

CHAPTER VI

**PAY, ALLOWANCES AND
OTHER BENEFITS**

(691 - 692)

PAY, ALLOWANCES AND OTHER BENEFITS

Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (B 1-22) of the Federal Government (1994)

Sl. No. 1

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government B 1-22, paid directly from the Civil Estimates and/or from the Defence Estimates as detailed in the following paragraphs.

2. Basic Pay Scales.- The existing and the revised pay scales are detailed in the Annexure to this O.M. The revised pay scales shall replace the existing pay scales, 1991, in respect of those employees who give option for these pay scales, in terms of para 6 (b) and shall be effective from the first of June, 1994.

3. Initial Fixation of Pay.- The initial fixation of pay of the employees who have been in Government service since before the 1st June, 1994, shall be effected *w.e.f.* 1-6-1994, as below:-

- (i) *Employees in BPS 1 to 16.-* By allowing an increase at the rate of 35% of the pay actually drawn on 31-5-1994, the pay of the employees will be fixed at the stage equal to or if there be no stage, at the stage next above.
- (ii) *Employees in BPS-17 and above.-* Initial fixation of pay shall be made by allowing 35% increase on the pay actually drawn on 31-5-1994, in the following two phases:-
 - (a) 20% of the increase shall be allowed *w.e.f.* 1-6-1994 by fixing pay in the relevant scale at

the stage equal to or if there be no stage, at the stage next above.

- (b) The remaining 15% increase shall be allowed on and from 1-6-1995 by re-fixing pay in the relevant pay scale on 1-6-1994 by allowing 35% increase over pay drawn on 31-5-1994. The new pay so fixed will be drawn from 1-6-1995 without any arrears.
- (c) The annual increment shall continue to be admissible subject to the existing conditions on the 1st of December each year.
- (d) The *ad hoc* increase allowed as detailed below shall cease to be admissible from 1-6-1994:
 - (i) *Ad hoc* relief of Rs.100 p.m. sanctioned *vide* Finance Division's O.M.No.F.1(26)-Imp.II/92 (i) dated 20-7-1992 and No.F.1(26)-Imp.II/92, dated 16-9-1992.
 - (ii) Additional *ad hoc* relief of Rs.100 p.m. sanctioned *vide* O.M. No.F.1 (28)- Imp/93 (i) (ii) (iii) dated 21-8-1993.
 - (iii) Additional *ad hoc* relief of Rs.50 p.m. sanctioned *vide* O.M. No.F.1 (9)- Imp/94, dated 26th March, 1994.

4. Fixation of Pay.- In cases of promotion from a lower to higher post/scale before introduction of these scales, the pay of the employees concerned in the revised scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

5. Allowances:

- (i) *Secretariat allowance.*- With the introduction of new scales of pay, the Secretariat Allowance is abolished w.e.f 1-6-1994 and the amount actually drawn on 31-5-1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government employees in BPS 17-22 shall be reduced by the amount of annual increments, by which the Government employee's pay may be increased after 1-6-1994, and shall cease as soon as his pay is increased by an amount equal to/or more than his Personal Allowance. Those in BPS 1-16 will be exempted from this adjustment to the extent that their Personal Allowance will not be reduced/ adjusted.
- (ii) *Other Allowances, Special Pays etc.*- Special Pays and other allowances including House Rent Allowance will be maintained at the level drawn/ admissible at the rates as on 31st May, 1994.

6. Option:

- (a) All existing Government employees are given option either to draw the existing pay scales plus Secretariat Allowance or the new pay scales plus Personal Allowance in the manner as at 5 (i) above. Option to retain existing scale with Secretariat Allowance must, however, be given in writing by the employees concerned to the Audit Office/ Drawing and Disbursing Officer concerned by the *15th July, 1994*. Option once exercised shall be final.
- (b) An existing Government employee who does not exercise and communicate such option within the prescribed time limit, shall be deemed to have opted to be governed by the new scales and abolition of

Secretariat Allowance.

7. **Pension & Retirement Benefits.-** In the case of persons retiring from 1-6-1994 onwards in BPS-17 to 22, pension will be recalculated on 1-6-1995 on the basis of pay refixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 1-6-1995 and no arrears will be admissible.

8. The following relief to the widows, dependents, retarded and incapacitated children and invalid pensioners shall be allowed *w.e.f.* 1st June, 1994.

- (a) Restoration of commuted value/gratuity portion of families on completion of required period.
- (b) Grant of family pension to dependent disabled/retarded children for life without any age limit.
- (c) Elimination of second medical board for the invalidated pensioners for eligibility of commutation.

9. Government servants who have retired on or after 1-6-1993, till the introduction of revised pay scales *i.e.* 1-6-1994, be allowed pension/commutation on the basis of pay that would have been admissible to them, had the pay revision been effected on the date of their retirement, discounted by 12%.

10. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this scheme.

11. **Anomalies.-** A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

[Authority.- Finance Division O.M. No.1(2)-Imp/94(i), dated 15-6-1994].

Annexure**EXISTING AND REVISED PAY SCALES**

Pay Scales No.	Revised Pay Scales		Existing	
	1-6-1991	(Stages)	1-6-1994	(Stages)
	(15)	1245-35-1770	(15)	
B 2	905-32-1425	(15)	1275-44-1935	(15)
B 3	975-37-1530	(15)	1320-50-2070	(15)
B 4	1005-43-1650	(15)	1360-58-2230	(15)
B 5	1035-49-1770	(15)	1400-66-2390	(15)
B 6	1065-54-1875	(15)	1440-73-2535	(15)
B 7	1095-60-1995	(15)	1480-81-2695	(15)
B 8	1140-65-2115	(15)	1540-88-2860	(15)
B 9	1185-72-2265	(15)	1605-97-3060	(15)
B 10	1230-79-2415	(15)	1660-107-3265	(15)
B 11	1275-86-2565	(15)	1725-116-3465	(15)
B 12	1355-96-2795	(15)	1830-130-3780	(15)
B 13	1440-107-3045	(15)	1950-144-4110	(15)
B 14	1530-119-3315	(15)	2065-161-4480	(15)
B 15	1620-131-3585	(15)	2190-177-4845	(15)
B 16	1875-146-4065	(15)	2535-197-5490	(15)
B 17	2870-215-5450	(12)	3880-290-7360	(12)
B 18	3765-271-6475	(10)	5085-366-8745	(10)
B 19	5740-285-8590	(10)	7750-385-11600	(10)
B 20	6810-325-10060	(10)	9195-440-13595	(10)
B 21	7535-405-11585	(10)	10190-545-15640	(10)
B 22	8075-450-12575	(10)	10900-610-17000	(10)

Revision of Basic

**Pay
Scales and Fringe Benefits
of Civil Employees-Contingent
Establishment Working on
Regular Basis**

Sl. No. 2

It has been decided that the revised basic pay scales of civil employees of the Federal Government (1994) as introduced under the Finance Division's Office Memorandum No.F.1(2)-Imp/94 (i) dated

15th June, 1994, would be applicable to all the contingent paid staff in BPS-1 to BPS-4 employed/to be employed in the Ministries/Departments on and after 1-6-1994 alongwith the fringe benefits, wherever applicable, as provided therein.

[Authority.- Finance Division O.M. No.2(2)RI/94, dated 14-9-1994].

Grant of Special Additional Allowance

Sl. No. 3

The President has been pleased to allow Special Additional Allowance to civilian employees of the Federal Government including civilians paid from Defence Estimates with effect from 1st July, 1999 and till further orders, as under:

BPS 1-16	25% of the minimum of relevant pay scale.
BPS 17-22	20% of the minimum of relevant pay scale.

2. This Allowance will be regulated as under:

- a) It will not be subject to Income Tax.
- b) It will be admissible during leave and entire period of leave preparatory to retirement except during extraordinary leave.
- c) It will not be treated as part of emoluments for the purposes of calculation of pension and recovery of house rent.
- d) It will not be admissible to the employees posted/deputed abroad from the country.
- e) It will be admissible during the period of suspension.

3. The revision in special pays and allowances in case of

officers and personnel of the Armed Forces was allowed with effect from 1st February, 1999.

[Authority.- Finance Division O.M. No.F.1(7)Imp/99, dated 23-7-1999].

