

23. *Determination of Admissibility of perks and payment of other allowances relatable to pay.*—Admissibility of any perks and payments of any other allowances, relatable to pay and not specifically provided for in these rules or specific orders of the Government on the subject, shall continue to be regulated and drawn on the basis of notional pay in the existing pay scale in accordance with the existing rules until such time as the final orders thereon are issued separately by the Government.

24. *Relaxation of rules.*—In cases where the Government is satisfied that the operation of any of these rules causes undue hardship, the Government may, by order, dispense with, or relax the requirement of these rules to such extent and subject to such conditions as may be considered necessary for dealing with the case(s) in a just and equitable manner.

25. *Over-riding effect of the rules.*—In all cases where the pay of the Government employees is regulated under these rules, the provisions of the Jammu and Kashmir Civil Services Regulations shall not apply to the extent they are inconsistent with these rules.

26. *Illustration.*—Illustrations in respect of certain representative categories of cases of pay fixation are given in the Annexure "B". (See footnotes below the illustrations carefully).

27. *Appendices.*—Appendices to these rules containing department-wise details of posts shall be issued by Finance Department separately.

28. *Interpretation.*—If any question arises relating to the interpretation or clarification of any of the provisions of these rules, it shall be referred to the Government in the Finance Department for decision.

By order of the Governor.

(Sd.) M. J. NAJAR,  
Director Codes,  
Finance Department

No. A/9(98)-319

dated 19-01-1998

Standard endorsements.

SCHEDULE

STATEMENT SHOWING THE EXISTING STATE PAY SCALES  
(AS PER REVISED PAY RULES, 1992) AND REVISED  
VERSION W.E.F. 1-1-1996

S.No.	Existing State pay scales	Revised pay scales
1	2	3
1.	750-12-870-EB-14-940	2550-55-2660-60-3200
2.	775-12-955-EB-14-1025	2610-60-3150-65-3540
3.	800-15-1010-EB-20-1150	2650-65-3300-70-4000
4.	825-15-900-EB-20-1200	2750-70-3800-75-4400
5.	950-20-1150-EB-25-1400 950-20-1150-EB-25-1500	3050-75-3950-80-4590
6.	1300-30-1390-EB-40-1870	4200-75-5325 (Improvised)
7.	1340-40-1460-EB-40-1940	4300-100-5900 (Improvised)
8.	1200-30-1560-EB-40-2040	4000-100-6000
9.	1400-40-1800-EB-50-2300	4500-125-7000
10.	1400-40-1600-50-2300-EB-60-2600 1600-50-2300-EB-60-2660	5000-150-8000
11.	1340-60-2600-EB-75-2900 (Improvised) 1640-60-2600-EB-75-2900	5500-175-9000
12.	1760-60-2600-EB-75-3200 (Improvised)	5700-200-10100 (Improvised)
13.	2000-60-2300-EB-75-3200	6500-200-10500
14.	2000-60-2300-EB-75-3200-100-3500 2000-60-2300-EB-75-3200-100-3400 (Improvised)	6700-200-10700 (Improvised)
15.	2125-75-2800-EB-100-3600 (Improvised Non-Gazetted categories)	7450-225-11500 (Non-Gazetted categories)

S.No. Existing State pay scales Revised pay scales

1	2	3
16.	2125-75-2800-EB-100-3600 (Gaz.) 2200-75-2800-EB-100-3800 (Improved) 2200-75-2800-EB-100-4000	7500-250-12000
17.	2500-75-2800-EB-100-4000	8000-275-13500
18.	3000-100-3500-125-4500 3000-100-3500-125-5000	10000-325-15200
19.	3700-125-4700-150-5000	12000-375-16500
20.	4100-125-4850-150-5300 4500-150-5700	14300-400-18300
21.	5100-150-6300	16400-450-20000
22.	5900-200-6700 5900-7500	18400-500-22400

ANNEXURE 'A'

(See rule 7)

FORM OF OPTION

To

The \_\_\_\_\_

Sir,

\*(i) I \_\_\_\_\_ hereby elect the revised pay scale of pay under rule \_\_\_\_\_ of the J&K Civil Service (Revised Pay) Rules, 1998.

\*(ii) I \_\_\_\_\_ hereby elect to retain, the existing scale of pay of my substantive/officiating post/non-functional existing pay scale viz. \_\_\_\_\_ up to \_\_\_\_\_ under proviso \_\_\_\_\_ to rule \_\_\_\_\_ thereafter for the revised scale.

\*(iii) I hereby elect to retain under rule \_\_\_\_\_ the existing scale of my substantive/officiating post mentioned below :—

Existing Scale \_\_\_\_\_

Yours faithfully,

Dated \_\_\_\_\_

Station \_\_\_\_\_

Signature

Name \_\_\_\_\_

Designation \_\_\_\_\_

Note.—Option (ii) is applicable to Government servants who do not want to opt for the revised scale at all.

\*To be scored off, if not applicable, under the signature of Government servant concerned.

## ANNEXURE 'B'

## (ILLUSTRATION NO. 1)

Mr. 'A' in the pay scale of Rs. 750-12-870-EB-14-940 drawing Rs. 846/- as his basic pay on 31-12-1995 with his date of increment on 1st Feb. every year.

