

CHAPTER-IV

SCALE OF PAY, SPECIAL PAY, INCREMENTS ETC.

4.1 The sanctioned strength and Scale of pay of the office establishment as on 1.4.2007 is as follows:

S.N.	Designation	Sanctioned Strength	Scale of Pay
1	Sr. Audit Officer(Civil)	43	8000-275-13500
2	Audit Officer(Civil)	11	7500-250-12000
3	Sr. Audit Officer & Audit Officer (Commercial).	4	8000-275-13500 7500-250-12000
4	Asstt. Audit Officer(Civil)	104	7450-225-11500
5	Section Officer(Civil)	21 (24)*	6500-200-10500
6	Asstt. Audit Officer & Section Officer (Commercial)	13	7450-225-11500 6500-200-10500
7	Private Secretary	1	6500-200-10500
8	Supervisor	5 (2)*	6500-200-10500
9	Welfare Assistant	1	6500-200-10500
10	Sr. Auditor	264	5500-175-9000
11	Auditor	54	4500-125-7000
12	Stenographer-I	2	5500-175-9000
13	Stenographer-II	3	5000-150-8000
14	Stenographer-III	3	4000-100-6000
15	Clerk	53	3050-75-3800-80-4590
16	Selection Grade Record Keeper	2	3050-75-3800-80-4590
17	Record Keeper	5	2750-70-3800-75-4400
18	Staff Car Driver	1	4500-125-7000

19	Junior Gestner Operator	1	2610-60-3150-65-3540
20	Daftari	6	2610-60-3150-65-3540
21	Sr. Peon	1	2610-60-3150-65-3540
22	Chawkidar	1	2550-55-2660-60-3200
23	Peon	24	2550-55-2660-60-3200
24	Safaiwala	4	2550-55-2660-60-3200
25	Sr. Data Processor	1	7500-250-12000
26	Sr. Console operator	1	5500-175-9000
27	Console operator	1	4500-125-7000
28	Data Entry operator	5	4000-100-6000

* After cadre bifurcation of Supervisor vide A.G. orders' dated 7.6.2007

4.2 The Cash Handling Allowance is Payable to Cashier at the following rates:

Amount of average monthly cash disbursed	Rates of Cash Handling Allowance
Upto Rs. 50,000/- p.m.	Rs. 75/- p.m.
Over Rs. 50,000 and upto Rs. 2,00,000	Rs. 150/- p.m.
Over Rs. 2,00,000 and upto Rs. 5,00,000	Rs. 200/- p.m.
Over Rs.5,00,000 and upto Rs.10, 00,000	Rs. 250/- p.m.
Over Rs10, 00,000	Rs. 300/- p.m.

(Authority: G.I. Min.Per. Pub. Griev.& Pen. Deptt. of Personnel &Trg. O.M. No. 4/5/97-
Estt (Pay II) dated 5.5.98. received with CAG letter No. 196 Audit(Rules)/31-98/IV-
98(59) dated 27.5.1998.)

4.3 Incentive for qualifying various examinations etc.

4.3.1 Incentive for qualifying in S.O.G. Examination:

Special Allowance of Rs. 80 per month for qualifying in S.O.G. Examination by Auditors during the first year and special allowance of Rs. 140 per month during the second year will be allowed with effect from 1.8.97

(Authority: C&AG circular letter No. 418-NGE(ENTT) 38-98 dated 24.7 .98)

4.3.2 Incentive for passing Revenue Audit Examination :

One advance increment for passing Revenue Audit examination by SOs/AAOs in Audit Offices will be allowed

The advance increments are to be granted with effect from the date following the last date of Revenue Audit exam. On the analogy of para 9.2.25-29 of the CAG's MSO, the normal date of increment will remain unchanged.

4.3.3 Incentive for qualifying in departmental examination by Auditor

The qualification pay Rs 60/-p.m. will be granted for qualifying in departmental examination by Auditors. The qualification pay shall continued to be treated as part of the pay for the purpose of fixation of pay on promotion to the next higher post

(Authority: G.I. Min.of Finance. Deptt. of Exp.O.M. No.9(7)III(A)/98 dated 5.8.1999 received with CAG letter No. 429Audit(Rules)/34-99/IV-99 (78) dated 1.9.1999.)

4.3.4 Fixation of pay of Section Officer (on probation):-

It has been decided that the pay of those SO (on probation) who after passing that Part-II of the SOG examination of the relevant branch could not draw pay beyond the stage of Rs. 6500 due to their terms of appointment may be stepped upto the stage they would have otherwise reached if they had been allowed their second increment raising their Pay Rs. 6700 from the date of their passing SOG Part-II Examination. No arrear will however be admissible on account of such fixation for their periods.