**Scheme of Basic Pay Scales
and Fringe Benefits of Civil
Employees of the Federal
Government (1983)**

Sl. No. 4

The President has been pleased to sanction, with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

PART I.- BASIC SCALES AND ALLIED MATTERS

2. Basic Scales of Pay.- The Basic Scales of Pay, 1983, as shown in the Schedule (Annexure-I) shall replace the existing Revised National Scales of Pay (RNPS). The Basic Scales shall not be regarded as "grades" and shall not be referred to as grades in official communications. Officials shall henceforth be appointed/promoted to posts and not in grades.

3. Initial Fixation of Pay.- (i) The initial pay of an existing employee, *i.e.* an employee who has been in Government service since before the 1st of July, 1983, shall be fixed at the stage in the relevant Basic Pay Scale which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Revised National Pay Scale, provided that where the pay so determined does not give the employee concerned a minimum advantage of 10% of his existing basic pay plus dearness allowance over and above the present emoluments drawn by him, his pay shall be fixed at the lowest stage in the Basic Scale that gives him that advantage, provided further that the maximum of the relevant Basic Scale shall not be exceeded in any case. In this fixation formula,

"emoluments" would mean the sum of pay, Dearness Allowance and Local Compensatory Allowance, if any.

(ii) Annual increment shall continue to be admissible subject to existing conditions on the 1st of December each year under this Scheme. However, the first annual increment of existing employees in the Basic Scales shall accrue on the 1st of December, 1983.

4. Fixation of Pay on Promotion.- The existing provisions regulating the fixation of pay in case of promotion of employees from a lower to a higher post shall continue to apply.

5. Move-over.- The existing provisions regulating the concession of move-over without promotion to the next higher pay scale of employees in RNPS-1 (B-1) to RNPS-16 (B-16) shall continue to be applicable in this Scheme.

6. The existing concession of 'move-over' of employees from RNPS-16 (B-16) to RNPS-17 (B-17) and RNPS-17 (B-17) to RNPS-18 (B-18) shall be extended upto B-20 and regulated as under:

- (a) The existing condition of the period of stay of three years at the maximum of pay scales B-16 and B-17 in the case of non-technical and non-professional categories shall continue to be applicable.
- (b) No move-over beyond B-18 in the case of the categories of employees mentioned at (a) above shall be permissible.
- (c) The move-over in the case of technical and professional categories *e.g.* Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Archaeologists, Geologists, Meteorologists, Experts of Agriculture, Animal Husbandry and Forestry shall be permissible upto B-20, without the condition of stay at the maximum for three years.

- (d) Move-over shall be allowed in cases where an employee, who is otherwise considered fit for promotion to higher post, cannot be promoted for want of a vacancy.
- (e) Normal promotion procedure as is observed in cases of promotion through the competent authority, e.g. Establishment Division/Selection Board shall be followed in allowing move-over to Basic Scales 19 and 20.

7. (A) Modification of Scales in Case of Certain Posts.- (a) In the case of certain posts, the Basic Pay Scales indicated in Annexure-II to this O.M. will be allowed.

(b) In the case of posts of artisans, such as Carpenters, Welders, etc., and Store-keepers and Assistant Store-keepers, which require different level of expertise and responsibilities in different organizations, appropriate Basic Pay Scales may, with the approval of the competent authority, be allowed in different organizations or even in the same organisation while taking into account the market value of such artisans and their level of competence.

(c) In specially meritorious cases, Basic Scale B-21 or B-22 alongwith allowances and fringe benefits may be allowed, with the approval of the President, to technical and professional officers without requiring them to move from their technical posts where their expertise is particularly needed. The number of such beneficiaries will not exceed 12.5% of the total number of posts in B-20 in any particular cadre under the Federal or Provincial Government.

(d) In cases where it is necessary for Government to recruit and/or to continue in employment certain officials who have acquired expertise in a highly specialized field, special contract terms may be offered to such 'narrow-narrow specialists'. For this purpose, a Special Standing Committee shall be constituted by Government to deal with such cases. The Standing Committee shall take into account

the market value of the `narrow-narrow specialists' and recommend proper remunerations to engage or to retain their services.

(B) Fixation of Pay in Cases Under (A) Above.- In cases where the Basic Scales under (A) above higher than the scale which corresponds to the revised NPS has been allowed, initial fixation of pay of the employees concerned shall first be made in the Basic Scale corresponding to his existing RNPS in the light of the initial fixation of pay formula mentioned in para 3 above, and thereafter their pays in the higher Basic Scales shall be fixed at the next higher stage.

8. ***[Special Pays.-** (a) The existing special pays admissible to officials of various categories working as Private Secretaries, Personal Assistants and to those handling cash in government organizations has been revised as under *w.e.f.* 1.6.1991:-

<i>Name of Post</i>	<i>Rs.(p.m.)</i>	
PS to Ministers (Federal)	375	
PS to Secretaries (Federal)		300
PS to Additional Secretaries(Federal)	225	
PA to Ministers (Federal)	150	
PA to Ministers of State	150	
PA to Secretaries (Federal)	150	
PA to Addl. Secretaries (Federal)	150	
PA to Secretaries (Provincial)	120	
PA to Joint Secretaries (Federal)	120	
Confidential Assistants posted in Ministries/Divisions.	65]	

(b) [omitted]

**[(c) It has been decided to allow the Special Pay at the prescribed rates to all the Personal Assistants attached with officers in BPS-20 and above of the Federal Government provided that such incumbents are also otherwise eligible to be appointed as such

and 19-8-1991 respectively.

*Added *vide* Finance Division O.M. No.F.2(1)R-3/94, dated 17-9-1995.

under the recruitment rules of their posts].

	Rs.
*[(d) i) Government servants handling cash between Rs.1000/- to Rs.10,000/- p.m.	25
ii) Government servants handling cash between Rs.10,001/- to Rs.15,000/- p.m.	30
iii) Government servants handling cash Rs.15,001/- to Rs.25,000/- p.m.	35
iv) Government servants handling cash between Rs.25,001/- to 35,000/- p.m.	40
v) Government servants handling cash beyond Rs.35,000/- per month.	60]

**[(e) "Special Allowance" of Rs.100/- admissible to the Assistants-in-Charge will be changed to "Special Pay" with effect from 13-2-1991, under F.R.9(21) and reckoned as part of emoluments for pension].

PART II.-ALLOWANCES

(i) **Dearness Allowance, Local Compensatory Allowance and Leave Travel Concession and Rest and Recreation Allowance.**- As from the 1st of July, 1983, the existing Dearness Allowance, Local Compensatory Allowance wherever admissible, and the Leave Travel Concession and Rest and Recreation Allowance in lieu thereof, shall cease to be admissible to an employee who draws pay in these Basic Pay Scales.

*Added *vide* Finance

Division O.M. No.F.1(12)-Imp-II/91, dated 29-6-1991.

*Added *vide* Finance Division O.M. No.F.1(18)-Imp-II/87, dated 19-2-1991.

(ii) The existing rules and orders regulating the grant of House Rent Allowance, Conveyance Allowance and Washing Allowance shall continue to be applicable.

9. Entertainment Allowance.- Entertainment Allowance shall be admissible at the following fixed rates to officers drawing pay in B-20 to B-22:-

- (1) B-20.....Rs. 400 p.m.
- (2) B-21.....Rs. 450 p.m.
- (3) B-22.....Rs. 650 p.m.

10. Non-Practicing Allowance.- The existing rates of Non-Practicing Allowance shall be revised as under:-

Doctors drawing pay
in B-17 and B-18 Rs.500 p.m.

Doctors drawing pay
in B-19 and above Rs.700 p.m.

The above Non-Practicing Allowance shall be admissible in all cases where a doctor is not allowed private practice.

Doctors posted in rural areas below Town Committee level, and allowed private practice, shall be given a Practice Compensatory Allowance at the rate of * [Rs.1200 p.m.] for male doctors and at the rate of * [Rs.1500 p.m.] for female doctors.

11. Teaching Allowance.- Teaching Allowance at the rate of * [Rs.200 p.m.] shall be allowed to qualified High School Teachers who teach basic/natural sciences.

Junior Instructors in Polytechnic who possess Technical

Teachers Diploma shall be allowed Teaching Allowance at the rate of * [Rs.200 p.m.]

_____ *Revised vide Finance
Division O.M. No.F.1(12)Imp-II/91, dated 19-8-1991.

Doctors who teach basic sciences in Medical Colleges shall be allowed a Teaching Allowance at the rate of * [Rs.1000 p.m.]

12. Charge Allowance.- Charge Allowance to Principals of Colleges and Polytechnic shall be admissible at the following rates:-

- (a) Principals of Degree Colleges/
Colleges of Technology. - Rs.200 pm.
- (b) Principals of Intermediate
Colleges/Polytechnic. - Rs.100 pm.