1. Existing pay scale	Rs. 750-12-870-EB-14-940	
2. Revised pay scale	Rs. 2550-55-2660-60-3200	
3. Basic pay in the existing scale as on 1-1-1996	Rs. 846	
4. Add as per Rule 9(1) of J&K Civil Services (Revised Pay) Rules, 1998 :		} Rs. 1790.00
(i) 40% of item No. 3	Rs. 338.00	
(ii) Amount of DA on basic pay as notified vide Govt. Order No. 174-F of 1996 dated 10-6-1996	Rs. 1252.00	
(iii) 1st instalment of Interim Relief as notified vide Govt. Order No. 7-F of 1995 dated 2-2-1995	Rs. 100.00	
(iv) 2nd instalment of Interim Relief as notified vide Govt. Order No. 206-F of 1995 dated 18-9-1995 subject to a minimum of Rs. 100	Rs. 100.00	
5. Total of item No. 3+4	Rs. 2636.00	
6. Pay fixed in the revised pay scale	Rs. 2660.00	
7. Add increment(s) if admissible on account of bunching if any as per 1st proviso to rule 9	NIL	
8. Pay fixed after adding the benefit of bunching as per item No. 7, if admissible	Rs. 2660.00	
9. Date of next increment	1st Feb., 1996	

Note.—1. The amount of DA and IIrd instalment of Interim Relief left after merger are to be omitted altogether, as the same has been replaced by new formula of DA w.e.f. 1-1-1996.

2. This is not conclusive but only illustrative and may be verified by the concerned DDOs with reference to relevant rules and orders.

## (ILLUSTRATION NO. 2)

Mr. 'B' in the substantive pay scale of Rs. 950-20-1150-EB-25-1500 was allowed IInd Higher Standard Pay scale of 1400-40-1800-EB-50-2300, on 1-1-1996 as per SRO-14 dated 15-1-1996 where his pay was fixed at Rs. 1560

1. Existing pay scale (IInd Higher Standard pay scale-Non functional allowed on 1-1-1996)	Rs. 1400-40-1800-EB-50-2300	
2. Existing substantive pay scale	Rs. 950-20-1150-EB-25-1500	
3. Revised pay scale of item No. 2	Rs. 3050-75-3950-EB-80-4590	
3. Basic pay in the 2nd Higher Standard pay scale as on 1-1-1996	Rs. 1560.00	
4. Add as per Rule 9(1) of J&K Civil Services (Revised Pay) Rules, 1998 :		} Rs. 3189.00
(i) 40% of item No. 4	Rs. 624.00	
(ii) Amount of DA on basic pay as notified vide Govt. Order No. 174-F of 1996 dated 10-6-1996	Rs. 2309.00	
(iii) 1st instalment of Interim Relief as notified vide Govt. Order No. 7-F of 1995 dated 2-2-1995	Rs. 100.00	
(iv) 2nd instalment of Interim Relief as notified vide Govt. Order No. 206-F of 1995 dated 18-9-1995 subject to a minimum of Rs. 100	Rs. 156.00	
6. Total of item No. 4+5	Rs. 4749.00	
7. Pay fixed in the revised pay scale	Rs. 4590.00	
8. Personal pay	Rs. 159.00	
9. Add increment(s) if admissible on account of bunching, if any, as per 1st proviso to rule 9	NIL	
10. Pay fixed after adding the benefit of bunching as per item No. 9, if admissible	Rs. 4590.00	
11. Personal pay	Rs. 159.00	

Note.—1. The amount of DA and IIIrd instalment of Interim Relief left after merger are to be omitted altogether, as the same has been replaced by new formula of DA w.e.f. 1-1-1996.

2. This is not conclusive but only illustrative and may be verified by the concerned DDOs with reference to relevant rules and orders.

## (ILLUSTRATION NO. 3)

Mr. 'C' in the pay scale of Rs. 775-12-955-EB-14-1025 drawing Rs. 823/- as his pay with his date of increment on 1st March.

1. Existing pay scale	775-12-955-EB-14-1025	
2. Revised pay scale	2610-60-3150-65-3540	
3. Basic pay in the existing scale as on 1-1-1996		Rs. 823
4. Add as per Rule 9(1) of J&K Civil Services (Revised Pay) Rules, 1998 :		
(i) 40% of item No. 3	Rs. 329.00	} Rs. 1747.00
(ii) Amount of DA on basic pay as notified vide Govt. Order No. 174-F of 1996 dated 10-6-1996	Rs. 1218.00	
(iii) 1st instalment of Interim Relief as notified vide Govt. Order No. 7-F of 1995 dated 2-2-1995	Rs. 100.00	
(iv) 2nd instalment of Interim Relief as notified vide Govt. Order No. 206-F of 1995 dated 18-9-1995 subject to a minimum of Rs. 100	Rs. 100.00	
5. Total of item No. 3+4		Rs. 2570.00
6. Pay fixed in the revised pay scale		Rs. 2610.00
7. Add increment(s) if admissible as per 2nd proviso to rule 9(1)(c)		One increment at Rs. 60/-
8. Pay fixed after adding the benefit of 2nd proviso to Rule 9(1)(c)		Rs. 2670.00
9. Date of next increment		1st Jan., 1997

Note.—1. The amount of DA and IIIrd instalment of Interim Relief left after merger are to be omitted altogether, as the same has been replaced by new formula of DA w.e.f. 1-1-1996.

2. This is not conclusive but only illustrative and may be verified by the concerned DDOs with reference to relevant rules and orders.

## (ILLUSTRATION NO. 4)

Mr. 'D' in the pay scale of Rs. 950-20-1150-EB-25-1500 drawing Rs. 1175/- as his basic pay with a date of his next increment falling on 1st April every year.

