

C I R C U L A R

Subject: Stepping up of pay / scale of pay and processing thereof.

It has been observed that step-up cases are being recommended to the Administrative Department in a routine and casual manner without considering pros and cons of each case which is going to land the departmental officers in to avoidable trouble.

Before sending such cases to Administrative Department the following points besides other instructions / notifications for regulating / entitlement of step up of pay / pay scale, issued by the Finance Department from time to time , need to be taken in to consideration :-

The stepping up of cases can be of following nature :-

- 1- By virtue of General Pay Revision when the pay of junior and senior counterparts gets fixed at the same stage but the annual increment of the junior falls earlier than that of senior, the increment date of senior counterpart is to be preponed to equalize the same with that of junior.
- 2- Where the junior counterpart has been promoted later than his senior counterpart and draw higher rate of pay than his senior counterpart due to application of Art. 77-B of J&K CSRs, the pay of the senior counterpart shall have to be stepped up at the same stage at par with his junior subject to the condition laid down in Govt. Instruction below Art. 77-B.

In the following situations step up of pay is not allowed :-

- 1- Where the cause of drawing higher pay by the junior is due to grant of advance increment option, to hold lower pay scale till accrual of increment/s in the lower scale / post on the eve of promotion to higher grade / post.
- 2- Where the junior counterpart has opted to retain pre-revised scale at the time of pay revision till earning of increment(s) in the pre-revised scale.
- 3- Where senior counterpart has been superseded by the DPC or held up at EB / QB.

Besides above, it is impressed upon that information detailed below be enclosed with each case :-

- 1- Original service book / Photostat copies of service book of Junior/Senior employee duly attested by concerned Drawing and Disbursing Officers .

Pay fixation statement on prescribed proforma of pay revision from 1982 onwards and In Situ Promotion duly checked by Drawing and Disbursing Officers who shall also certify that the pay fixation of Junior / Senior official has been examined and found correct, as per acquaintance roll and has been done in consonance with the rules.

- 3- All Accounts Officers/representatives of Finance Department where Accounts Officers are not posted should build up comparative statement of pay fixed in respect of junior as well as senior right from beginning of service and check the same before sending to Administrative Department
- 4- The anomaly crept in between/among the Juniors/Seniors working in same scale and belong to same cadre shall be clearly highlighted.
- 5- The pay anomaly is directly attributed to Art. 77-B of J&K CSR Vol. I.
- 6- That the senior was drawing same or higher pay than his junior before the anomaly has crept in as a result of application of Art. 77-B and Higher Standard Pay Scale Scheme Rules, 1996.
- 7- All the cases forwarded to Administrative Department for concurrence regarding step-up of pay and pay scale may be supported with final seniority list.
- 8- No sectoral Head/ HOD/ Subordinate authority will accord any step-up which is beyond their competence in order to avoid complications/difficulties to the employees in settling their pension cases on retirement.

The Principal of the concerned college should record a certificate while recommending such cases :-

“ Certified that I am personally satisfied that anomaly has arisen out directly as a result of application of Article 77-B of J&K CSR and other above mentioned reasons and not due to any other cause already mentioned above”.

Sd/-

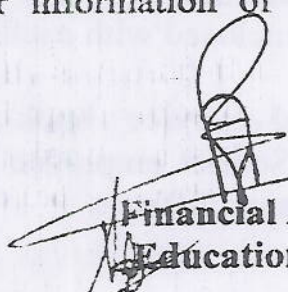
Commissioner Secretary to Government,  
Higher & Tech. Education Department.

No: Edu/Acctts/Step-up/Circular/2009 /14

Dated: 21-05-2009

Copy to the:-

- 1- Director, Colleges, Higher Education Department.
- 2- Principal, Govt. Degree College \_\_\_\_\_
- 3- Private Secretary to Commissioner / Secretary to Govt. Higher & Technical Education Department for information of Commissioner Secretary .

  
Financial Advisor/CAO,  
Education Department.