13. Warden Allowance.- Teachers who are assigned the duty of Hostel Wardens in Colleges and Polytechnic shall be allowed a Warden Allowance of Rs.100 p.m.

14. Advance Increments to School Teachers on Attaining Higher Qualifications.- Primary, Middle and High School teachers who possess or acquire while in service higher qualifications shall be allowed advance increments as under:-

- I. *Primary School:*
 - (i) A teacher who possesses or acquires F.A./F.Sc. shall be allowed two advance increments.
 - (ii) A teacher who (in addition to F.A./F.Sc.) also acquires C.T. shall be allowed one additional advance increment.
 - (iii) A teacher who acquires a degree of B.A./B.Sc. shall be allowed three additional advance increments.

II. *Middle School:*

A teacher who possesses or acquires a degree of

^{*}Revised *vide* Finance Division's O.M. No.F.1(12)-Imp-II/91, dated 29-6-1991.

B.A./B.Sc. shall be allowed three advance increments.

III. *High School:*

A teacher who possesses or acquires Master's degree shall be allowed three advance increments. In case of a teacher who possesses or acquires Master's degree in Education (M.Ed) and also a Master's degree in any academic subject shall be allowed six advance increments:

Provided that a teacher who has already drawn increments for possessing higher educational qualifications under the existing scales shall be allowed increments equal to shortfall in the number of increments, if any, between the increments obtained by him and the increments which have now been prescribed.

15. Advance Increments to Technical and Professional Categories on Possessing/Acquiring Higher Qualifications.- Doctors, Engineers, Educationists, Economists, Management Accountant, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry working in Universities, Colleges, Research institutions or technical departments shall be allowed advance increments on possessing/ acquiring higher qualifications as under:-

- (i) In case a technical/professional employee of the above category possesses D.Sc., Ph.D. degree from a foreign university, he shall be allowed six advance increments on entry into service in B-17.
- (ii) Those of the above categories of officers who possess M.A./M.Sc./M.S. or equivalent from a foreign

university or Ph.D, or M.Phil. from a university in Pakistan will receive four advance increments on induction in service in B-17.

- (iii) Those of the above categories of employees who while in service obtain a degree shall be allowed four advance increments in case of (i) above and two advance increments in case of (ii) above.

16. Design Allowance.- Engineers holding university degree in engineering and working full time in the Design Offices shall be allowed a Design Allowance at the following rates:

Engineers drawing pay in B-17	-	Rs.400 pm
Engineers drawing pay in B-18	-	Rs.500 pm
Engineers drawing pay in B-19	-	Rs.600 pm
Engineers drawing pay in B-20	-	Rs.700 pm

17. Qualification Allowance.- (a) S.A.S. Accountants shall be allowed a Qualification Allowance of Rs. * [150 p.m.] on qualifying the S.A.S. or equivalent examination. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts. ** [This allowance shall, however, not be admissible to Accountants or Emergency Cadre or to Audit Assistants who have been or may be promoted as Accountant against the exempted quota].

*** [(b) Qualification pay for:-

- i) Part-III (ICMA/ICWA) Rs.300/- p.m.

- ii) Part-V Rs.800/- p.m. (where it
(ICMA/ICWA)
is not minimum
qualification prescribed for the
post].

*Revised *vide* Finance Division O.M. No.F.1(12)Imp.II/91, dated 19-8-1991.

**Added *vide* Finance Division O.M. No.F.1(1)-Imp/83(V), dated 21-9-1983.

***Subs *vide* Finance Division O.M. No.1(12)Imp-II/91, dated 19-8-1991.

- iii) Chartered Rs.800/- p.m. where FCA/ACA is not
Accountants the minimum qualification prescribed
for the post.

*[(c) **Qualifications Pay for Senior Officers.-** Qualifications pay shall be allowed from 1-7-1995 to those officers who have qualified the following courses shown against each:-

- (a) PASC National Management Course: Rs.750/- p.m.
(b) National Defence College Course: Rs.750/- p.m.
(c) Advanced Course in Management
in NIPA: Rs.200/- p.m.

Note.- One Qualification pay will be admissible at a time].

[18. **Performance Evaluation Allowance.- Audit Officers working in the Performance Evaluation Cell will be allowed Performance Evaluation Allowance at the following rates:-

- B-17 and B-18 Rs.400/- p.m.
B-19 & B-20 Rs.500/- p.m.]

[19. **Research Allowance.- Research Allowance at the rate of 20% of the pay subject to a maximum of Rs.800/- p.m. will be allowed to the employees in BPS-16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the research organizations. This allowance would be admissible to employees of such research organizations which performing purely

research work and have been so recognized by the Finance and the Establishment Divisions].

***[20.(a) **Deputation Allowance (Foreign Service in Pakistan).**- Deputation Allowance @ 20% of the minimum of the relevant basic pay scales shall be allowed *w.e.f.* 1-6-1991.

*Subs *vide* Finance Division O.M. No.F7(44)Imp/95, dated 13-7-1995.

**Revised *vide* Finance Division O.M. No. F.I(12)-Imp-II/91, dated 19-8-1991.

***Subs *vide* Finance Division O.M No F.1(12)Imp-II/91, dated 19-8-1991 as amended *vide* Finance Division O.M No.F.1(12)/Imp-II/91, dated 2-10-1991.

(b) **Special Pay admissible to audit officers on deputation to Ministries/Divisions.**- Special Pay of Rs.200/- p.m. for SAS Accountants (B-16), Rs.300/- p.m. for AAG/AO in BPS-17 and Rs.400/- p.m. for officers in BPS-18 and 19, Special Pay at the rate of 20% of the minimum of the relevant basic pay scales shall be allowed].

*[**Clarification.**- Relevant basic pay scales means the basic pay scale of the Government servant in which he is drawing pay either by virtue of move-over or grant of selection grade instead of minimum of scale. This would be applicable *w.e.f.* 1-6-1991].

[(c) **Allowances for Nursing Cadre.- (i) *Messing Allowance:* It is admissible to Nursing Cadre (below BPS-16) at the rate of Rs.500/- p.m.

(ii) *Uniform Allowance:* It is admissible to Nursing cadre (below BPS-16) at the rate of 150/- p.m.

The messing and uniform allowances are also admissible to Nursing Cadre B-16 and above subject to the conditions laid down in Health Division's letter No. F.4-23/94-MF.II (N.E); dated 1-6-1987].

***[(d) **Instructional Allowance.**- An Instructional Allowance at the rate of 20% of the minimum of the BPS of the officer concerned would be allowed *w.e.f.* 1st July, 1986 to officers/staff deployed on instructional duties in training institutions functioning as

organizations of the Federal Government or as Autonomous/Semi-autonomous institutions & imparting training to Government servants. The allowance would be admissible to the heads of the institutions also. Any other special pay, deputation pay or deputation allowance admissible to the instructional staff, including heads of the institutions, would cease to be admissible from the date of grant of Instructional Allowance].

_____ *Added *vide* Finance Division O.M Mo.F.2(1)-R-3/92-259, dated 2-6-1992.

**Added *vide* Finance Division O.M No.F.1(12)-Imp.II/91, dated 29-6-1991 read with O.M.of even number dated 28-2-1993.

***Added *vide* Finance Division O.M No.F.3(17)-R.2/84, dated 1-7-1986.

*[21. **Daily Allowance.**- The daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence (S.R. 49).

The rates of daily allowance (*w.e.f.* 28th September, 1994) are as follows:-

Rs.	Special Rates	Pay Limit	
		Ordinary Rates per day (Rs.)	per day (Rs.)
1245 to 2000		80	65
2001 to 3000		100	85
3001 to 4000		120	100
4001 to 5000		145	120
5001 to 6000		175	150
6001 to 7000		215	180
7001 to 8000		260	225
8001 to 9000		300	280
9001 to 10000		350	300
10001 and above		400	350]

Note: Special rate of daily allowance shall be admissible at Hyderabad,

Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Northern Areas, Bahawalpur, Sargodha, Sialkot, Sukkur and Gujranwala.

PART III.-MISCELLANEOUS

22. **House Building Advance.**- At present, House Building Advance equal to 24 months pay is allowed to Government servants drawing pay in Basic Scales B-3 and above. This pay limit shall henceforth be raised to 36 months.