1. Existing pay scale	Rs. 950-20-1150-EB-25-1500	
2. Revised pay scale	Rs. 3050-75-3950-EB-80-4590	
3. Basic pay in the existing scale as on 1-1-1996		Rs. 1175
4. Add as per Rule 9(1) of J&K Civil Services (Revised Pay) Rules, 1998 :		
(i) 40% of item No. 3	Rs. 470.00	} Rs. 1427.00
(ii) Amount of DA on basic pay as notified vide Govt. Order No. 174-F of 1996 dated 10-6-1996	Rs. 1739.00	
(iii) 1st instalment of Interim Relief as notified vide Govt. Order No. 7-F of 1995 dated 2-2-1995	Rs. 100.00	
(iv) 2nd instalment of Interim Relief as notified vide Govt. Order No. 206-F of 1995 dated 18-9-1995 subject to a minimum of Rs. 100	Rs. 118.00	
5. Total of item No. 3+4		Rs. 3602.00
6. Pay fixed in the revised pay scale		Rs. 3650.00
7. Add increment(s) if admissible as per 1st proviso to rule 9(1)(c)		NIL
8. Pay fixed after adding the benefit of bunching as per item 7 above, if admissible		Rs. 3650.00
9. Date of next increment		1st April, 1996

Note.—1. The amount of DA and IIIrd instalment of Interim Relief left after merger are to be omitted altogether, as the same has been replaced by new formula of DA w.e.f. 1-1-1996.

2. This is not conclusive but only illustrative and may be verified by the concerned DDOs with reference to relevant rules and orders.

## (ILLUSTRATION NO. 5)

Mr. 'E' in the pay scale of Rs. 1560/- plus special pay of Rs. 65 in the pay scale of Rs. 1400-40-1800-EB-50-2300.

1. Existing pay scale	Rs. 1400-40-1800-EB-50-2300	
2. Revised pay scale	Rs. 4500-125-7000	
3. Basic pay as on 1-1-1996	Rs. 1560.00	
4. Special Pay	Rs. 65.00	
5. Add as per Rule 9(1) of J&K Civil Services (Revised Pay) Rules, 1998 :		
(i) 40% of item No. 3	Rs. 624.00	} Rs. 3189.00
(ii) Amount of DA on basic pay as notified vide Govt. Order No. 174-F of 1996 dated 10-6-1996	Rs. 2309.00	
(iii) 1st instalment of Interim Relief as notified vide Govt. Order No. 7-F of 1995 dated 2-2-1995	Rs. 100.00	
(iv) 2nd instalment of Interim Relief as notified vide Govt. Order No. 206-F of 1995 dated 18-9-1995 subject to a minimum of Rs. 100	Rs. 156.00	
6. Total of item No. 3+5	Rs. 4749.00	
7. Pay fixed in the revised pay scale	Rs. 4750.00	
8. Add increment(s) if admissible on account of bunching if any as per 1st proviso to rule 9	NIL	
9. (i) Pay fixed after adding the benefit of bunching as per item No. 8 if admissible	Rs. 4750.00	
(ii) Special Pay	Rs. 65.00	

Note.—1. The amount of DA and IIIrd instalment of Interim Relief left after merger are to be omitted altogether, as the same has been replaced by new formula of DA w.e.f. 1-1-1996.

2. This is not conclusive but only illustrative and may be verified by the concerned DDOs with reference to relevant rules and orders.

## (ILLUSTRATION NO. 6)

Mr. 'F' in the pay scale of Rs. 2000-60-2300-EB-75-3200 drawing Rs. 2600/- as his basic pay on 31-12-1995 with date of increment on 1st June every year.

1. Existing pay scale	Rs. 2000-60-2300-EB-75-3200	
2. Revised pay scale	Rs. 6500-200-10500	
3. Basic pay in the existing scale as on 1-1-1996	Rs. 2600	
4. Add as per Rule 9(1) of J&K Civil Services (Revised Pay) Rules, 1998 :		
(i) 40% of item No. 3	Rs. 1040.00	} Rs. 5248.00
(ii) Amount of DA on basic pay as notified vide Govt. Order No. 174-F of 1996 dated 10-6-1996	Rs. 3848.00	
(iii) 1st instalment of Interim Relief as notified vide Govt. Order No. 7-F of 1995 dated 2-2-1995	Rs. 100.00	
(iv) 2nd instalment of Interim Relief as notified vide Govt. Order No. 206-F of 1995 dated 18-9-1995	Rs. 260.00	
5. Total of item No. 3+4	Rs. 7848.00	
6. Pay fixed in the revised pay scale	Rs. 7900.00	
7. Add increment(s) if admissible on account of bunching if any as per 1st proviso to rule 9	NIL	
8. Pay fixed after adding the benefit of bunching as per item No. 7 if admissible	Rs. 7900.00	
9. Date of next increment	1st June, 1996	

Note.—1. The amount of DA and IIIrd instalment of Interim Relief left after merger are to be omitted altogether, as the same has been replaced by new formula of DA w.e.f. 1-1-1996.

2. This is not conclusive but only illustrative and may be verified by the concerned DDOs with reference to relevant rules and orders.

**GOVERNMENT OF JAMMU AND KASHMIR  
FINANCE DEPARTMENT**

Notification

Jammu, the 19th January, 1998.

SRO-19.—In exercise of the powers conferred by proviso to Section 124 of the Constitution of Jammu and Kashmir the Governor is pleased to direct that the following amendments shall be made in Jammu and Kashmir Civil Service Regulations namely :—

In the said Regulations ;

1. The existing Articles 240-A, 240-AA, 240-AAA and 240-AAAA shall be renumbered as Articles 240-A(I), 240-A(II), 240-A(III) and 240-A(IV) respectively and the following shall be inserted as Article 240-A(V) ;

240-A(V). Notwithstanding anything contained in Article 240-A(I) to 240-A(IV) with regard to fixation of pension and maximum limits thereof, the amount of superannuation, special, retiring, compensation and invalid pension in respect of Government servants who opt for revised scales of pay of 1-1-1996 and retire on or after 1-1-1996, the pension shall continue to be calculated at 50% of average emoluments as at present and shall be subject to a minimum of Rs. 1275/- per month and maximum of 50% of highest pay in the Government. (The higher pay in the Government is Rs. 22,400/- since 01-01-1996).

