deputationists. In 1994, the position was reviewed and the Deputation Special Pay was converted into Deputation Allowance with a saving provision that those government servants who were already getting Deputation Special Pay would continue to draw the same as "Deputation Pay" till their reversion from their deputation or retirement from service while on deputation. Subsequently, the converted Deputation Allowance has been revised from time to time and this allowance is presently admissible @ 20% of basic pay subject to maximum of Rs.6000/- p.m. But "Deputation Special Pay" (defunct) has not been revised. Resultantly, the beneficiaries of Deputation Special Pay are continuing to draw the same at the rate and amount as admissible prior to its conversion in 1994. This amount is very nominal as compared to deputation allowance, which caused a disparity.

3. Consequent upon conversion into allowance, the erstwhile deputation special pay had become defunct which cannot be treated parallel to deputation allowance. Therefore, it cannot be revived/revised. However, the entitled beneficiaries of the defunct Deputation Special Pay can avail the benefit of Deputation Allowance subject to their option to be exercised in writing latest by 31st December, 2006.

[Authority: Finance Division (Regulations Wing) O.M. No. F.1(6)/Imp/2005, dated 13 October, 2006]

XV. GRANT OF SCALE IN MERITORIOUS CASES

Sl. No. 133

Grant of Basic Pay Scale 21 and 22 to Technical and Professional Officers in Specially Meritorious Cases

Reference para 7(A) (c) of the Finance Division's O. M. No.1 (1)Imp./83, dated 18th August, 1983 (Sl. No. 15), regarding the grant of basic pay scale 21 and 22 to technical and professional officers. It is stated that it did not lay down modalities for the grant of scale 21 and 22 in meritorious cases. Some criteria were later laid down and a Committee was set up to make recommendations for the

grant of scale 21 and 22. The basis for calculation of 12.5% of posts in scale 20 was also modified. However, difficulties continued to be felt in implementing the provisions particularly in the provinces.

2. The matter has, therefore, been reviewed in consultation with Establishment Division and, with the approval of the Prime Minister, the following principles and guidelines are laid down, in supersession of all instructions issued from time to time for processing the cases for the grant of scale 21 or 22 to professional and technical officers:-

- (i) In specially meritorious cases, BPS 21 or 22, along with allowances and fringe benefits may be allowed with the approval of the Prime Minister, to technical and professional officers without requiring them to move from their technical posts where their expertise is particularly needed.
- (ii) The maximum number of posts for grant of BPS 21 and 22 shall not exceed 12-1/2% of existing technical and professional posts in BPS 20 in each province and in each administrative Division of the Federal Government including its attached departments and subordinate offices. The number of such posts in BPS 20 should be calculated separately to form one single pool for each administrative Division/Provincial Government. The Provincial Governments may recommend the grant of scale 21 or 22 upto the following maximum limits:-
 - Punjab 20 posts
 - Sindh 14 posts
 - NWFP 10 posts
 - Balochistan 6 posts

The maximum limits in respect of provinces would be reviewed in due course.

- (iii) The number of technical posts calculated for the purpose of grant of scale 21 or 22 or allocated to each province is subject to the availability of suitable persons for such grant.
- (iv) In specially meritorious cases, the officers of BPS 20 shall be considered only for the grant of scale 21. Scale 22 may be granted in meritorious cases to those officers, who have served for at least 2 years in BPS 21.
- (v) The grant of scale 21 or 22, as the case may be, shall be admissible to an officer only once in his career.
- (vi) Grant of scale 21 or 22 to the officer will be personal to him. There would be no need to upgrade the post. He would, however, carry this higher scale in the event of his transfer to another post.

- (vii) The specially meritorious cases for the grant of scale 21 or 22 would be scrutinized and recommended by a Selection Committee constituted as follows:-

Federal Government:

1. Finance Minister.....Chairman
2. Secretary,
Establishment Division.....Member
3. Secretary,
Finance Division.....Member
4. Secretary of the
administrative
Ministry/Division
concerned.....Member

The Establishment Division shall function as Secretariat of the Committee.