*Subs *vide* Finance Division

O.M. No.F.1(22)-Reg.9/94, dated 28-9-1994.

23. Government servants who do not claim interest on their G.P.Fund balances shall not be charged interest on House Building Advance or other advances as admissible under the rules.

24. **Cost of Blood Transfusion.**- The cost of blood transfusion is at present reimbursable to the Federal Government servants, but not to the Provincial Government employees. Henceforth the cost of blood transfusion shall be reimbursable to Government servants under the Provincial Governments also.

25. **Encashment of LPR.**- At present encashment of LPR upto six months is permissible to Government servants provided the LPR is refused by Government in public interest. Henceforth, the option for encashment of LPR shall rest with the Government servant concerned. In case, a Government servant opts not to take LPR he shall be allowed leave salary for the period for which LPR is admissible subject to a maximum of six months.

26. The word "Family" for the purpose of medical treatment shall also include parents of the civil servant residing with and dependent on him.

27. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under

this Scheme.

28. **Anomalies.**- A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the introduction of this Scheme. A separate communication will be issued in this connection.

[Authority.- Finance Division O.M. No.1(l)-Imp./83, dated 18-8-1983].

Annexure I

SCHEDULE TO FINANCE DIVISION O.M. No.F.1(l)-IMP/83, DATED 18.8.1983

BASIC SCALES OF PAY

Revised Basic Pay	No. National	Pay
Scales	Scales	
1 250-5-280/6-340-7-375	B 1	440-10-640
2 260-6-302/7-365-8-405	B 2	460-12-700
3 270-7-326/8-390-9-435	B 3	480-14-760
4 280-8-352/9-415-12-475	B 4	500-16-820
5 290-10-350/12-470-14-540	B 5	520-18-880
6 315-12-399/14-525-16-605	B 6	540-20-940
7 335-14-447/16-575-18-665	B 7	560-23-1020
8 370-16-514/18-640-22-750	B 8	590-26-1110
9 390-20-590/22-700-24-820	B 9	620-29-1200
10 410-22-520/24-760-28-900	B 10	660-32-1300
11 430-24-550/28-830-30-980	B 11	700-35-1400
12 460-28-600/30-900-32-1060	B 12	750-40-1550
13 490-30-790/32-950-35-1125	B 13	800-45-1700
14 520-30-730/35-1010-40-1210	B 14	850-50-1850
15 550-35-900/40-1100-50-1350	B 15	900-55-2200
16 625-40-825/50-1325-60-1625	B 16	1050-80-2250

17	900-50-1150/60-1750-100-2250	B 17	1600-120-3040
18	1350-75-1650/100-2650	B 18	2100-150-3600
19	2250-100-3050	B 19	3200-160-4480
20	2600-125-3600	B 20	3800-180-5240
21	3000-150-4200	B 21	4200-225-6000
22	3250-200-4850	B 22	4500-250-6500

Annexure-II

		Name of Post	
		Existing Scale	Basic Scale
		EDUCATIONAL	
DEPARTMENT			
1.	Primary School Teacher (Matric with JV/PTC).	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-7 (Rs.560-23-1020) selection grade 1/3rd posts in B-10 (Rs.660-32-1300).
	with equal to		
	Teacher scale		Physical Training Instructors in Primary Schools may be treated at par with primary school in the matter of pay & Selection Grade.
2.	Middle School Teacher (F.A./F.Sc with CT or equivalent).	NPS-8 (Rs.370-16-514- 18-640-22-750)	B-9 (Rs.620-29-1200) with selection grade equal to 1/3rd posts in B-12 (Rs.750-40- 1500).
3.	Physical Training Instructor (Middle Schools) F.A with diploma in Physical Education or equivalent.	-do-	-do-

4.	Drawing Master (Middle School) F.A with one year training in Drawing or equivalent Professional qualification.	-do-	-do-
5.	High School Teacher (B.A/B.Sc. B.Ed).	NPS-14	B-15 (Rs.520-30-730/ 35-1010-40-1210) (Rs.900-55-2000) with selection grade equal to 1/3rd posts in B-17(Rs.1600-120- 3040).
6.	Physical Training Instructor (High Schools/ Comprehensive Schools) B.A with Senior Diploma in Physical Education.	-do-	-do-
7.	Librarian (High Schools) B.A with Diploma in Library Science.	-do-	-do-

		Name of Post	
		Existing Scale	Basic Scale
8.	Head Masters/Head Mistress High Schools	NPS-17 (Rs.900-50-1150 -60-1750-100- 2250) 150-3600) minus promotion posts.	B-17 (Rs.1600-120-3040) with 1/3rd posts as selection grade in B-18 (Rs. 2100-
9.	Library Assistant	NPS-8 (Rs.370-16-514- 18-640-22-750)	B-9 (Rs.620-29-1200).
10.	Laboratory Assistant	NPS-5 (Rs.290-10-350/ 12-470-14-540)	B-7 (Rs.560-23-1020) with 1/3rd posts as Selection Grade in B- 10 (Rs.660-32-1300).
11.	Junior Inspector Polytechnic	NPS-14 (Rs.520-30-730/	B-14 (Rs.850-50-1850)

35-1010-40-1210) with selection grade in B-16 (Rs.1050-80-2250) equal to 1/3rd posts.

HEALTH SERVICES

1.	Assistant Midwife & Nursing Aid.	NPS-3 (Rs.270-7-326/ 8-390-9-435)	B-4 (Rs.500-16-820)
2.	Operation Theater Assistant/ Anaesthetist Assistant.	NPS-5 (Rs.290-10-350/ 12-470-14-540)	B-6 (Rs.540-20-940) with selection grade equal to 25% of total posts in scale of Rs. 590-26-1110 (B-8).
3.	Wardmaster.	NPS-5 (Rs.290-10-350/ 12-470-14-540)	B-6 (Rs.540-20-940)
4.	Sanitary Inspector.	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-6 (Rs.540-20-940) with 25% of posts as selection grade in B-8 (Rs.590-26-1110).
5.	Dispenser.	-do-	-do-
6.	Dresser/Midwife.	-do-	-do-
		Name of Post	Existing
Scale	Basic Scale		
7.	O.T. Technician/ECG/ENT/ Dental Technician.	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-9 (Rs.620-29-1200) with 1/3rd posts as selection grade in B-11 (Rs.700-35-1400).
8.	Lab. Technician.	NPS-9 (Rs.390-20-590/	-do-

		22-700-24-820)	
9.	Blood Bank Technician.	NPS-7 (Rs.335-14-447/ 16-575-18-665)	-do-
10.	Senior Technician.	NPS-7 (Rs.335-14-447/ 16-575-18-665)	B-9 (Rs.620-29-1200) with 25% of posts as selection grade in B- 11 (Rs.700-35-1400).
11.	Lady Health Visitor.	NPS-7 (Federal Government) (Rs.335-14-447/ 16-575-18-665)	-do-
		NPS-6 (Provincial Government) (Rs.315-12-339/ 14-525-16-605)	
12.	Medical Technician.	NPS-8 (Federal Government) (Rs.370-16-514/ 18-640-22-750)	-do-
		NPS-9 (Provincial Government) (Rs.390-20-590/ 22-700-24-820)	
13.	Chemical Assistant.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-11 (Rs.700-35-1400) with 25% of total posts as selection grade in B-14 (Rs.850-50-1850).
14.	Technical Assistant.	-do-	-do-

		Name of Post	
Existing Scale	Basic Scale		
15.	Bact. Assistant.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-16 (Rs.1050-80-2250).
16.	General/Charge Nurse.	-do-	B-14 (Rs.850-50-1850) General Charge Nurse possessing Midwifery Certificate should be allowed advance increments initial induction.
two on			
17.	Speech Therapist.	NPS-14 (Rs.520-30-730/ 35-1010-40-1210)	B-16 (Rs.1050-80-2250)
18.	Assistant Physiotherapist.	NPS-14 (Rs.520-30-730/ 25-1010-40-1210)	This post would be merged with Physiotherapist and placed in B-16 (Rs.1050-80-2250).
19.	Assistant Nursing Superintendent.	NPS-16 (Rs.625-40-825/ 50-1325-60-1625)	B-16 (Rs.1050-80-2250) plus a special pay of Rs 100 p.m.
20.	Nursing Adviser.	NPS-18 (Rs.1350-75- 1650/100-2650)	B-19 (Rs.3200-160-4480)

CENTRAL BOARD OF REVENUE

1.	Preventive Officer.	NPS-10 (Rs.410-22-520/ 24-760-28-900)	B-11 (Rs.700-35-1400)
2.	Intelligence Officer.	-do-	-do-
3.	Examiner.	-do-	-do-

4. Income Tax Inspector. -do- B-11
(Rs.700-35-1400)
with selection grade
equal to 25% of
posts in B-14 (Rs
850-50-1850).

*The existing incumbents drawing pay in the upgraded posts of Preventive Officer (NPS-13) and Appraiser/Valuation Officer/Principal Appraisers (NPS-17) will continue to draw pay in the corresponding Basic Scales B-13 and B-17 respectively as personal to them so long they hold these posts.