Where pension has been provisionally sanctioned in cases occurring on or after 1-1-1996 the same shall be revised in terms of this rule. In cases where pension has been finally sanctioned under the pre-revised rules and if it happens to be more beneficial that the pension becoming due under this rule, the pension already sanctioned shall not be revised to the disadvantage of the pensioner.

The dearness allowance on pension in respect of those who retire on or after 1-1-1996 shall be allowed at the rates which may be notified by the Government from time to time.

2. The following shall be inserted as Note 7 below Article 240-BB :

Note 7.—The overall ceiling of Death-cum-Retirement Gratuity in respect of Government servants who may retire or die while in service on or after 1-1-1996 shall in no case exceed Rs. 3.50 lakhs.

The emoluments for purpose of this rule shall mean 'basic pay' as defined in Art. 27(a) (i) of these rules which a Government

servant was in receipt of immediately before his retirement or on the date of his death and shall also include dearness allowance admissible on the date of his retirement/death as the case may be.

1. The following shall be inserted as 2nd proviso below Art. 241-B (preceding Note 1 thereunder) :

"Provided that the terms 'emoluments' for calculation of pensionary benefits other than 'Retirement/Death Gratuity' in respect of Government servants who retire or die while in service shall mean 'basic pay' as defined in Art. 27(a) (i) of these rules which a Government servant was in receipt of immediately before his retirement or on the date of his death as the case may be in the Revised Pay Scales effective from Jan., 1996.

In case of retirement/death gratuity dearness allowance admissible on the date of death/retirement shall also be treated as 'emoluments'.

4. The following shall be inserted as Art. 242-BB :—

242-BB. In case of Government servants who have opted for revised scales of pay w.e.f. 01-01-1996 and retire within 10 months from the date of coming over to the revised scale, average emoluments for 10 months preceding retirement shall be calculated by taking into account emoluments as under :—

- (i) For the period during which pay is drawn in the pre-revised scale, the average emoluments shall be calculated on basic pay plus actual dearness allowance and interim relief I and II appropriate to the basic pay at the rates in force on 01-01-1996, excluding dearness allowance instalments of July, 1996 and January, 1997.
- (ii) For the period during which pay is drawn in the revised scale, the average emoluments shall be calculated on the basic pay in the revised scale.

5. The following shall be inserted as Art. 242-CC :—

242-CC. (a) Government servants who have retired or will be retiring between 01-01-1996 to 31-12-1997 shall be given an option to retain the pre-revised scale of pay and have their pension and DCRG calculated under the rules in force before 01-01-1996. The pension and DCRG in such cases shall be regulated as under :—

- (i) The term 'emoluments' shall mean 'pay' as defined in Art. 27(a)(i) of these rules and shall include dearness allowance upto AICPI 1436 i.e. instalment of July 1995, sanctioned vide Government Order No. 770-F 1995 dated 29-9-1995 and interim

relief I & II (sanctioned vide Government Order No. 7-F of 1995 dated 02-02-1995 and 206-F of 1995 dated 18-09-1995 respectively).

- (ii) Pension shall be calculated at 50% of average emoluments. To the pension so calculated, dearness allowance upto AICPI 1510 at prescribed rates (sanctioned vide Government Order No. 175-F of 1996 dated 10-06-1996, January, 1996 instalment) shall be added. The amount so arrived at shall be regarded as pension.
- (iii) DCRG will, be admissible with reference to emoluments at (i) above under the orders in force immediately before coming into effect of these provisions. The maximum amount of gratuity shall not exceed Rs. 2.50 lakhs.
- (iv) Commutation of pension shall be admissible in accordance with the rules in force immediately before coming into effect of these rules.
- (v) Family pension shall be allowed in accordance with the orders applicable prior to issue of these orders and shall be calculated with reference to basic pay in the pre-revised scale. To the family pension so calculated dearness allowance upto AICPI 1510 at prescribed rates (i.e. January, 1996 instalment as sanctioned vide Government Order No. 175-F of 1996 dated 10-06-1996) shall be added. The amount so arrived at shall be regarded as family pension for regulating payment of dearness allowance beyond average AICPI 1510.

**Note :** The option as above shall be exercised within a period of three months from the date of issue of these orders. In cases where no option has been exercised within the stipulated period the pensionary benefits shall be settled under the provisions of these rules.

(b) In the case of persons who retain pre-revised scale and retire or die subsequent to 31-12-1997, the retirement benefits shall be allowed under the revised rules. The emoluments for calculation of pensionary benefits in their case shall be the basic pay in the pre-revised scale plus dearness allowance upto AICPI 1510 appropriate to basic pay at the rates in force on 01-01-1996 plus first two instalments of interim relief at the rates in force on 31-12-1995 appropriate to the said basic pay.

6. The following shall be inserted as Rule 5 (bbb) in Civil Pension (Commutation) Rules—Schedule X :—

5 (bbb). A Government servant who has retired from service on or after 01-01-1996 shall be entitled to commute 40% of his pension payable to him.

7. The following shall be inserted as Rule 20 (BB) in Family Pension—Gratuity Rules—Schedule XV :—

20-BB. The rates of family pension in respect of Government servants who may retire on or after 01-01-1996 or who may die while in service on or after the said date, the family pension shall be calculated at a uniform rate of 30% of the basic pay in the revised scale in all cases instead of slab system as at present and shall be subject to a minimum of Rs. 1275/- per month and maximum of 30% of highest pay in the Government. (The highest pay in the Government is Rs. 22,400/- since January, 1996).

**Note :** The minimum limit of family pension in respect of existing family pensioners shall be Rs. 1275/- per month w.e.f. 01-01-1996.