Provincial Governments:

The Provincial Governments may set-up their own Provincial Special Selection Committee headed by the Chief Minister and consisting of Chief Secretary and such other members, as may be determined, by the Chief Minister.

- (viii) The following conditions will be observed in recommending specially meritorious cases:-
- i. The officer holds the technical post in the cadre concerned on regular basis and possesses professional/technical qualifications as laid down in the recruitment rules.
 - ii. He should have completed 22 years of service in scale 17 and above for the grant of scale 21 or 22.
 - iii. His confidential reports should be good/very good with no adverse entry.
 - iv. His expertise is particularly needed in the technical post held by him.

- (ix) The Federal Ministries/Divisions shall submit the proposals for the grant of scale 21 or 22, in specially meritorious cases to the Establishment Division for placing them before the Special Selection Committee. The particulars of each officer shall be shown in the proforma attached as **Annex** to this O.M. The Establishment Division shall process the proposals, place them before the Committee and obtain orders of the Prime Minister on the recommendations. The approval of the Prime Minister would be conveyed by the Establishment Division to the Ministry/Division concerned for the issue of necessary sanction.

- (x) The Provincial Special Selection Committee shall process the cases on the basis of these instructions and the *proforma attached. The Provincial Government shall forward its recommendations to the Establishment Division in the form of a Summary over the signature of the Chief Secretary to obtain orders of the Prime Minister. The approval of the Prime Minister would be conveyed by the Establishment Division to the provincial government concerned.

3. Any difficulty felt in the implementation of these instructions shall be referred to the Ministry of Finance.

[Authority.- Finance Division O.M. No.F. 2(3)-R.3/86, dated 7-4-1987].

* Annex.

ANNEX
 (See Sl. No. 133, para 2 (IX) & (X))
PROFORMA
GOVERNMENT OF PAKISTAN
DIVISION

A.	Particulars of post/officer as on (give the date)	Main Ministry/ Division	Attached Departments	Federal Subordinate Offices	Total of columns 2,3&4
	(1)	(2)	(3)	(4)	(5)

- i. Total number of technical/professional posts sanctioned in BPS 20.
- ii. Total number of officers holding technical/professional posts in BPS 20 or 21, as the case may be, on regular basis.
- iii. Pool posts 12.5% of the total number of posts in BPS 20 (i.e. of (i) above).

B. Particulars of officer proposed for grant of BPS 21/22.

1. Name of the officer
2. Date of birth

3. Technical/ professional category to which the post belongs.
4. Qualification including technical qualification possessed by the officer
5. Service/cadre to which he belongs
6. Present posting
7. Date of regular appointment to a post in BPS 20 or 21 and its designation
8. Total length of service in posts in Basic Pay Scale 17 and above possessed by the officer

(Note:-Details may be given in Appendix-A).

- 9 (1) Analysis of confidential records (Appendix-B)
- (2) C.R. Score- overall grading, quality/output and integrity.
10. In the case of adverse entry, indicate the year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).

- 11. State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.
- 12. State the reasons for which his case is considered to be a "specially meritorious" case, and how his expertise is particularly needed in the technical post.

Signature
 designation
 (To be signed a senior officer)

Appendix-A
(See Note under B, 8)

Details of Length of Service

Designation of Post Held Months	Method of Appointment	Pay scale	Service Rendered (period with date)	<u>Calculation</u> Years
(1)	(2)	(3)	(4)	(5)

BPS 17
 BPS 18
 BPS 19
 BPS 20
 BPS 21

Total: _____

Signature of
 Controlling officer

Appendix-B
(See B 9 [1])

Analysis of Confidential Reports

Year	*Overall assessment	Work		*Integrity			Fitness For Promotion
		*Output	Quality	Moral	General	Intellectual	

* Final assessment as made by the countersigning officer.