		Name of Post	
	Existing Scale	Basic Scale	
5.	Deputy Supdt. (C&E).	NPS-13 (Rs.490-30-790/ 32-950-35-1125)	B-14 (Rs.850-50-1850).
6.	Senior Intelligence Officer.	-do-	-do-
7.	Inspector Preventive Services.	-do-	-do-
8.	*Valuation Officer/Appraiser.	-do-	-do-
9.	*Principal Appraiser.	NPS-16 (Rs.625-40-825/ 50-1325-60-1625)	B-16 (Rs.1050-80-2250)

POST OFFICE DEPARTMENT

- | | | | |
|----|---------------------------------------|--|-------------------------|
| 1. | Inspector Broadcast Receiver Licence. | NPS-7
(Rs.335-14-447/
16-575-18-665) | B-9
(Rs.620-29-1200) |
| 2. | Town Inspector. | -do- | -do- |

STATISTICS DIVISION & COMPUTER BUREAU

- | | | | |
|----|--|-----------------------------|--------------------------|
| 1. | Key Punch Verifying Operator/
Machine Operator. | (Statistics Division) NPS-7 | B-10
(Rs.660-32-1300) |
|----|--|-----------------------------|--------------------------|

		(Rs.335-14-447/ 16-575-18-665)	
		(Computer Bureau) NPS-9 (Rs.390-20-590/ 22-700-24-820)	-do-
2.	Asstt.Supervisor/Machine Operator (Statistics Division).	NPS-11 (Rs.430-24-550/ 28-830-980)	B-12 (Rs.750-40-1550)
3.	Supervisor (Statistics Division).	NPS-12 (Rs.460-28-600/ 30-900-32-1060)	B-14 (Rs.850-50-1850)
4.	Data Processing Asstt/Console Operator (Statistics Division).	-do-	B-16 (Rs.1050-80-2250)

*The existing incumbents drawing pay in the upgraded posts of Preventive Officer (NPS-13) and Appraiser/Valuation Officer/Principal Appraisers (NPS-17) will continue to draw pay in the corresponding Basic Scales B-13 and B-17 respectively as personal to them so long they hold these posts.

	Name of Post	Existing Scale	Basic Scale
5.	Data Processing Officer (Statistics Division).	NPS-16 (Rs.625-40-825/ 50-1325-60-1625)	B-17 (Rs.1600-120-3040)
6.	System Analyst/Programmer (Statistics Division).	NPS-17 (Rs.900-50-1150/ 60-1750-100-2250)	B-17 (Rs. 1600-120-3040) plus Special Allowance Rs. 200 pm.
7.	Assistant Programmer (Computer Bureau).	NPS-17 (Rs.900-50-1150/ 60-1750-100-2250) plus special pay Rs.100 pm	-do-

PROVINCIAL GOVERNMENTS

IRRIGATION/FORESTS/AGRICULTURE/ANIMAL
HUSBANDRY/COOPERATIVES DEPARTMENT

1.	Field Assistant.	NPS-5 Rs.290-10-350/ 12-470-14-540)	B-6 (Rs. 540-20-940) with 1/3rd of total posts as selection grade in B-9 (Rs.620- 29-1200).
2.	Stock Asstt/Poultry Supervisor/ Poultry Asstt/Sheep Development Asstt/Laboratory Assistant.	-do-	-do-
3.	Veterinary Compounder.	-do-	B-6 (Rs.540-20-940) with 1/3rd of total posts as selection grade in B-8 (Rs.590-26- 1110).
4.	Junior Research Assistant Sindh Government.	NPS-8 (Rs.370-16-514/ 18-640-22-750)	B-16 (Rs.1050-80-2250)
5.	Senior Research Assistant Sindh Government.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	-do-
6.	Draftsman.	NPS-8 (Rs.370-16-514/ 18-640-22-750)	B-11 (Rs.700-35-1400)

		Name of Post	
Existing Scale	Basic Scale		
		7.	Inspector
Cooperatives.	NPS-10	B-11 (Rs.410-22-520/ 24-760-28-900)	(Rs.700-35-1400)
8.	Zilledar.	NPS-10 (Rs.410-22-520/	B-14 (Rs.850-50-1850)

24-760-28-900)

9. Reclamation Supervisor (Sindh). NPS-11 (Rs.430-24-550/28-830-30-980) B-17 (Rs.1600-120-3040) in all Provinces subject to the condition that the incumbents possess the minimum qualification of M.Sc (Agriculture).

POLICE DEPARTMENT

1. Foot Constable. NPS-2 (Rs.260-6-302/7-365-8-405) B-2 (Rs.460-12-700)
2. Head Constable. NPS-3 (Rs.270-7-326/8-390-9-435) B-3 (Rs.480-14-760) with 30% posts as selection grade in B-5 (Rs.520-18-880). Those Constables and Head Constables who are Matriculate at the time of recruitment or Matriculation certificate while in service may be allowed five advance increments. Ration acquire Allowance to the lower police personnel shall be allowed at rates admissible to equivalent categories of Civil Armed Forces.
3. Assistant Sub Inspector. NPS-5 (Rs.290-10-350/12-14-540) B-5 (Rs.520-18-880) with 1/3rd posts as Selection Grade in B-7 (Rs.560-23-1020).
4. Sub-Inspector. NPS-7 (Rs.335-14-447/16-575-18-665) B-11 (Rs.700-35-1400) with Graduation as minimum qualification
5. Inspector. NPS-11 (Rs.430-24-550/28-830-30-980) B-14 (Rs.850-50-1850).

		Name of Post	
	Existing Scale	Basic Scale	
6.	Prosecuting Sub-Inspector.	NPS-7 (Rs.335-14-447/ 16-575-18-665)	B-11 (Rs.700-35-1400). Those who possess Law Degree, five advance increments may be allowed.
7.	Prosecuting Inspector.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-14 (Rs.850-50-1850).
REVENUE DEPARTMENT			
1.	Kanungo/Girdawar.	NPS-6 (Rs.315-12-399/ 14-525-16-605)	B-9 (Rs.620-29-1200)
2.	Naib Tehsildar/District Kanungo/District Accountant.	NPS-9 (Rs.390-20-590/ 22-700-24-820)	B-14 (Rs.850-50-1850)
3.	Treasury Officer.	NPS-17 (Rs.900-50-1150/ 60-1750-100-2250)	B-17 Rs.1600-120-3040 with 1/3rd of posts as selection grade in B-18 (Rs.2100-150-3600).
GOVERNMENT DEPARTMENTS AND ORGANIZATIONS			
1.	Stenotypist.	NPS-8 Rs.370-16-514/ 18-640-22-750	B-12 (Rs.750-40-1550)
2.	Stenographer.	NPS-11 (Rs.430-24-550/ 28-830-30-980)	B-15 (Rs.900-55-2000) with 25% posts as selection grade in B-16

**Revision of Basic Pay Scales
of Civil Employees of the
Federal Government (1987)**

Sl. No. 5

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government paid directly from the Civil Estimates and/or from the Defence Estimates as detailed in the following paragraphs.

2. **Basic Pay Scales.**- The new scales, as shown in the Annexure to this O.M. shall replace the Basic Pay Scales, 1983 and shall be effective from the First of July, 1987.

3. **Initial fixation of Pay.**- (i) The initial pay of an existing employee who has been in Government service since before the 1st of July, 1987, shall be fixed on "Point to Point basis" *i.e.* at the stage in the relevant Basic Pay Scale which is as many stages above the minimum as the stage occupied by him above the minimum of existing Basic Pay Scale.

(ii) The annual increment shall continue to be admissible subject to the existing conditions on the First of December each year. However, the first annual increment to the existing employees in the Basic Pay Scales shall accrue on the 1st December, 1987.

(iii) The existing Indexed Pay sanctioned *vide* Finance Division's O.M.No.1(9)Imp.II/86, dated 1-7-1986 shall cease to be admissible with effect from First of July, 1987.