By order of the Governor.

(Sd.) M. J. NAJAR,

Director (Codes),  
Finance Department

No. M/12(98)-316

dated : 19-01-1998

Copy to the :—

Standard endorsements.

**GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT**

**Notification**

**Dated 19th January, 1998.**

SRO-20.—In exercise of the powers conferred by proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that the following amendments shall be made in J&K Civil Services (House Rent Allowance and City Compensatory Allowance) Rules, 1992.

In the said Rules ;

Clause 1 of Note 2 below Rule 4 together with its caption "II-City Compensatory Allowance for Jammu/Srinagar Cities" shall be recast as under :—

**II. Grant of City Compensatory Allowance :**

Pay range (Basic pay)	Amount of CCA in class of cities (Rs. per month)			
	A-1	A	B-1	B-2
Below Rs. 3000/- P.M.	90	65	45	25
Rs. 3000/- PM to Rs. 4499/- P.M.	125	95	65	35
Rs. 4500/- P.M to Rs. 5999	200	150	100	65
Rs. 6000/- and above	300	240	180	120

By order of the Governor.

(Sd.) M.J. NAJARI

Director Code,  
Finance Department

Dated 19-01-1998

No. A/10(98)-314

Standard endorsements.

**GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT**

**CIRCULAR**

*Subject:* Revision of Pay Scales of State Govt. Employees—guidelines therefor.

Attention of all Financial Commissioners, Addl. Chief Secretaries, Commissioner/Secretaries to Government and Heads of Departments is invited to the provisions of Jammu and Kashmir Civil Service (Revised Pay) Rules, 1998 as promulgated vide Notification SRO-18 dated 19-01-1998, in general and principles of fixation of Pay in particular.

2 It is imperative that not only the pay fixation is ensured to be done by the concerned Drawing and Disbursing Officers (DDOs) correctly but it is also equally essential to verify and monitor effectively the process of correct verification for mainly the following reasons—

- (a) To guide and assist properly the DDOs concerned in the pay fixation process ;
- (b) To obviate avoidable losses to the Government exchequer by way of excess drawals/wrong payments as a result of pay fixation ;
- (c) To obviate avoidable inconvenience to the concerned employees as is apt to be caused by recoveries of excess payments detected at a later stage either by the concerned departmental inspection authority or by Accountant General ;
- (d) To obviate delays in settlement of Pension cases as a result of wrong fixation of Pay, as has generally been observed by and communicated through Accountant General from time to time, which ultimately creates avoidable hardship and inconvenience to the old aged pensioners at a time when they require not only to be reverted more but also sympathetically and promptly dealt with ;
- (e) To obviate avoidable litigation as a result of resorting to recoveries of excess payments, having been made on account of wrong fixation of pay ; and
- (f) Above all to create a data base for subsequent verification of Pay with reference to relevant documents and more effective monitoring of

progress of expenditure on account of salaries/wages (both on Plan and Non-plan distinctly) *vis a vis* the trend of fluctuations from time to time.

3. Finance Department in its keenness to accomplish the twin objectives of assistance/guidance to the DDOs and verification of pay fixation process at various levels have planned to—

- (a) conduct short term workshop courses for all the DDOs through two Accountancy Training Institutes of Jammu and Srinagar at all Distt. Head Quarters in the State ;
- (b) depute Pay Verification Parties through Directorate of Audit and Inspections in general and in District Head Quarters in particular throughout length and breadth of the State for verification of correct Pay Fixation ; and
- (c) collect requisite data (Pay Fixation Sheets) from all the DDO's, in respect of each incumbent on the establishment of a DDO, through concerned Treasury Officers which can serve as an authentic base/document with multi-purpose utility.

4. In order to ensure not only uniformity in approach, but also to arrive at correct pay to be fixed in the revised pay scale, the prescribed format of 'Pay Fixation Sheet' is appended herewith as Annexure 'A' for ready reference and official use.

5. The 'Pay Fixation Sheet' in respect of each individual employee (Gazetted/Non-Gazetted) on the establishment of DDO—

- (a) will be prepared in TRIPLICATE, duly authenticated over the signature and official seal of the DDO concerned ;
- (b) ONE COPY of the Pay Fixation Sheet shall be retained by DDO in his office for record and reference ;
- (c) SECOND COPY should be attached with the First Pay Bill prepared at revised rates of pay in the Revised Pay Scales w.e.f. Jan., 1996 and presented at the concerned treasury for encashment ; and
- (d) THIRD COPY of each Pay Fixation Sheet (in respect of each incumbent on the establishment of a DDO) with a covering consolidated Index in the following format should be properly forwarded to the concerned

Treasury Officer INVARIABLY WITH THE FIRST PAY BILL AT THE REVISED PAY IN THE REVISED PAY SCALE :

S. No.	Name of official	Designation	Pay fixed as on 1-1-1996			
			In existing pay scale		In revised pay scale	
			Plan	Non-Plan	Plan	Non-Plan
1	2	3	4	5	6	7

6. THE TREASURY OFFICER CONCERNED SHALL NOT AUTHORISE ANY FIRST PAY BILL AT REVISED PAY FIXED IN THE REVISED PAY SCALES UNLESS ACCOMPANIED INVARIABLY WITH THE DOCUMENTS AND INFORMATION DULY AUTHENTICATED BY THE CONCERNED D.D.O. STRICTLY IN ACCORDANCE WITH THE GUIDELINES AS DETAILED AT PARA 5 ABOVE.

7. On receipt of the information/documents as at paras 5 and 6 above, the Treasury Officer concerned shall, under cover of a letter, submit it to the Dy. Director Accounts and Treasuries concerned (by name) ensuring personal delivery against proper receipt.