4.3.5 Incentive under Hindi Teaching Scheme

Please refer Appendix -7 to FRSR Part I General Rules

4.4 Incentive for acquiring fresh higher qualifications

In pursuance of the recommendation made by the fourth Central pay Commission, the question of grant of incentive on acquiring higher qualifications, the present system of giving advance increments shall be replaced by grant of lump-sum amount as incentive. Policy guidelines were also provided to consider grant of lump-sum incentive for acquiring fresh qualification for which presently there is no scheme for grant of advance increments..

2. As per recommendation made by the Fifth Central pay Commission in Chapter 23 of their supplementary report No. 1 it has been decided to grant lump-sum incentive on acquiring fresh qualification listed in the annexure. The grant of incentive in respect of these qualifications will be subject to fulfilment of the criteria laid down in this department's G.

I. Ministry of Personnel, Public Grievances and Pensions O.M. No. 1/2/89-Estt.(Pay.I) dated 28.7.1993. The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post. The quantum of incentive will be uniform for all posts irrespective of their classification or grade or the department. The incentive will not be admissible where the Government servant is sponsored by the government or he avails of study leave for acquiring the qualification. The incentive would be given only for higher qualification acquired after induction into service and will not apply for the incentives now being given in the existing schemes for possession of higher qualification at an entry stage. No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if the employee acquires the requisite qualification for such appointment at a later date. The acquisition of the qualification should be directly related to the functions of the post held by him/her or to the functions to be performed in the next higher post. There should be direct nexus between the

functions of the post and the qualification acquired and that it should contribute to the efficiency of the government servant. The qualifications meriting grant of incentive should be recognized by the All India Council for Technical Education, Department of Electronics, Deemed university, University or recognised by the Government. No stepping up of pay shall be allowed in the case of juniors by virtue of drawing more pay under the scheme of advance increments.

3.The grant of incentive for the qualifications listed in the annexure may be considered by the administrative authorities in consultation with their integrated finance and necessary orders issued after ensuring that the criteria laid down above is fulfilled . The incentive will be admissible on acquiring these qualifications on or after the date of issue of these orders.

Annexure to Department of Personnel & Training's O.M. NO.J/2/89-Estt.(pay-I) dated 31.3.1999.

Sl. No.	Qualification	Lump-sum-incentive (in Rs.)
1	Degree in Engineering or equivalent in the respective discipline	8,000
2	Post Graduate degree or equivalent in Engineering in respective discipline	10,000
3	Ph. D in the field relevant to the functions of the government servant	10,000
4	Diploma or equivalent in Computer Science/Computer Application/Information Technology relevant to the functions of the government servant	4,000
5	P.G. Diploma in Computer Science/Computer Application/Information Technology relevant to the functions of the government servant	6,000
6	Degree in Computer Science /Computer	8,000

	Application/Information Technology relevant to the functions of the government servant	
7.	Post Graduate Degree in Computer Science /Computer Application/Information Technology relevant to the functions of the government servant	10,000
8.	P.G. Diploma in Materials Management form Institute/University /Deemed University etc. recognised by the All India Council for Technical Education/ Government of India.	6,000
9.	(a) On passing Intermediate/Part I Examination of the Institute of Chartered Accountants of India, Cost & Works Accountants of India/Institute of Chartered Financial Annalists of India	4,000
9.	(b) On passing final examination of Institute of Chartered Financial Analysts of India/Cost & Works Accountants of India/ institute of Chartered Financial Analysts of India.	8,000
10	(a) On passing intermediate examination of the Institute of Company Secretaries of India.	2,000
10	(b) On passing Final Examination of the Institute of Company Secretaries of India.	4,000
11	Multi skill diploma in relevant fields	4,000
12	PG/ Ph. D. in Veterinary Science.	10,000

4.5 Scheme for Grant of Cash prizes to candidates securing highest marks in the section officer Grade examination.

As per scheme for the grant of incentive to candidates who pass the SOG Examination with very high marks, cash prizes on all India basis will be given to such candidates as under:

Rank	Amount (in Rs.)
First	4,000.00
Second	2,500.00
Third	1,600.00
Fourth	1,000.00

To serve as an Incentive for the prospective candidates for the SOGE to prepare better for the examination so as to reap the benefit of cash prize in addition to passing the examination, the list of the prize winners should be prominently displayed on the notice boards. The offices to which the prize winners belong should, in addition, display photographs also of such candidates on their notice boards alongwith a brief Resume of their achievements besides printing the same in the Activity Report and other publications brought out by those offices.