(iv) The interim relief of Rs. 20 p.m sanctioned *vide* this Division's O.M. No.F.7(1)R-5/87, dated the 24th March, 1987, to the low paid employees, shall cease to be admissible with effect from the

1st July, 1987.

(v) In cases of promotions from a lower to a higher post/scale before the introduction of these scales, the pay of the senior employee in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction these scales.

[Authority.- Finance Division O.M No.1/7/Imp.II/87, dated 1-7-1987].

ANNEXURE TO THE FINANCE DIVISION'S O.M.
NO.F.1/7/IMP.II/87, DATED 1-7-1987

		B.P.S
Existing Scales	Revised Scales	
1	440-10-640	600-13-860
2	460-12-700	625-16-945
3	480-14-760	650-19-1030
4	500-16-820	675-22-1115
5	520-18-880	700-25-1200
6	540-20-940	725-28-1285
7	560-23-1020	750-31-1370
8	590-26-1110	790-34-1470
9	620-29-1200	830-38-1590
10	660-32-1300	870-42-1710
11	700-35-1400	910-46-1830
12	750-40-1550	970-52-2010
13	800-45-1700	1035-58-2195
14	850-50-1850	1100-64-2380
15	900-55-2200	1165-71-2585
16	1050-80-2250	1350-105-2925
17	1600-120-3040	2065-155-3925
18	2100-150-3600	2710-195-4660
19	3200-160-4480	4130-205-5770
20	3800-180-5240	4900-235-6780

21	4200-225-6000	5420-290-7740
22	4500-250-6500	5800-325-8400

**Adoption of National
Scales of Pay
in the Provinces**

Sl. No. 6

The recommendations made in the meeting of the Chief Secretaries held on the 28th February, 1974 together with the Finance Ministry's views thereon were submitted to the Prime Minister and the following decisions have been taken with his approval:-

- (i) All Secretaries to the Provincial Governments may be in Grade 20.
- (ii) Additional Secretaries to the Provincial Governments may be in Grade 19; in addition, they may get a special pay of Rs. 250, subject to the maximum not exceeding Rs. 2,300.
- (iii) Joint Secretaries to the Provincial Governments may be in Grade 19.
- (iv) Deputy Secretaries to the Provincial Governments may continue to be in Grade 18 and, in addition, get the special pay, at the present rates. However, a Deputy Secretary serving at the Centre or a Government servant approved for appointment as Deputy Secretary at the Centre, on appointment as Deputy Secretary in the Province, should carry his emoluments.
- (v) Deputy Commissioners will continue to be in Grade 18 and in receipt of the present rate of special pay and rent free residential accommodation. Their sumptuary

allowance may, however, be raised to Rs. 150 per month. Where officers are specially selected as Deputy Commissioners under the lateral entry scheme and they are getting higher emoluments, they should be protected in their employments.

- (vi) Assistant Commissioners in All-Pakistan Unified Grades may be in Grade 17.
- (vii) Deputy Inspectors General of Police may be in Grade 19.
- (viii) The emoluments of Senior Superintendents of Police, Assistant Inspectors General and Superintendents of Police, Crime and Special Branches, should be equalized with those of Deputy Commissioners.
- (ix) Superintendents of Police may continue in Grade 18 and to get their present special pay.
- (x) Consultations will be made with the Law Secretary, in the light of recommendations made by the Jurist's Conference, as regard the National Pay Scales that should be allowed to District and Sessions Judges, Additional District and Sessions Judges, and Administrative Civil Judges etc., and further communication will follow.
- (xi) The minimum length of service for eligibility for promotion to various grades should be as follows:-

Grade 18	5 years.
Grade 19	12 years.
Grade 20	15 years.
- (xii) No Government servant of Grade 18 and above

belonging to All-Pakistan Unified Grades will remain posted in the same province for more than 5 years. [This is in partial modification of the decision conveyed *vide* para 12 (ii) of Establishment Division Memorandum No. 2/2/74-RC, dated the 23rd February, 1974].

2. The National Pay Scales adopted by the Province of Punjab may be modified in the light of the above decisions which have the approval of the Prime Minister. For other Provinces, the National Pay Scales may be adopted in the light of the above decisions which have the approval of the Prime Minister.

[*Authority.-* Estt. Secretary's d.o. No. 3/3/73-AR-II, dated 24-3-1974].

Grant of advance increments to employees in BPS-17 of technical/professional categories on possessing/acquiring higher qualifications

Sl. No. 7

Reference para 15 of Finance Division's O.M. No. F. 1(1)-Imp/83 dated 18th August, 1983 (Sl. No. 4) in which advance increments were allowed to BPS-17, employees of technical and professional categories serving in universities, colleges, research institutions and technical departments on possessing or acquiring specified higher qualifications, and subsequent O.M.No. F.(13)R.3/83 of 10th May, 1984, 10th January, 1985 and 28th October, 1985 extending the above benefit to employees in BPS-18, it is stated that the following decisions have been taken in partial modification of the above orders.

2. Employees of technical and professional categories *i.e.* Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry, Chartered

Accountants, Electronic Data Processing Personnel/Computer Personnel, Librarians, Pharmacists, Physiotherapists, Statisticians, Architects and Town Planners, serving in jobs which are required to be manned by persons holding technical or professional qualifications relevant to these jobs, will be allowed Qualification Allowance of * [Rs.1500 p.m.] on possessing/acquiring a Ph.D/D.Sc. degree from any recognized university.

3. Those employees who have already benefitted from the concession of advance increments allowed *vide* Finance Division's O.M. dated 18th August, 1983 referred to above will have the option either to retain the above benefit or to receive the Qualification Allowance and have their pay refixed by excluding the advance increments allowed earlier.

_____ *Revised *vide* Finance Division O.M. No.F.3(1)Imp-I/88, dated 1-7-1988.

4. These orders will take effect from 1st January, 1986.

[Authority.- Finance Division O.M.No.F.1(97)-R.3/85, dated 26-12-1985].

Sl. No. 8

2. It is clarified that the qualification allowance is admissible to all technical/professional employees of specified categories, irrespective of their scale, who possess/acquire the degree of Ph.D/D.Sc. and are serving on jobs which are required under the recruitment rules to be manned by persons holding this degree. Such persons may be employed in the Secretariat or elsewhere. However, employees of Grade-17/Grade-18 posts who have drawn the advance increments for these qualifications and wish to draw the qualification allowance *w.e.f.* 1st January, 1986, the advance increments shall be adjusted with effect from that date.

3. The qualification allowance is also admissible to technical and professional employees employed on relevant jobs in those Autonomous Organizations/Corporations who have adopted the Scheme of Basic Pay Scales in toto sanctioned *vide* this Division's O.M. No. 1(1)-Imp/83, dated 18th August, 1983.

[Authority.- Paras 2&3 of Finance Division O.M. No.F.1(97)-R.3/83, dated 8-4-1983].

**Grant of Ph.D./
D.Sc. Allowance**

Sl. No. 9

The President has been pleased to decide that with effect from 1st July, 1988, all Ph.D/D.Sc. degree holders will be allowed Ph.D./D.Sc. allowance of Rs.1500 p.m.

It has also been decided that the eligibility of Ph.D. allowance will not henceforth be linked with the recruitment rules and irrespective of the job assigned to them.

[Authority.- Paras 1&3 of Finance Division O.M.No.F.3(l)-Imp-I/88, dated 1-7-1988].

**Submission of copy of
original Ph.D. degree**

Sl. No. 10

It has been decided that the scholars who earn a Ph.D/D.Sc. degree should invariably substantiate their claim with a copy of the original regular Ph.D/D.Sc. degree no matter when received.

2. The submission of two attested photocopies of their original Ph.D/D.Sc. degrees may be regarded as mandatory on all the scholars/Government official who have acquired this degree and, as such, they may be asked to do so immediately for placement thereof in their C.R. Dossiers/Personal files. It may also be clarified that the Ph.D. allowance would be allowed provisionally for six months on production of provisional degree. The said allowance will be made regular on submission of attested photocopy of regular Ph.D./D.Sc. degrees.

[Authority.- Extracts from paras 3 and 4 of Finance Division O.M. No.1(20)-

Imp.II/92, dated 28-6-1992].

Clarification.- Finance Division's orders issued *vide* O.M. No.1(20)-Imp.II/92, dated 28-6-1992 are equally applicable to the employees of Attached Departments, Sub-ordinate Offices, and to those Autonomous/Semi-autonomous Organizations/ Corporations who have adopted the scheme of Basic Pay Scale of Government in toto.

