

MOST URGENT/TOP PRIORITY

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
AGRAM POST, BANGALORE – 560 007**

No.AN/PAY/I/VI CPC

Date: 5-9-2008

To

1. The Officer In charge,
PAO (ORs) ASC (S),
Bangalore
2. The Officer In charge,
PAO (ORs) MEG & C
Bangalore
- 3 The Officer In charge,
PAO (ORs) MLI,
BELGAUM
- 4 ALL SUB OFFICES
- 5 ALL OFFICERS AND SECTIONS IN MAIN OFFICE.

Sub: Implementation of VI CPC-regarding.

A copy of the Important/Immediate circular No. AN/XIV/14162/VI CPC/Circular Vol.I dt.2.9.2008 issued by Hqrs. Office is enclosed herewith for information and necessary action.

A specimen copy of the option to be exercised (in triplicate) and the undertaking to be given by each individual is also enclosed which may be collected from all the employees and sent to this office immediately to enable the fixation of pay in the revised pay structure and to make the payment of arrears in the month of Sep, 2008 itself.

RPR 2008 may be downloaded from the official website of GoI, Min. of Fin. i.e. www.finmin.nic.in and circulated amongst staff. A certificate to

the effect that all the staff members have noted the contents may be furnished to this office.

In the cases of employees who are on leave, action may be taken to obtain the option and undertaking as early as possible and forward to enable this office to complete the pay fixation and payment of arrears.

Enhanced subscription towards the GP Fund and NPS will be deducted on the revised pay before paying the arrears.

Employees have the option to deposit the arrears amount in their GPF Account. Such of those employees who wish to deposit their arrears amount in their GPF account, should furnish the same in writing.

Income Tax will be computed on the revised pay and deducted at source while paying the arrears amount. Employees, who wish to make savings for tax-saving purpose, can do so with intimation to that effect and proof of the same should be furnished latest by December 2008. Those who fail to produce the proof of savings by December, 2008, income tax shall be deducted in the subsequent two months.

Further, Data Sheet showing the pay as on 31.12.2005 and 31.8.2008 is forwarded herewith. You are requested to indicate the changes of pay affected on account of promotion/upgradation if any, during the period of 1.1.2006 and 31.8.2008 and forward the same to this office for further necessary action. The Self Drawing Offices, may hand over in person / fax the data sheet after making the necessary entries immediately, to facilitate the pay fixation/arrears calculation. The basic pay shown as on 1.1.2006 is the BP as on 31.12.2005, which means the increment, due on 1.1.2006 (wherever applicable) may be added to arrive at the basic pay drawn on 1.1.2006.

For facilitation of early completion of the above work, wherever there is a change in the grade on account of promotion/upgradation etc. a mismatch column showing two asterix mark has been incorporated in the Data Sheet. These cases may be scrutinised thoroughly.

GO (AN/PAY) has seen.


ACCOUNTS OFFICER (AN/PAY)

IMPORTANT/IMMEDIATE CIRCULAR
Office of the Controller General of Defence Accounts
 West Block - V, R. K. Puram, New Delhi - 110 066

No. AN/XIV/14162/VIth CPC/Circular Vol 1

Dated 02.9.2008

To
 All PCsDA/CsDA
 PC of A (Fys)/CsFA (Fys.)
 JLCDA (AF) Nagpur

**Subject- Implementation of Sixth Central Pay Commission recommendations -
 Instructions regarding.**

A copy of Govt. of India, Ministry of Finance, Department of Expenditure (Implementation Cell) OM. No. F. No. 1/1/2008-IC dated 30th August, 2008, Ministry of Finance (Department of Expenditure) Notification No. GSR 622(E) and Ministry of Finance Resolution No. 1/1/2008-IC dated 29th August 2008 may please be downloaded from the official website of Govt. of India, Ministry of Finance i.e. www.finmin.nic.in, so far as DAD employees are concerned.