(Authority: CAG letter No. 521-Exam/11-97/v dated 18.7.2007.)

4.6 INCREMENT: - As regards drawal of annual increments please refer para 10.7.1 of the CAG MSO (Admn) Vol. I.

4.6.1 Regulation of increments on the Ist of the month recommendation of the Third Pay Commission.

With reference to the recommendation of the 3rd pay commission contained in para 22 of Chapter VIII in Vol. I of their report to the effect that in future, an increment should be granted from the 1st of the month in which it falls due instead of from the actual date on which it accrues, and to say that Government have accepted the aforesaid recommendation of the Commission vide item No.5 in the Annexure - A appended to the Resolution No 70(34)-Inp-cell dated 1.11.1973 (34}

The sanction of the President is accordingly conveyed hereby to the increment of employees being admitted from the 1st of the month in which it would fall due under the operation of the normal rules and orders regulating increments.

(Authority: Government of India, Ministry of Finance, Department of Expenditure No. F.1 (22) -E.III (A)/73 dated 27.5.1974- Dy. No. OE-I-CAG-236)

4.7 SUGGESTIONS AWARD SCHEME

A reference is invited to Comptroller and Auditor General's Office letter No.18-0&M/4-71 dated 21st January,,1971 (reproduced below) on the subject mentioned above. As stated therein, the suggestions scheme was intended to stimulate original thinking among the members of staff and thereby improve efficiency and productivity in our field offices. The question of revitalisation of the suggestions scheme was considered in the last Accountant General's conference held in July, 1978 and it has been decided that the following measures should be taken:-

(1) The scheme may be given the widest possible publicity among the staff working in the Office/Organisation. A notice Board may be hung permanently in a prominent place or places in the various office inviting all members to give their suggestions in writing for effecting improvements in procedures etc. and indicating the details of the awards to which the accepted suggestions are eligible. Suggestion boxes may also be installed at one or more Central places in the office building.

(2) Under the suggestions scheme, the suggestions made by a staff and officers for improvement in audit, accounting and house keeping procedures which contribute to the economy, efficiency or increased effectiveness of operations are eligible for cash awards. Such suggestions may be of two categories vi.z (a) suggestions having local application which do not have repercussions elsewhere and which can be implemented by the Accountant General without order from Comptroller and Auditor General's office, and (b) the suggestions having wider application changes of prescribed rules or procedures which require approval of the Comptroller and Auditor General's Office.

(3) For scrutinising and regarding the suggestions from the officers and staff employed in the Office/Organisation, a screening committee consisting of the Accountant General and two Sr. Deputy Accountant General/ Deputy Accountant General (one of whom should be officer concerned of the subject matter of the suggestions under consideration) any have constituted. Suggestions having local applications may be considered by the screening committee and accepted for implementation after careful scrutiny. The delegation of suitable powers to the Head of offices for the sanctions of cash awards in cases accepted by the screening committee for implementation is separately under consideration and formal orders will follow. Suggestions having wider application as well as suggestions having local application accepted by the screening committee, in which , the grant of a cash award in excess of the powers delegated to the Heads of Office is considered justified, may be submitted to Comptroller and Auditor General's office along with recommendation for final decision.

(4) The awards may be given by way of cash awards and/or to merit certificate/letters of commendation. However the improvements resulting for the suggestions are capable of being assessed in fairly precise monetary terms, the amount of the award for any single suggestion should not normally exceed 5 per cent of annual savings or Rs.1,000/- which ever is less. In cases where the result of the suggestions made cannot be evaluated in precise monetary terms but the suggestions themselves are useful for adoption, suitable monetary for adoption, suitable monetary awards may be given, the quantum of which may be decided in each cases depending on the importance of the matter but subject to the overall ceiling of Rs.1000/-in each case. The merit certificates /letters for commendation may be awarded for suggestions considered useful and good for adoption in which cases the grant of cash award in which cases the grant of cash awards is not considered justified.

(5) The suggestions received from the staff for improvement in rules and procedures should be dealt with utmost expedition. The screening committee may be required to meet for this purpose at least once in three months. The suggestions received during a quarter may be considered and final decision thereon taken during the month following the quarter. The names of the authors, their suggestions, improvements

resulting therefrom, indicating wherever feasible the monetary savings and the form and quantum of award sanctioned may be sent to the comptroller and Auditor General's office for publication in the Audit Bulletin.

(Authority: CAG's office circular letter No.259-TA-I/O & M/12-78 dated 23.3.1979).