[*Authority.-* Para 2 of Finance Division O.M.No.1(20)-Imp.II/92, dated 15-10-1992].

**Grant of Computer
Allowance to Computer
Personnel**

Sl. No. 11

Reference Finance Division's O.M. No. F. 3(6) R.1/85, dated the 26th June, 1985 and 1st July, 1986 on the above mentioned subject, it has been decided to enhance the existing rate of Computer Allowance of Rs.500 p.m. to Rs. 1000 p.m. with effect from 1st July, 1988.

2. It has also been decided to allow Computer Allowance at the rate of Rs. 300 p.m. to Key Punch Operators/Key Punch Verifying Operator/Data Entry Operators from 1st July, 1988.

3. All other existing terms and conditions regulating the grant of Computer Allowance would remain the same.

[*Authority.-* Finance Division O.M. No. F.3(3)-R.I/88, dated 1-7-1988].

Sl. No. 12

Reference Finance Division's O.M.No.F.3 (3)-R.I/88 dated the 1st July, 1988 (Sl. No. 11), it has further been decided to allow Computer Allowance to the following categories of Computer Personnel *w.e.f.* 1st August, 1988:-

- (a) Data Control Staff upto * [BPS-15] = Rs. 500 p.m.
- (b) Senior Computer personnel in BPS-19 and above. = Rs.1500 p.m.

2. All other existing terms and conditions regulating the grant of Computer Allowance would remain the same.

[Authority.- Finance Division's O.M. No. F. 3(3)-R.I/88, dated 7-8-1988].

Revision of Livery Rules and Grant of Dress Allowance

Sl. No. 13

It has been decided that Naib Quasids, Daftaries, Record Sorters, D.M.Os, Chowkidars, Sweepers and Sweepresses are no

provided with liveries in future, but would be given the following "Dress Allowance" in lieu thereof, which is the aggregated cost, per month, presently expended in providing them with liveries:-

Dress Allowance

- | | | |
|-------|--|-------------|
| (i) | Naib Qasids | *[Rs. 40.00 |
| (ii) | Farashs, Record Sorters, Daftaries, D.M.Os | Rs. 35.00 |
| (iii) | Chowkidars, Sweepers | Rs. 35.00 |
| (iv) | Sweepresses | Rs. 25.00] |

2. The "Dress Allowance" at above rates shall be allowed in addition to the existing "washing allowance".

3. The "Dress Allowance" is to be allowed *w.e.f.* 1st October, 1982 and no expenditure on supply of Winter Liveries which becomes due on 1st November, 1982, shall be incurred.

4. (Not reproduced)

5. Ministries/Divisions are requested to bring it to the notice of their respective Attached Departments/Subordinate Offices etc. for similar action.

6. This issues with the approval of the Finance Division *vide* their u.o. note No. 3(13)-R. 12/82, dated 1st September, 1982 and 15th September, 1982.

[*Authority.*- Estt. Division O.M. No. 12/9/81-D.5, dated 25-9-1982].

*Revised *vide* Estt. Division O.M. No.12/1/84-D.5, dated 17-7-1990.

**Payment for supply
of drinking water,
dusting arrangement
etc.**

Sl. No. 14

Under Sl. No. 43 of Appendix 8 of GFR Vol. II, subject to such restrictions as may be imposed by the heads of departments, heads of offices may be authorized to make small monthly payments to Government servants for supplying drinking water or for dusting offices or for acting as night darbans or for similar services in addition to their own duties, provided that:-

- (i) the payments are of purely contingent character, are drawn on contingent bills and may be withdrawn at

any time at the discretion of the head of the office;

- (ii) the allowance will not count for leave salary or pension;
- (iii) in the case of Government servants already in permanent employ in receipt of a monthly rate of pay, the payments must not exceed a sum of * [Rs.20] a month in any one case; and the head of office must in sanctioning any such payment record his reasons therefor and must satisfy himself:-
 - (a) that the work to be done is really necessary;
 - (b) that it is outside the regular duties of Government servants on the permanent establishment; and
 - (c) that the grant of extra allowance to any such Government servant is distinctly more economical than the employment of a fresh agency.

*Revised *vide* Finance Division O.M.No.1/7/Imp.II/87, dated 1-7-1986.

2. It has been decided that the limit for the payments to Government servants for supplying drinking water or for dusting office or for acting as night darbans or for similar services in addition to their own duties, may be raised to * [Rs.20 per month], with effect from 1st January, 1984.

3. It has also been decided that the figure "10" appearing after the words "the payments must not exceed a sum of Rs. "in sub-para (iii) of Sl.No.43 of appendix 8 of GFR Vol.II may be substituted by the figure * [20].

[Authority.- Finance Division's O.M.No.F.3(50)R-12/82, dated 22-1-1984].

Medical Allowance

Sl. No. 15

Medical Allowance at the rate of ** [Rs.90] p.m. shall be allowed to the employees in BPS-1 to 15 instead of the reimbursement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

[Authority.- Finance Division O.M. No. 1/7/Imp.II/187 dated 1-7-1987].

**Admissibility of Conveyance
Allowance to the Government
Employees**

Sl. No. 16

It has been decided that the present rates of conveyance allowance will now be admissible to the Government employees posted at specified stations according to the following pay-limits

_____ *Revised *vide* Finance
Division O.M.No.1/7/Imp.II/87, dated 1-7-1986.

**Revised *vide* Finance Division O.M. No.F.1(71)Imp./95, dated 6-11-1995 *w.e.f.* 1-11-1995.

w.e.f. 1-6-1994:-

Rates of Allowance

- | | | |
|-----|---|----------------|
| i) | Government servants drawing pay in B-16 (Gazetted) and above and maintaining motor car not registered for commercial purpose. | Rs.355/- p.m. |
| ii) | Government servants drawing pay of Rs.3240/- per month and above other than those at (i) above. | Rs. 193/- p.m. |

- | | | |
|------|---|----------------|
| iii) | Government servants drawing pay of Rs. 1688/- p.m. and above but less than Rs.3240/- p.m. and maintaining Motorcycle/Scooter. | Rs. 130/- p.m. |
| iv) | Others | Rs. 96/- p.m. |

2. The other conditions regulating the admissibility of conveyance allowance will remain applicable.

[Authority.- Finance Division O.M. No.F.3(2)R.5/91, dated 11-12-1994].

Sl. No. 17

It has been decided that those Government employees in BPS-16 (Non-Gazetted) who were drawing Motorcar Maintenance Allowance sanctioned to them prior to 25-4-1994 would continue to draw the same as personal to them, in line with those Government servants who were allowed the same in terms of para-3 of the O.M. dated 5-10-1991.

2. In all fresh cases *w.e.f.* 25-4-1994, the car maintenance allowance would be restricted to Government employees drawing pay in BPS-16 (Gazetted) and above.

[Authority.- Finance Division O.M. No.F.3(2)R.5/91, dated 13-4-1995].

**Pay admissible to Private
Secretaries to the Federal
Ministers and Ministers of State**

Sl. No. 18

In supersession of the Cabinet Division's O.M. No. 112/2/80-Min.I, dated 10th November, 1980 and No. 112/18/81-Min.I, dated 13th March, 1982, on the above subject, it is stated that the Federal Ministers and Ministers of State shall appoint their

Private Secretaries from the normal source (not from outside), provided it does not involve out of turn/accelerated promotion for the Private Secretary, as follows:-

Federal Ministers

A BPS 16/17/18 officer or a Deputy Secretary in his own pay and allowances with a special pay of * [Rs.375] per month.

Ministers of State

A BPS 16/17/18 officer in his own pay and allowances with a special pay of Rs.250 p.m. or a Government servant in lower pay scale in his own pay and allowances with a special pay of Rs.200 p.m.

2. Finance Division's O.M. No. F.1(I)-Imp/83, dated the 18th August, 1983 and No. F. 26(1) R-I/80 (ii), dated 30th June, 1981 and No. F.1(I)-Imp/83-Pt (iii), dated 15th September, 1983 are modified to the above extent in respect of rates of special pay admissible to the Private Secretaries to the Ministers.

3. This issues with the concurrence of Establishment and the Finance Divisions conveyed *vide* their O.M.No.12/1/88- OMG-I, dated 7th April, 1988 and No.F.2(55) R.3/88-615, dated 1-8-1988 respectively.