8. The Deputy Director Accounts and Treasuries concerned shall arrange its safe custody for record and reference as and when required by an inspection/ Audit authority.

9. All the Financial Commissioners, Additional Chief Secretaries, Commissioners/Secretaries to Government and Heads of Departments are requested kindly to issue appropriate instructions to the concerned departmental officers within their administrative control for strict adherence and necessary co-ordination with the concerned officers.

10. In the direction of ensuring speedy and correct Pay Fixation in the Revised pay scales sincere efforts have been made to equip the DDO's with 'Ready Reckoner' as prepared in the Finance Department. A copy of the said 'Reckoner' is appended herewith as Annexure 'B'.

Though the Pay Fixation in the Reckoner is exhaustive, yet it should not be taken as conclusive. Accordingly it is impressed upon all concerned to :

- (a) Verify the calculations with reference to relevant Govt. Orders/ Notifications and allied records ; and

(b) Communicate any errors and omissions to the Finance Department with suggestions, if any, for its improvement, which shall be welcome.

11. Receipt of these Circular instructions with its enclosures, may kindly be acknowledged.

(Sd.) M. J. NAJAR,

Director Codes,  
Finance Department.

No. A/9(98)-320

Dated 19-01-1998

Standard endorsements.

\_\_\_\_\_

**ANNEXURE 'A'**

Office of the \_\_\_\_\_

**STATEMENT OF PAY FIXATION UNDER J&K CIVIL SERVICES  
(REVISED PAY) RULES, 1998.**

*\*(To be prepared in Triplicate)*

**Part-I**

- (i) Name of the Government servant \_\_\_\_\_
- (ii) Post held on 31-12-1995 \_\_\_\_\_
- (iii) Plan/Non-Plan \_\_\_\_\_

**Part-II**

1. (a) Existing pay scale as on 31-12-1995 \_\_\_\_\_
- (b) Existing non-functional Pay Scale (i.e. 1st, 2nd or 3rd Higher Standard Pay Scale), if any, held as on :
  - (i) 31-12-1995 \_\_\_\_\_
  - (ii) \_\_\_\_\_ (mention the date from which opting for fixation of pay in the revised scale, if applicable). \_\_\_\_\_
2. Revised pay scale as on 1-1-1996, corresponding to the scale as at 1(a).
3. **Pay fixation as on 1-1996 or from the subsequent date mentioned in 1(b)(ii)**
  - (a) Existing basic pay as on 31-12-1995 or on the date mentioned in 1(b) (ii) (including stagnation increments, if any)
  - (b) Add—
    - (i) D.A. related to basic pay as at 3(a) as on 1-1-1996 (including January 1996 instalment)

- (ii) 1st instalment of Interim Relief Rs. 100/-
- (iii) 2nd instalment of Interim Relief i.e. 10% of basic pay as at 3 (a) subject to minimum of Rs. 100/-
- (iv) Fitment weightage @ 40% of basic pay as at 3(a) above.
4. Total 3(a)+3(b)
5. Pay in the revised scale mentioned at item 2 (Refer Rule 9 (c) of J&K Civil Services (Revised Pay) Rules 1987 including the benefit of bunching, if admissible (refer provision I below Rule 9(c).
6. If one increment is ensured in the revised scale for every three increments in the existing scale, the stage of pay in the revised scale (Refer proviso 2 below Rule 9(c).
7. Pay to be fixed in the revised scale (item 5 or item 6, whichever is higher).
8. Date of next increment in the revised scale.

Dated \_\_\_\_\_ Signature & Official Seal of the Drawing and Disbursing Officer.

**\*IMPORTANT :**

This pay fixation statement in case of each incumbent (Government Employees) will be meticulously prepared in TRIPLICATE by the concerned Drawing and Disbursing Officers (DDO).

One copy—To be retained for reference and record in the Office of DDO.

2nd copy—To be attached with the first pay bill prepared at the revised pay in the revised pay scale.

3rd copy—With all such other pay fixation statements in respect of entire establishment (Gazetted/Non-Gazetted) with a consolidated covering Index (in the following form) to be forwarded under a covering letter to the concerned Treasury Officer, invariably along with first Pay

bill(s) prepared at revised pay in the revised scale of pay at the treasury for encashment.

No.	Name of official	Designation	Pay fixed as on 1-1-1996			
			In existing pay scale		In revised pay scale	
			Plan	Non-Plan	Plan	Non-Plan
	2	3	4	5	6	7

Signature & Official Seal of the Drawing and Disbursing Officer.

READY RECKONER  
FOR  
PAY FIXATION

The pay fixation included in this statement through reference to the rules of the Government of Jammu and Kashmir (G.O. No. 1000/1987) shall be verified by all the concerned DDOs with reference to the relevant Government Order No. 1000/1987 dated 1987.

Any error and omission may be brought to the notice of Finance Department.

# JAMMU AND KASHMIR GOVERNMENT FINANCE DEPARTMENT



J&K Civil Services (Revised Pay) Rules, 1998.

## READY RECKONER FOR PAY FIXATION

- Imp. 1.** The pay fixation indicated in this reckoner though exhaustive, should not be treated as conclusive and accordingly the calculations need be fully re-verified by all the concerned DDOs with reference to relevant Government Orders/ Notifications and allied records.
- 2.** Any errors and omissions may be brought to the notice of Finance Department.

