

No.67/II/1/73-Imp
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

New Delhi, the 6th May, 1975
16th Vaisakha, 1997 (Saka)

OFFICE MEMORANDUM

Subject: Central Civil Services (Revised Pay) Rules, 1973 - stepping up of pay and advancing of date of next increment in respect of senior Government servants.

The undersigned is directed to invite attention to Note 4 under rule 7 of the Central Civil Services (Revised Pay) Rules, 1973, with reference to which the pay of a Government servant in the revised pay scale is required to be stepped up if the normal application of the rules results in his pay in the revised scale being fixed at a stage lower than that of his junior in the same cadre. Similarly, under the second proviso to rule 8 of the aforesaid rules, the date of next increment of a Government servant in the revised scale may be advanced to that of his junior in the same cadre subject to the conditions laid down therein. A question has been raised regarding the procedure to be followed in stepping up of the pay or ante-dating the date of the next increment, as the case may be, of the affected senior Government servants in any cadre.

2. Under the existing procedure, the pay of gazetted officers, other than those whose pay is drawn on establishment bills, is determined by the Accounts Officer on whose books the officers are borne. In all other cases, the pay is determined by the head of the office concerned, in consultation with the head of the Department wherever necessary. In regard to non-gazetted officers and gazetted officers whose pay is drawn on establishment bills, there will be no difficulty in the head of the office or head of the Department regulating the fixation of pay and date of increment under the provisions of the C.C.S. (R.P.) Rules, 1973 subject to test check by the Audit Officer concerned. In the case of gazetted officers whose pay is required to be fixed by the Accounts Officers, the latter Officers are not in a position to fix the pay or determine the date of next increment in such cases as all officers in a cadre may not be borne on the books of one Accounts Officer and the Accounts Officers may not have authentic records indicating the relative seniority of the officers in any cadre. Under the existing practice, sanctions in similar cases of

stepping up of pay, as for example, for removal of anomalies arising out of application of the provisions of FR 22-C, vide Ministry of Finance O.M.No.2(10)-Est.III/62 dated 6-3-1962, are issued under FR 27 by the administrative authority concerned. It has accordingly been decided that cases relating to stepping up of pay or ante-dating the date of next increment under the relevant provisions of the C.C.S.(R.P.) Rules, 1973 in respect of gazetted officers should also be dealt with by the cadre controlling authority or the Head of the Department, as the case may be, who should after necessary scrutiny of the claims of the officers in this regard, issue necessary orders on the basis of which the concerned Accounts Officer may regulate the pay or determine the date of the next increment, as the case may be.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

4. Hindi version of these orders will issue separately

V.S. Rajagopalan

(V.S. Rajagopalan)
Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India (with usual number of spare copies).

No.F.67/II/1/73-Imp

Copy(with usual number of spare copies) also forwarded to:-

- 1) Comptroller and Auditor General of India - with reference to his U.O.No.366-T.A.I/158-74 dated 1-5-1975.
- 2) President's Secretariat.
- 3) Vice President's Secretariat.
- 4) Prime Minister's Secretariat.
- 5) Cabinet Secretariat.
- 6) Office of the Military Secretary to the President.
- 7) Planning Commission.