[Authority.- Cabinet Division O.M. No.112/6/87-Min.I, dated 20-11-1988].

*Revised *vide* Finance Division's O.M.No.F.1 (12)-Imp.II/91, dated 19-8-1991.

***Up-gradation of the post of Superintendents in AFHQ and all other Attached Departments**

Sl. No. 19

On the recommendation of the Standing Organisation Committee, it has been decided that posts of Superintendents in the

AFHQ and in other Attached Departments will be placed in NPS-16.

The fixation of pay of Superintendents concerned will be made in NPS-16 *w.e.f.* 01.1.1980 at the stage next above their basic pay as Superintendents in NPS-14 in accordance with this Division's O.M.No.438-R.4/75-F.2(31)-RI/75, dated 18-6-1975 (Annexure).

[Authority.- Finance Division O.M. No.F.2(1)-RI/80-DI-R.4/80, dated 08.1.1980].

ANNEXURE

Copy of Finance Division O.M. No. D. 438-R4/75-F.2(31)-RI/75, dated the 18th June, 1975.

Subject:- *Cases of transfer of civil servants from a lower to a higher pay scale without involving actual transfer from one post to another.*

The relevant provisions in the Fundamental Rules have in the past been interpreted differently in the matter of fixation of initial pay in the higher scales in the cases of the category referred to above. In a number of those cases, the civil servant concerned has been treated as entitled, under F.R. 22(a) (i), to the stage in the higher scale next above his last pay in the lower scale, while in others, initial pay in the higher scale equal to the last pay in the lower scale has been allowed under F.R. 22(a) (ii).

*Appointment to the upgraded posts of Superintendents (BPS-16) are permitted to be notified in the official Gazette *vide* Estt. Division O.M. No. 1/57/80-F.II Dated 15-1-1984.

2. It has been decided that, in cases of fixation of pay governed by the Fundamental Rules, irrespective of any provisions to the contrary in those Rules, where a civil servant is not transferred from one post to another but is transferred from a lower to a higher scale, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of the transfer to the higher scale. This decision will come into force with effect from 1st March, 1972 and would not apply to cases which had been settled before that date.

**Grant of Selection Grade
(B-17) to Superintendents
working in the Federal
Secretariat**

Sl. No. 20

In continuation of Finance Division's O.M. No. F. 1/7/Imp.II/87, dated the 1st July, 1987, the President has been pleased to decide that 33% posts of Superintendents (B-16) working in the Federal Secretariat shall be placed in Selection Grade (B-17) with effect from 1st July, 1987.

[Authority.- Finance Division O.M. No.F 1/28/Imp.II/87, dated 14-9-1987].

**Grant of Selection Grade
(B-17) to the Superintendents
(B-16) of the Attached Departments**

Sl. No. 21

It has been decided to allow Selection Grade B-17 @ 33% of the posts to the Superintendents (B-16) working in the Attached Departments of Federal Government with immediate effect.

[Authority.- Finance Division O.M. No.F.3(10)-Imp./94, dated 18-5-1994].

**Upgradation of the post of
Private Secretary to Federal
Secretaries/Additional Secretaries
and other officers in BPS-21 and 22
provided with the services of Private
Secretary in the Federal Government**

Sl. No. 22

The Prime Minister has been pleased to approve the following proposals made by the Establishment Division in consultation with the Finance Division:-

- (a) All the posts of Private Secretary to the Secretaries/Additional Secretaries and other officers in BPS-21 and 22 provided with the services of Private Secretary, in the Federal Government alongwith their incumbents who have been appointed to these posts on regular basis, are upgraded from BPS-16 to BPS-17 with effect from 1st July, 1983.
- (b) The incumbents of the post of Private Secretary (BPS-17) will be eligible for the grant of BPS-18 after putting in ten years satisfactory service in BPS-17 unless they move-over BPS-18 from an earlier date.
- (c) The special pay admissible to the Private Secretary (BPS- 16) to the Secretary/Additional Secretary and other officers in * [BPS-22 and 21] at the rate of ** [Rs.300] and * [Rs.225] p.m. respectively will continue to be admissible in BPS-17/18.
- (d) No arrears due to retrospective upgradation of the

*Amended *vide* Estt.Division O.M. No.9/2/74-F.II(R.6), dated 19-3-1986.

**Revised *vide* Finance Division O.M.No.F.1(12)Imp.II/91, dated 19-8-1991.

post from BPS-16 to 17 and on account of accrual of increments shall be admissible prior to the date of issue of this O.M.

[*Authority*.- Estt. Division O.M. No.9/2/74-F.II(R.6), dated 18-3-1986].

Sl. No. 23

On upgradation of the post of Private Secretary from BPS- 16 to BPS-17 with effect from 1st July, 1983, vide this Division's O.M.

No. 9/2/74-F.II (R-6), dated 18th March, 1986 (Sl. No. 22), the following points have been raised by various Ministries/ Divisions:-

- (i) Whether the service rendered in the posts below BPS-17 prior to 1st July, 1983 will be computed according to the existing rules for the purpose of allowing BPS-18 subject to usual conditions.
- (ii) Whether the benefit of upgradation would be admissible to the existing incumbents of the post of P.S. only or it would also be available to those who were working as P.S. on 1st July, 1983 but were subsequently appointed to other posts from a date subsequent to 1st July, 1983 but hold lien on the post of Private Secretary.
- (iii) Whether an official working as a P.S. on 1st July, 1983 and holding lien against that post but subsequently appointed to another post on acting charge basis can be allowed, on his request, to revert to the post of Private Secretary.
- (iv) Whether a P.S. who held the post of P.S. on 1st July, 1983 but is presently on deputation elsewhere, is entitled to grant of BPS-17 with effect from 1st July, 1983.
- (v) Whether on upgradation the fixation of pay in BPS-17 shall be permissible according to the general principles as laid down in para 7(b) of Finance Division's O.M. No. F. 1(l)-Imp/83, dated 18th August, 1983, as allowed to the Stenotypists/ Stenographers.

2. The above issues have been examined in consultation with the Finance Division and the following decisions have been taken:-

- (i) Unlike the post of Section Officer 50% of which

stand placed in BPS-18, no post of P.S. stands placed in BPS-18 in terms of this Division's O.M. dated 18th March, 1986. It only provides for grant of BPS- 18 to the incumbents of the post after putting in 10 years satisfactory service as P.S. in BPS- 17. There is, as such no question of computation of service rendered in posts in BPS-16 and below for the purpose of grant of BPS-18.

- (ii) The orders dated 18th March, 1986 provide for upgradation of the post of P.S. alongwith the incumbents. This clearly signifies that a person who is effectively holding the post of P.S. in BPS-16 on regular basis at the time of issue of these orders, is to be given the benefit of upgradation. Therefore, a person who had left that post on any account and was not holding it on the date of issue of those orders, cannot be extended the benefit of upgradation.
- (iii) An official who was no more effectively holding the post of P.S. on the date of issue of orders of upgradation and stood appointed to another post of his own volition, has no right to invoke his lien to revert to the post of P.S. He would continue to hold lien on the post of P.S. but can only revert as P.S. on abolition or termination of the other post/ appointment.
- (iv) As the officer was not actually holding the post of P.S. on 18th March, 1986, he will not be entitled to the benefits of upgradation of the post. However, this benefit will accrue to him from the date he is repatriated and re-occupies the post of P.S. in his parent office.
- (v) The matter is still receiving attention and decision arrived at will be communicated in due course.

3. Any orders issued by the Ministries/Divisions which are not in line with the instructions contained in paragraph 2 above, may be modified/withdrawn.

[Authority.- Estt. Division O.M. No.9/2/74-F.II(R-6), dated 25-6-1986].

Sl. No. 24

Reference sub-para (v) of para 2 of Establishment Division's O.M. of even number dated 25th June, 1986 (Sl. No. 23), it has since been decided in consultation with the Finance Division and the audit authorities that the pay of the existing incumbents on upgradation of the post of Private Secretary will be fixed in accordance with para 7(B) of the Finance Division's O.M. dated 18th August, 1983 and that the first increment will accrue to them on 1st December, 1983 in accordance with para 3(ii) of the said O.M.

[Authority.- Estt. Division O.M.No.9/2/74-R.6(Pt), dated 16-7-1986].

**Revision of the rates of
special pays admissible
to Civil Servants below
BPS 16**

Sl. No. 25

It has been decided to raise the rate of special pays at present admissible under this Division's O.M. No. Py. NG 1(7)-