2. The following subsidiary instructions are also issued.

(i) Fixation of initial pay in the revised pay structure

The manner of initial fixation of pay has been indicated in Rules 7 of CCS RP Rules of 2008. The pay in the pay band will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding of the resultant figure to the next multiple of Rs. 10. In addition to the pay in the pay band so arrived, Grade Pay corresponding to existing pay scale will be payable. On the basis of this rule, detailed fixation tables for each stage in each of the pre-revised scale so far as the cases of normal replacement of scales are concerned have been brought out and are enclosed as Annexure-I to the OM dated 30.8.2008. In order to ensure correct and systematic fixation of pay in the revised pay structure, a Proforma for the purpose (Statement of fixation of pay) is enclosed as Annexure-II to the OM dated 30.8.2008. All PCsDA/CsDA may circulate copies of RPR-2008 to all the sections in Main Office and Sub-Offices and obtain a certificate from them that all the staff members have noted its contents.

In the cases of up gradation of posts and merger of pre-revised pay scales, fixation of pay will be done as prescribed in Note 2A and 2B below Rule 7(1) and as indicated in illustration 4A and 4B respectively of the explanatory memorandum to the CCS RP Rules 2008.

(ii) On account of merger of the pre-revised pay scale of Rs. 5000-8000, 5500-9000, and Rs 6500-10500, some posts of the department have come to lie in an identical grade. Although, specific recommendation about the

post of Section Officer, Asstt. Accounts officers, Accounts Officer and Sr. Accounts Officer have been made vide Part B Section-II, Sl. No. XX of the notification dated 29.8.2008, similar recommendation in respect of other such posts i.e. Supervisor (Accounts), Senior Auditor (ACP), Private Secretary and Hindi Officer in the pay scale of Rs. 6500-10500 are not available. As per the stipulation made in Para (v) of PART - B, Section I of the Notification dated 29.8.2008, upgradation of such posts in the pre-revised pay scale of Rs.6500-10500 should be done in consultation with the Department of Expenditure, Ministry of Finance. Accordingly, to keep in line with above instructions, a case is being referred to the Department of Expenditure, Ministry of Finance for their consultation before granting higher grade pay corresponding to the higher pay scale in the pre-revised pay structure. However, as an interim measure, it has been decided to grant the grade pay of Rs.4200/- to the Supervisor (Accounts), Senior Auditor (ACP), Hindi Officer and Private Secretary who all are in the pre-revised pay scale of Rs.6500-10500 till such time the concurrence of Department of Expenditure, Ministry of Finance is received.

- (iii) The post of Section Officers and Asstt. Accounts officers have been merged and placed in PB-2 with Grade Pay of Rs. 4800 which corresponds to the pre-revised pay scale of Rs 7500-12000. Secondly, Accounts Officers have been placed in PB-2 with Grade Pay of Rs. 5400 which corresponds to pre-revised pay scale of Rs. 8000-13500. Senior Accounts Officers, although have also been given the grade pay of Rs. 5400/- which corresponds to the pre-revised pay scale of Rs. 8000-13500 but they have been placed in PB-3.
- (iv) In the case of Gp- D employees, the pay in revised pay structure will be fixed initially in the -15 pay band with the appropriate grade pay and arrears paid accordingly. Thereafter, pay of such Gp. D employees who already possess the revised minimum qualification recommended by the commission prescribed for entry into PB-1 would be fixed w.e.f. 1.1.2006 in PB- 1 with grade pay of Rs. 1800. As regards revised minimum qualification for entry into PB-1, attention is invited towards Sixth Central Pay Commission's recommendation in the matter vide Para 3.7.9 of the Report.

Such of those Gp. D employees who do not possess the revised minimum qualification for entry into PB-1 would be retrained in the department preferably within a period of six months so that payment of arrears on account of up gradation are not delayed. A scheme for retraining such Gp. D employees of the department is being devised separately so that a uniform practice could be followed.

- (v) Date/rate of increment in the revised pay structure

There shall be a uniform date of increment i.e. 1st July of the year after implementation of revised pay structure. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on

1.1.2006 in the revised pay structure will be granted on 01.7.2006 for those employees for whom the next date of increment was between 1st July 2006 to 1st January 2007. The rate of increment in the revised pay structure will be 3 % of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of Rs. 10. The amount of increment will be added to the existing pay in the pay band.