## S-1

Existing Scale : 750-12-870-EB-14-940

Revised Scale : 2550-55-2660-60-3200

Basic Pay as on 31-12-1995	D. A. 1-1-1996	IR I & II	40% of Col. 1	Total	Pay in the revised scale as on 1-1-1996
1	2	3	4	5	6

1	2	3	4	5	6
750	1110	200	300	2360	2550
762	1128	200	305	2395	2550
774	1146	200	310	2430	2550
786	1163	200	314	2463	2605 <sup>1</sup>
798	1181	200	319	2498	2605 <sup>1</sup>
810	1199	200	324	2533	2605 <sup>1</sup>
822	1217	200	329	2568	2660 <sup>1</sup>
834	1234	200	334	2602	2660 <sup>1</sup>
846	1252	200	338	2636	2660
858	1270	200	343	2671	2720
870	1288	200	348	2706	2720
884	1308	200	354	2746	2780
898	1329	200	359	2786	2840
912	1350	200	365	2827	2840
926	1370	200	370	2866	2900
940	1391	200	376	2907	2960
<b>Stagnation Block :</b>					
954	1412	200	382	2948	2960
968	1433	200	387	2988	3020
982	1453	200	393	3028	3080

1. Vide second proviso to Rule 9(1) (c).

## S-2

Existing Scale : 775-12-955-EB-14-1025

Revised Scale : 2610-60-3150-65-3540

Basic Pay as on 31-12-1995	D. A. 1-1-1996	IR I & II	40% of Col. 1	Total	Pay in the revised scale as on 1-1-1996
1	2	3	4	5	6

1	2	3	4	5	6
775	1147	200	310	2432	2610
787	1165	200	315	2467	2610
799	1183	200	320	2502	2610
811	1200	200	324	2535	2670 <sup>1</sup>
823	1218	200	329	2570	2670 <sup>1</sup>
835	1236	200	334	2605	2670 <sup>1</sup>
847	1254	200	339	2640	2730 <sup>1</sup>
859	1271	200	344	2674	2730
871	1289	200	348	2708	2730
883	1307	200	353	2743	2790
895	1325	200	358	2778	2790
907	1342	200	363	2812	2850
919	1360	200	368	2847	2850
931	1378	200	372	2881	2910
943	1396	200	377	2916	2970
955	1413	200	382	2950	2970
969	1434	200	388	2991	3030
983	1455	200	393	3031	3090
997	1476	200	399	3072	3090
1011	1496	201	404	3112	3150
1025	1517	203	410	3155	3215
<b>Stagnation Block :</b>					
1039	1538	204	416	3197	3215
1053	1558	205	421	3237	3280
1067	1579	207	427	3280	3280

1. Vide second proviso to Rule 9(1) (c).

S-3

Existing Scale : 800-15-1010-EB-20-1150

Revised Scale : 2650-65-3300-70-4000

Basic Pay as on 31-12-1995	D. A. 1-1-1996	IR 1 & II	40% of Col. 1	Total	Pay in the revised scale as on 1-1-1996
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1	2	3	4	5	6
800	1184	200	320	2504	2650
815	1206	200	326	2547	2650
830	1228	200	332	2590	2650
845	1251	200	338	2634	2715
860	1273	200	344	2677	2715
875	1295	200	350	2720	2780
890	1317	200	356	2763	2780
905	1339	200	362	2806	2845
920	1362	200	368	2850	2910
935	1384	200	374	2893	2910
950	1406	200	380	2936	2975
965	1428	200	386	2979	3040
980	1450	200	392	3022	3040
995	1473	200	398	3066	3105
1010	1495	201	404	3110	3170
1030	1524	203	412	3169	3170
1050	1554	205	420	3229	3235
1070	1584	207	428	3289	3300
1090	1613	209	436	3348	3370
1110	1643	211	444	3408	3440
1130	1672	213	452	3467	3510
1150	1702	215	460	3527	3580
<b>Stagnation Block :</b>					
1170	1732	217	468	3587	3650
1190	1761	219	476	3646	3650
1210	1791	221	484	3706	3720

1. Vide second proviso to Rule 9(1)(c).

S-4

Existing Scale : 825-15-900-EB-20-1200

Revised Scale : 2750-70-3800-75-4400

Basic Pay as on 11-12-1995	D. A. 1-1-1996	IR 1 & II	40% of Col. 1	Total	Pay in the revised scale as on 1-1-1996
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1	2	3	4	5	6
825	1221	200	330	2576	2750
840	1243	200	336	2619	2750
855	1265	200	342	2662	2750
870	1288	200	348	2706	2820 <sup>1</sup>
885	1310	200	354	2749	2820 <sup>1</sup>
900	1332	200	360	2792	2820
920	1362	200	368	2850	2890
940	1391	200	376	2907	2960
960	1421	200	384	2965	3030
980	1450	200	392	3022	3030
1000	1480	200	400	3080	3100
1020	1510	202	408	3140	3170
1040	1539	204	416	3199	3240
1060	1569	206	424	3259	3310
1080	1598	208	432	3318	3380
1100	1628	210	440	3378	3380
1120	1658	212	448	3438	3450
1140	1687	214	456	3497	3520
1160	1717	216	464	3557	3590
1180	1746	218	472	3616	3660
1200	1776	220	480	3676	3730
<b>Stagnation Block :</b>					
1220	1806	222	488	3736	3800
1240	1835	224	496	3795	3800
1260	1865	226	504	3855	3875

Vide second proviso to Rule 9(1)(c).

