

F.No.17-5/2008-Pay.I  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel & Training

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20<sup>th</sup>  
New Delhi, the June, 2008

**OFFICE MEMORANDUM**

**Subject: References regarding pay fixation etc-Streamlining in procedure- regarding.**

Department of Personnel & Training, being the nodal department receives references related to pay fixation/re-fixation, protection of pay, stepping up of pay, releasing increments, revision of option, incentive/lump sum incentive etc. from Ministries/Departments of Government of India. It has been observed that many such proposals are incomplete but nevertheless take up time in perusal / examination after which they are simply to be returned to the administrative departments concerned, calling for either clarifications or additional information. This results in unnecessary correspondence and avoidable wastage of time.

2. In order to save time, both of this department as well as of the referring department, it is requested that the proposals on pay fixation, pay protection, etc. may be referred to this department giving the full facts of the case in chronological order with all relevant documents properly flagged and specifying the point of reference without ambiguity. It may be ensured that all the points listed out in the checklist(Annexure I/II or III as the case may be) are available in the file for proper appreciation of the case. Proposal received incomplete are liable to be returned without examination in this department.

3. Ministry of Agriculture etc. are requested to bring the contents of this OM to the notice of all offices under their administrative control, for information/compliance.

Enclosures: As above.

  
(Rajiv Rai)  
Director

All Departments/Ministries of Government of India as per standard list.

✓ Copy to: NIC for uploading this OM on the website of the department under the head 'Establishment' sub head 'Pay'.

Annexure - I

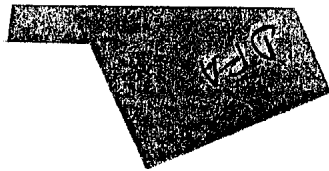
CHECK LIST FOR CASES OF STEPPING UP OF PAY

- (i) Primary reason for request for stepping up;
- (ii) Whether the condition of stepping up fulfilled in terms of OM No. 4/7/92-Estt(Pay-I) dated 4.11.93. If no, which condition is not fulfilled;
- (iii) Copy of Promotion order of the senior and junior;
- (iv) Comparative pay fixation statements of both employees;
- (v) Whether Promotion is on regular or ad hoc basis;
- (vi) Whether senior and junior belong to same cadre;
- (vii) Whether the pay scale of lower and higher post of both employees is identical;
- (viii) Cause of anomaly i.e. FR 22 (I)(a)(1) or any other reason, Specify other reason;
- (ix) Views / opinion of IFU/IFD of the administrative Ministry;
- (x) Specific views of FA of the administrative Ministry on the point of reference;
- (xi) Approval of an officer not below the level of Joint Secretary for making reference to this Department.

*Annexure - II*

CHECK LIST FOR CASES OF BELATED OPTIONS

1. Primary reason for request for exercising belated option.
2. The copy of the Promotion order may be furnished.
3. Whether option clause was incorporated in the Promotion order.
4. The Primary reason for condonation of delay, whether it is due to Administrative fault or individual fault.
5. If Administrative fault whether responsibility has been fixed for the lapse.
6. Steps taken to avoid recurrence of such administrative lapse in future.
7. The option exercised by the official concerned.
8. Period of delay.
9. The reasons for delay.
10. Whether it is an isolated case.
11. Comparative pay fixation statement with/without option duly verified by the competent authority may be furnished.
12. Recommendation/views of IFU/FA on the specific point of reference.  
Approval of an officer not below the level of JS for making reference to this Department.
13. Quote the relevant rule(s)/instructions issued on the subject.
14. Illustration of the case.



Annexure - III

CHECK LIST FOR CASES OF REVISED OPTIONS

1. The primary reason for the request of revised option.
2. The reason for not exercising revised option earlier
3. The period of delay.
4. Reasons for delay.
5. Copies of earlier option and revised option exercised by the official along with the promotion order
6. The quantum of loss, if revised option is not allowed, to be indicated .
7. Whether the proposal is covered under unforeseen development/change of rules as per this Department's OM No.16/8/2000-(Pay-1) dated 25.2.2003.
8. Specify the unforeseen development/change of rules due to which option sought to be revised.
9. Whether the option was exercised by the individual within the stipulated period i.e. one month as envisaged under OM No.16/8/2000-(Pay-1)dated 25.2.2003.
10. Whether unforeseen development has any effect on the DNI/Pay drawn by the individual prior to his date of promotion.
11. Whether it is an isolated case.
12. In case of retired officials, the date of their retirement and the copies of the representations made/option exercised by them may be furnished.
13. Comparative pay statement with/without revised option duly verified by the competent authority in a tabular form specifying clearly the arrears.
14. Recommendations/views of IFU/FA on the specific point of reference.
15. Approval of an officer not below the level of JS for referring the case to this Department.