(vi) Revised rate of various allowances with effect from 1.09.2008

The revised rates of all allowances such as House Rent Allowance, Transport Allowance, Children Education Allowance, Special Duty Allowance and other Special Compensatory Allowances etc. will be paid prospectively w.e.f. 1.9.2008. Accordingly, no arrears will be paid in respect of these allowances. The commission recommended doubling of the extant rates of Cycle Allowance, Washing Allowance, Cash handling Allowance, Special Allowance, Night Duty Allowance, and Split Duty Allowance. Similarly, rates of allowances-specific to different ministry /department/organization not covered in this report have also been doubled.

- (vii) Dearness Allowance will be payable w.e.f. 01.1.2006 or from the date of option as per the rates notified by Govt. of India, Ministry of Finance, Department of Expenditure vide their OM No.1(3)/2008-E.II(B) dated 29.8.2008 (copy enclosed).

(viii) Exercise of Option

The drawl of pay in revised pay structure and exercise of option will be regulated as per Para 5 and 6 of the notification dated 29.8.2008 respectively. All the PCsDA and CsDA may call for option certificate from all the employees in triplicate. The form of option is placed at the Second Schedule to the Notification dated 29.8.2008. While calling for the option certificate, the individuals may be told that option certificate should reach PCsDA/CsDA office (or wherever the pay fixation is done) at the earliest possible and the target dates for that purpose may be fixed by the concerned PCsDA/CsDA. In case the option certificates are received later, there is every likelihood of delay in drawl of arrears of pay and revised pay beyond Sep. 2008. The PCsDA/CsDA may also advise their sections or sub-offices to address those on leave at their leave address by a Registered /Speed Post forwarding a copy of RPR 2008 and blank option certificate (in triplicate) advising them to send option certificate immediately so as to adhere to the time schedules. After receipt of the option certificates, the pay fixation in prescribed form may be carried out on day to day basis.

- (ix) As the pay according to the revised pay structure is to be paid with the pay of September 2008 the PCsDA/CsDA may instruct their AN-Pay staff or other such sub-offices wherever pay bills are prepared to constitute an implementation cell amongst the available staff to carry out the pay fixation job as early as possible and thereafter dues and drawn statement be prepared accordingly.

4(i) Cases of transfer after 1/1/2006 from one CDA to another CDA

Provisional pay fixation will be done by the CDA under whom the individual is serving on the date on which he exercises the option. The responsibility for checking the pay fixation, post audit of arrear claim for the period during which the individual was serving in another Controllers' office will devolve on the Controller under whom he was serving during that period. For this purpose, CDA, where individual is serving on crucial date of exercising election will forward pay fixation Proforma in duplicate, along with due/drawn statement for the earlier period in duplicate to the CDA where the individual was serving for audit and return with payment authority enforcement. On this basis, the statement for subsequent period will be again checked to ensure the correctness of arrears paid during post audit.

The arrears for entire period will however, be drawn by the CDA where an individual is serving on crucial date of exercising option and paid accordingly subject to post audit as above.

4(ii) Reversion from deputation after 1.1.2006

In their cases, the provisional pay fixation from the date of election of new pay scales may be done by the CDA where he is serving on the crucial date of exercising option and arrears paid by him for entire period from 1.1.2006 or from the date of election of a revised scale, as the case may be. The pay fixation Proforma and due/drawn statement for the period he was serving under deputation will be forwarded to the borrowing department with a request for issuing payment authority for the arrears for the period of deputation and return of approved pay fixation Proforma. As the liability for this amount vests with borrowing department, the amount will be settled with the concerned paying authority of the borrowing department. Arrears statements for the subsequent period will however, have to be checked based on the above basis in post audit.

4(iii) Persons who proceeded on deputation after 1.1.2006

In these cases, PCsDA/CsDA (from whose organization, the individual proceeded on deputation) will on receipt of P.F. proof and option certificate, from borrowing department, fix the pay and send approved copy thereof along with due/drawn statement duly checked to them, payment of arrears for entire period will be done by the borrowing department.

5(i) Deduction of CGEGIS amount

Recovery of CGEGIS subscription will be done at existing rates till revised orders are issued.