## S-5

Existing Scale : (i) 950-20-1150-EB-25-1400

(ii) 950-20-1150-EB-25-1500

Revised Scale : 3050-75-3950-80-4590

Basic Pay as on 31-12-1995	D. A. 1-1-1996	IR I & II	40% of Col. I	Total	Pay in the revised scale as on 1-1-1996
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1	2	3	4	5	6
950	1406	200	380	2936	3050
970	1436	200	388	2994	3050
990	1465	200	396	3051	3125
1010	1495	201	404	3110	3125
1030	1524	203	412	3169	3200
1050	1554	205	420	3229	3275
1070	1584	207	428	3289	3350
1090	1613	209	436	3348	3350
1110	1643	211	444	3408	3425
1130	1672	213	452	3467	3500
1150	1702	215	460	3527	3575
1175	1739	218	470	3602	3650
1200	1776	220	480	3676	3725
1225	1813	223	490	3751	3800
1250	1850	225	500	3825	3875
1275	1887	228	510	3900	3950
1300	1924	230	520	3974	4030
1325	1961	233	530	4049	4110
1350	1998	235	540	4123	4190
1375	2035	238	550	4198	4270
1400	2072	240	560	4272	4350
1425	2109	243	570	4347	4350
1450	2146	245	580	4421	4430
1475	2183	248	590	4496	4510
1500	2220	250	600	4570	4590

## Stagnation Block :

1525	2257	253	610	4645	4590 <sup>1</sup> + 55 P.P.*
1550	2294	255	620	4719	4590 <sup>1</sup> + 129 P.P.
1575	2331	258	630	4794	4590 <sup>1</sup> + 204 P.P.

1. Refer Rule 9(4).

\* P. P. means Personal Pay.

## S-6

Existing Scale : 1300-30-1390-EB-40-1870

Revised Scale : 4200-75-5325

Basic Pay as on 31-12-1995	D. A. 1-1-1996	IR I & II	40% of Col. 1	Total	Pay in the revised scale as on 1-1-1996
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1	2	3	4	5	6
1300	1924	230	520	3974	4200
1330	1968	233	532	4063	4200
1360	2013	236	544	4153	4200
1390	2057	239	556	4242	4275
1430	2116	243	572	4361	4425
1470	2176	247	588	4481	4500
1510	2235	251	604	4600	4650
1550	2294	255	620	4719	4725
1590	2353	259	636	4838	4875
1630	2412	263	652	4957	5025
1670	2472	267	668	5077	5100
1710	2531	271	684	5196	5250
1750	2590	275	700	5315	5325
1790	2649	279	716	5434	5325 <sup>1</sup> + 109 P.P.*
1830	2708	283	732	5553	5325 <sup>1</sup> + 228 P.P.
1870	2768	287	748	5673	5325 <sup>1</sup> + 348 P.P.

## Stagnation Block :

1910	2827	291	764	5792	5325 <sup>1</sup> + 467 P.P.
1950	2886	295	780	5911	5325 <sup>1</sup> + 586 P.P.
1990	2945	299	796	6030	5325 <sup>1</sup> + 705 P.P.

1. Refer Rule 9(4).

\* P. P. means Personal Pay.

S-7

Existing Scale : 1340-40-1460-EB-40-1940.  
Revised Scale : 4300-100-5900

Basic Pay as on 31-12-1995    D. A. 1-1-1996    IR I & II    40% of Col. 1    Total    Pay in the revised scale as on 1-1-1996

1	2	3	4	5	6
1340	1983	234	536	4093	4300
1380	2042	238	552	4212	4300
1420	2102	242	568	4332	4400
1460	2161	246	584	4451	4500
1500	2220	250	600	4570	4600
1540	2279	254	616	4689	4700
1580	2338	258	632	4808	4900
1620	2398	262	648	4928	5000
1660	2457	266	664	5047	5100
1700	2516	270	680	5166	5200
1740	2575	274	696	5285	5300
1780	2634	278	712	5404	5500
1820	2694	282	728	5524	5600
1860	2753	286	744	5643	5700
1900	2812	290	760	5762	5800
1940	2871	294	776	5881	5900

Stagnation Block :

1980	2930	298	792	6000	5900 <sup>1</sup> + 100 P.P.*
2020	2990	302	808	6120	5900 <sup>1</sup> + 220 P.P.*
2060	3049	306	824	6239	5900 <sup>1</sup> + 339 P.P.

1. Refer Rule 9(4).  
\* P. P. means Personal Pay.

S-8

Existing Scale : 1200-30-1560-EB-40-2040  
Revised Scale : 4000-100-6000

Basic Pay as on 11-12-1995    D. A. 1-1-1996    IR I & II    40% of Col. 1    Total    Pay in the revised scale as on 1-1-1996

1	2	3	4	5	6
1200	1776	220	480	3676	4000
1230	1820	223	492	3765	4000
1260	1865	226	504	3855	4000
1290	1909	229	516	3944	4100 <sup>1</sup>
1320	1954	232	528	4034	4100
1350	1998	235	540	4123	4200
1380	2042	238	552	4212	4300
1410	2087	241	564	4302	4400
1440	2131	244	576	4391	4400
1470	2176	247	588	4481	4500
1500	2220	250	600	4570	4600
1530	2264	253	612	4659	4700
1560	2309	256	624	4749	4800
1600	2368	260	640	4868	4900
1640	2427	264	656	4987	5000
1680	2486	268	672	5106	5200
1720	2546	272	688	5226	5300
1760	2605	276	704	5345	5400
1800	2664	280	720	5464	5500
1840	2723	284	736	5583	5600
1880	2782	288	752	5702	5800
1920	2842	292	768	5822	5900
1960	2901	296	784	5941	6000
2000	2960	300	800	6060	6000 <sup>2</sup> + 60 P.P.*
2040	3019	304	816	6179	6000 <sup>2</sup> + 179 P.P.

Stagnation Block :

2080	3078	308	832	6298	600 <sup>2</sup> + 298 P.P. !
2120	3138	312	848	6418	6000 <sup>2</sup> + 418 P.P.
2160	3197	316	864	6537	6000 <sup>2</sup> + 537 P.P.

Vide second proviso to Rule 9(1) (e).  
Refer Rule 9(4).  
P. P. means Personal Pay.