5(ii) Deduction of enhanced subscription to the General Provident Fund

On fixation of pay in the applicable revised pay bands and Grade Pay or in the pay scale, as the case may be, pay and allowances for the month of September 2008 may be drawn and paid on the basis of the revised pay structure and the applicable allowances thereon after deduction of enhanced subscription to the General Provident Fund which will be calculated with reference to the revised basic pay. Insofar as the employees who have joined on or after 1/01/2004 are concerned, the enhanced deductions under the New Pension Scheme will be calculated with reference to the revised basic pay and DA thereon.

"Basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Officers in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.

6: Mode of payment of arrears of pay


Bills may be drawn separately in respect of arrears of pay and allowances for the period from January 1, 2006 to August 31, 2008. The aggregate arrears, computed after deduction of subscription at enhanced rates of GPF and NPS with reference to the revised pay, may be paid in two installments. The arrears shall be paid in cash in two installments. The first installment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year for which separate orders will be issued. The requirement of pre-check of pay fixation having been dispensed with, it is not unlikely that the arrears due in some cases may be computed incorrectly leading to overpayments that might have to be recovered subsequently. The paying authority, should, therefore, make it clear to the employees under their administrative control, while disbursing the arrears, that the payments are being made subject to the adjustment from amounts that may be due to them subsequently should any discrepancy be noticed later. For this purpose, an undertaking may also be obtained in writing from every employee at the time of disbursement of the arrears/pay and allowances for September 2008 to the effect that any excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised scales will be refunded by him to the Government either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed as Annexure - III to the OM dated 30.8.2008. In case, a Government servant wishes to deposit his arrears in his General Provident Fund account, this may be permitted.

7. Deduction of Income Tax

In authorizing the arrears, Income Tax as due may also be deducted and credited to the Government in accordance with the instructions on the subject.

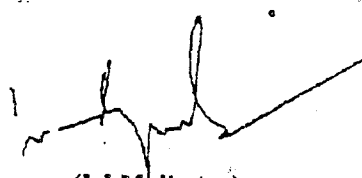
8. Hindi version will follow.

Please acknowledge receipt.


(Puneet Agarwal)
Dy.CGDA(AN)

Copy to :

1. AN-IV Section (Local) : For similar action as above in respect of employees serving in HQrs. Office.
2. AN-VIII Section (Local) : A copy of the Resolution/Notification dated 29.8.2008 and a copy of Min. of Finance, Department of Expenditure OM. No. F. No. 1/1/2008.IC dated 30th August, 2008 is enclosed herewith for your information and necessary action so far as it relates to effecting change in the Recruitment Rules, wherever required.
3. AN-XI Section (Local) : A copy of the Resolution/Notification dated 29.8.2008 and a copy of Min. of Finance, Department of Expenditure OM. No. F. No. 1/1/2008.IC dated 30th August, 2008 is enclosed herewith for your information and necessary action so far as it relates to the changed provisions of Assured Career Progression Scheme and any other matter which pertains to them.
4. AN-VII Section (Local) : Adequate instructions may please be passed on to all the PCsDA/CsDA regarding budget allotment as a consequence of implementation of the recommendations of Sixth CPC and payment of arrears.
5. AT-I Section (Local)
6. AT-Coord. (Local)
7. AT-II (Local)
8. FDP Center (Local)
9. Training Division, Bara Square, Delhi Cantt.
10. Hindi Cell, (local)
11. Library (Local)
12. MNB (AN-XIV) Local
13. Guard File


(I.J. Malhotra)
For C.G.D.A

THE SECOND SCHEDULE

Form of Option

[See Rule ____]

- * (i) I _____ hereby elect the revised pay structure with effect from 1st January, 2006.
- * (ii) I _____ hereby elect to continue on the existing scale of pay of my substantive/ officiating post mentioned below until:

* the date of my next increment

The date of my subsequent increment raising my pay to Rs.

I vacate or cease to draw pay in the existing scale.

The date of my promotion to _____

Existing Scale _____

Signature _____

Name _____

Designation _____

Office in which employed _____

Date:

Station:

* To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature: _____

Name: _____

Designation: _____

Date:

Station: