

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
NOTIFICATION
The 2nd June 1972

No. FD (SRI)-1-39/70 (Vol. III) — In exercise of the powers conferred by Clause 2 of Article 221 and Articles 222 of the Interim Constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to make the following rules providing for the revision of pay in respect of non-gazetted civil services of the Province of the Punjab and other matters connected therewith, namely:

1. Short title, applications and commencement—(1) These rules may be called The Punjab (non-gazetted) Civil Services (Pay Revisions) Rules, 1972.

(2) They shall have effect from the 1st day of March 1972.

(3) Subject to the provisions of Rule 4, these rules shall apply to all non-gazetted Government servants who are under the rule making authority of the Governor of the Punjab except—

- i. work-charged establishment;
- ii. establishments paid from contingencies; and
- iii. holders of the teaching posts of the Education Department whose revised pay scales have been provided in Government of the Punjab Finance Department's Notification No. F.D. (SRI)-10-7/70, dated the 12th October, 1970 as amended from time to time, and holders of teaching posts of the schools run by the Coal Mines Labour Welfare Organization of the Labour Department provided in Government of the Punjab, Finance Department's notification No.F.D. (SRI) 10-6/71, dated the 14th March, 1972.

2. Definitions—In these rules, unless there is anything repugnant in the subject or contexts:

- a) "Annexure" means annexure appended to these rules;
- b) "consolidated scale" means a scale of pay prescribed under the West Pakistan (non-gazetted) Civil Services (Pay Revision) Rules, 1963;
- c) "existing Government servant" means a non-gazetted Government servant who was in the service of Government on the 29th day of February, 1972 and continued in service after that day;
- d) "Existing pay" means the pay that existing Government servant would have drawn on the 1st day of March, 1972 but for the making of these rules:

Provided that in the case of a post in respect of which it is mentioned in the Schedule that the National Pay Scale includes special pay or the technical pay previously prescribed therefore, the term "existing pay" shall also include such special pay or technical pay, as the case may be;

Provided further that in the case of Government servants who opted to retain the present scales in terms of Rule 9 of the West Pakistan (Non-Gazetted) Civil Services (Pay Revision) Rules 1963, the term "existing pay" shall also include the

dearness pay and personal pay if any, admissible under rule 9 of the said Pay Revision Rules of 1963;

- e) “Existing pay scale” means the scale of pay to which a Government servant was entitled on the 29th day of February, 1972, in accordance with the rule applicable to him on that day;
- f) “Finance Department” means the Finance Department of the Government of the Punjab;
- g) “Government” means the Government of the Punjab;
- h) “Pay” means the amount drawn monthly by a Government servant otherwise than a special pay, technical pay, personal pay or as an allowance.
- i) “Pay scale” includes a fixed rate of pay;
- j) “National Pay Scales” means the scale of pay specified in Annexure-A.

Note: No addition to or alteration in the National Pay scales shall be made except with the approval of the Governor;

- k) “Schedule” means the schedule appended to these rules.

3. Applicability of the National pay scales—(1) Subject to the provisions of rule 4, the National Pay Scales shall apply to all non-gazetted Government servants holding posts, included in the schedules:

Provided that the existing Government servants holding the post of Assistant in the Punjab Civil Secretariat, and office of the Lahore High Court (including circuit in Bahawalpur) and those drawing pay in the consolidated scale of the post of Assistant in the Punjab Civil Secretariat under the instructions contained in the Finance Department’s circular letter No. FD-(PC) (1)-63/63 dated the 15th June, 1963, shall, as a special case, allowed to opt for the National Pay Scales No. 11.

(2) If an existing Government servant mentioned in the proviso to sub rule (1) is reverted to a lower post on or after the 1st day of March, 1972, he shall be entitled on subsequent re-appointment to the post of Assistant, to the National Pay Scale No. 10.

4. Right of option—(1) Every existing Government servant shall have the right to opt for the National Pay Scales or existing pay scales.

(2) The option shall be exercised in writing in the Form Annexure “B” and shall be communicated to the Head of the office under whom the Government servant is serving within a period of four months from the date of the notification of these rules; and in the case of post included in the Schedule after the date of notification of these rules within a period of four months of the notification of such inclusion.

(3) In case an existing Government servant, at the time of notification of these rules, is out of Pakistan or is on leave and has, for some reason not been able to exercise the option, he may exercise the option and communicate it to the Head of his Office within four months of the date of his taking over the charge of his post in Pakistan.

(4) Two identical copies of the option shall be prepared by each existing Government servant concerned; one copy will be returned to him, duly signed by the Head of his office or the latter's nominee, in token of the option having been received and the other copy, also bearing the counter-signature of the head of the office or his nominee, will be pasted in the service book of the Government servant concerned.

(5) If any existing Government servant fails to opt within the period prescribed under sub rules (2) and (3) it will be presumed that he has opted for the National Pay scales.

(6) The option once exercise shall be final.

Explanation I – An existing Government servant can either opt for the National Pay scales or for the existing pay scales. It is not open to him to opt for the National Pay Scales in case of some post or posts and the existing pay scales in the case of other post or posts.

Explanation II – Compensatory allowances and other benefits sanctioned in the Finance Department's letter No. FD (SR-I-39/70 (Vol. III) (A), dated the 2nd June, 1972 shall be admissible only to those existing Government servants who opt for the National Pay scales.

5. Fixation of Pay in the National Pay Scales—(1) The pay of all existing Government servants who do not opt for the existing pay scales shall be fixed in the National Pay scales with effect from the 1st day of March, 1972.

(2) The pay shall be fixed at a stage in the National Pay scales which is equal to or, if there is no such stage, at the stage next above, the aggregate of the following namely:-

- i) the existing pay; and
- ii) an amount of increase, to be determined in accordance with the percentage increase formula given below:

National Pay Scales in which pay is percentage is to be fixed	Percentage increase the existing pay
1 and 2 _____	Forty percent subject to a minimum of Rs. 20 and a maximum of Rs. 40
3 and 4 _____	Thirty percent subject to a minimum of Rs. 20 and a maximum of Rs. 40.
5, 6 and 7 _____	Twenty percent subject to a minimum of Rs. 30 and a maximum of Rs. 60.
8, 9, 10 and 11 _____	Fifteen percent subject to a minimum of Rs. 30 and a maximum of Rs. 60
12, 13, 14 and 15 _____	Ten percent subject to a minimum of Rs. 30 and a maximum of Rs. 60

(3) If the minimum of the relevant National Pay Scale is higher than the existing pay of a Government servant plus the percentage increase according to the formula prescribed in sub rule (2) his pay shall be fixed at the aforesaid minimum.

(4) If the aggregates of the existing pay and percentage increase according to the formula prescribed in sub rule (2) exceeds the maximum of the relevant National Pay Scale and the difference shall be allowed as personal pay. The personal pay shall be reduced by any amount by which the pay of the Government servant is increased after the 1st March, 1972 and shall cease to be payable as soon as his pay is increased by an amount equal to his personal pay.

6. Increments in the National Pay Scales—The increments in the National Pay Scales shall fall due on the 1st day of December, following the completion of at least six months service at a stage in the scale--

7. Admissibility of next higher National Pay Scale after reaching the maximum of a lower scale—(1) A Class-IV Government servant, who has reached the maximum of a National Pay Scale, shall be allowed the next higher National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service, at the said maximum as counts for increments under the rules.

(2) A Class-III Government servant who has reached the maximum of National Pay Scale (lower than the National Pay Scale No. 16) shall be allowed the next higher National Pay Scale with effect from the 1st day of December, of the year in which he completes one year of such service, at the said maximum as counts for increments under the rules, subject to the condition that there is no adverse entry in his annual confidential reports for the last 4 years. If this condition is not fulfilled, he shall wait at the said maximum till he has earned in succession four annual confidential reports without any adverse entry, and his movement to the next higher National Pay Scale shall take effect from the 1st day of December of the year following the year for which he earns the fourth such annual confidential reports.

(3) When a Government servant is allowed to draw pay in the next higher National Pay Scale under sub rule (1) or (2), his pay in the higher scale shall be fixed at a stage equal to the maximum of the lower National Pay Scale and if there is no such stage at the next lower stage with personal pay equal to the difference. The personal pay will be absorbed in future increments.

8. Pay admissible to Apprentices/Stipendiary students—(1) There shall be no special rate of stipend or pay for Apprentices/Stipendiary students. All such persons shall be allowed the minimum of the National Pay Scale of the post to which they would be appointed on successful completion of Apprenticeship/Stipendiary studentship.

(2) The period of apprenticeship stipendiary studentship shall not count towards increments in the National Pay Scale of the post.

9. Fixation of pay on promotion – (1) In case of promotion from a lower to a higher post, where the stage in the National Pay Scale of the higher post, next above the substantive pay in National Pay Scale of the lower post, gives a pay increase equal to or less than, a full increment, the initial pay in the National Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post.

(2) If by virtue of drawing pay in the National Pay Scale of the higher post at the time of his promotion, he will be allowed one advance increment in that scale with effect from the date of promotion.

(3) All existing rules or orders allowing minimum benefits to the Government servants on promotion from a lower to higher post, in force on the 29th day of February, 1972, shall, with effect from 1st day of March, 1972, cease to be applicable to Government servants drawing pay in the National Pay Scales.

10. Selection Grades – (1) There shall be selection grade in the National Pay Scales:

Provided that the existing Government servants who were drawing pay in the existing selection grade on the 29th February 1972 shall be allowed the appropriate National Pay Scale, on the basis of maximum of the selection grade, in accordance with the scheme of replacement of the Consolidated Pay Scales with the National Pay Scales prescribed in Annexure “A”.

(2) The existing Government servants who opt for the existing pay scales shall be entitled to the existing selection grades, subject to the provisions of sub rule (3).

(3) The number of selection grade posts available for the existing Government Servants opting for the existing Pay Scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these rules, on the basis of the total number of the existing Government servants opting of the existing pay scales.

11. Ad hoc Relief—The ad hoc relief sanctioned in the Government of West Pakistan, Finance Department’s letter No. 310 (A)-SR-VI/69, dated the 26th February, 1969 as amended from time to time, shall cease to be payable with effect from the 1st day of March, 1972 to the Government servants, to whom these rules apply:

Provided that it shall continue to be payable, as before, to the existing Government servants who opt for the existing scales.

12. Addition to or modification of the Schedule—The Government may, from time to time, add to or modify the Schedule with such conditions as it may deem fit.

13. Relaxation—In case where the operation of these rules causes under hardship to a Government servant, the Government may, for reasons to be recorded in writing relax any of these rules, in his favour.

ANNEXURE "A"

See Rule 2 (i)

Sr. No.	National Pay Scale	Post to which applicable
1.	2.	3.
Posts the maximum of the Consolidated scale of which:		
1.	100-2-116-EB-3-140	does not exceed Rs.100.
2.	110-3-152-EB-4-160	exceeds Rs.100 but does not exceed Rs.120
3.	120-3-150-EB-5-180	exceeds Rs.120 but does not exceed Rs.140
4.	140-4-170-EB-5-200	exceeds Rs.140 but does not exceed Rs.160
5.	150-6-180-EB-8-220- EB-10-280	exceeds Rs.160 but does not exceed Rs.240
6.	165-8-205-EB-10-255- EB-10 315	exceeds Rs.240 but does not exceed Rs.275
7.	180-10-230-EB-10-280- EB-15 370	exceeds Rs.275 but does not exceed Rs.330
8.	200-12-260-EB-15-335- EB-15 425	exceeds Rs.330 but does not exceed Rs.375
9.	225-15-1300-EB-16-380- EB-20-480	exceeds Rs. 375 but does not exceed Rs. 430
10.	250-18-340-20-EB-440- EB-20-540	exceeds Rs. 430 but does not exceed Rs. 490
11.	275-20-375-EB-20-475 EB-25-600	exceeds Rs. 490 but does not exceed Rs. 550
12.	300-20-400-EB-25-525 EB-25-650	exceeds Rs. 550 but does not exceed Rs. 600
13.	325-25-450-EB-25-575 EB-25-700	exceeds Rs. 600 but does not exceed Rs. 650
14.	350-25-475-EB-25-600 EB-30-750	exceeds Rs. 650 but does not exceed Rs. 700
15.	375-25-500-EB-30-650 EB-35-825	exceeds Rs. 700

ANNEXURE - "B"

[See RULE 4 (2)]

I, _____opt/do not opt for the National Pay Scales introduced by the Punjab (Non-gazetted) Civil Services (Pay Revision) Rules, 1972.

I fully understand that the option once exercised is final.

Signature

Name in block letters_____

Father's name_____

Designation_____

Branch/Section_____

Office/Department_____

Dated_____

Attested

Signature

Designation (Stamp of the Head Office)

Subject: REVISION OF THE RATES OF COMPENSATORY ALLOWANCES
AND GRANT OF OTHER BENEFITS TO THE NON-GAZETTED
GOVERNMENT SERVANTS CONSEQUENT UPON THE REVISION
OF PAY SCALES

I am directed to invite your attention to the Punjab (Non-gazetted) Civil Services (Pay Revision) Rules, 1972 whereby the National Pay Scales have been introduced. The Governor of the Punjab has been pleased to order that in supersession of all previous orders on the subject, the compensatory allowances and other benefits mentioned below shall be admissible to the regular non-gazetted Government servants drawing pay in the National Pay Scale, as follows:

I - EXEMPTION FROM SCHOOL FEE

2. Children of non-gazetted Government servants drawing pay up to Rs.500 per mensem who are studying in the schools managed directly by the Punjab Government will be exempt from payment of tuition fees up to the Matriculation stage. In cases in which the children of this category of Government Servants are studying in schools other than the Government schools managed directly by the Punjab Government, the tuition fees charged by the schools will be reimbursed to the extent of the amount of the corresponding tuition fees in the Government schools managed directly by the Government. Such exemption/reimbursement will be admissible on the production of the following documents.

- i) A certificate signed by the Government servant concerned, to the effect that the child for whom the exemption/reimbursement is being claimed is his/her legitimate son/daughter. (This certificate will be necessary only when a person joins the Punjab Governments service or when a Government servant's child enters schools when a Government servant joins Punjab Government office other than his former one or when a Government servant's child changes his/her school).
- ii) A certificate, signed by the Head of the School concerned stating that the child is studying in his/her school, and also stating the child's parentage (father's name when the Government servant is a male and father and mother's name when the employee is female). Such certificate will be necessary only when a child enters the school for the first time.
- iii) Receipt issued by the school every month in respect of the payment of tuition fee.

3. The exemption from payment of fees mentioned in paragraph 2 above will be admissible only in the case of the children studying in the ordinary school. In case of the children studying in the special schools, managed directly by the Punjab Government, reimbursement of fees will be made in the manner prescribed for the

children studying in the schools other than the schools managed directly by the Punjab Government.

II - HOUSE RENT ALLOWANCE

4. House Rent Allowance shall be admissible at Lahore, Rawalpindi, Faisalabad and Multan to all non-gazetted Government servants posted at, and residing in, the aforementioned stations, whose pay does not exceed Rs. 500 per mensem subject to the following conditions:-

- i) The amount of the allowance shall be equal to the amount of the rent which the Government servant concerned actually pays in excess of 7 ½ per cent of his pay subject to a maximum of 15 per cent of the minimum of the National Pay Scale in which the Government servant is drawing pay.
- ii) The allowance will not be admissible if the Government servant has been offered Government quarter or his living in a house which he owns for is living free of charge with another Government servant who has been provided with Government accommodation.

III - CONVEYANCE ALLOWANCE

5. All non-gazetted Government servants stationed at Lahore, and drawing pay not exceeding Rs. 650 per mensem will be allowed Conveyance Allowance at the following rates:-

- | | | |
|-----|---|--|
| i) | Where the distance between residence of Govt. servant and his place of duty is not less than three miles and not more than seven miles. | Rs. 10 per mensem with marginal adjustment up to the pay of Rs. 659 per mensem |
| ii) | Where the distance is more than seven miles. | Rs. 15 per mensem with marginal adjustment up to the pay of Rs. 664 mensem |

IV - WASHING ALLOWANCE

6. Washing Allowance will be admissible at the rate of Rs. 3 per mensem to all non-gazetted Government servants drawing pay in the National Pay Scales No. 1, 2, 3, and 4 who are officially entitled to liveries.

V -CYCLE ALLOWANCE FOR HEAD CONSTABLES AND CONSTABLE

7. An allowance of Rs. 5 per mensem will be paid to all Head Constables and Constables of the Police Department who maintain bicycle.

VI - APPLICATION OF THE ORDERS

8. (i) These instructions will apply with effect from the 1st day of March, 1972 to a non-gazetted Government servants drawing pay in the National Pay Scales.

(ii) Government servants who do not opt for the National Pay Scales shall continue to be governed by the rules, instruction, etc., regarding compensatory allowance which would have been applicable to them but for the issue of these instructions.

9. The existing Compensatory Allowances, other than those mentioned in these instructions, shall continue to be admissible as at present, to all non-gazetted Government servants irrespective of the fact whether they opt for the National Pay Scale or for the Existing Pay Scales.

10. These instructions are not applicable to the employees on work-charged or contingencies paid establishments.

Subject: CONSTITUTION OF ANOMALIES COMMITTEE ON THE
INTRODUCTION OF NATIONAL PAY SCALES FOR
NON-GAZETTED GOVERNMENT SERVANTS

I am directed to state that consequent upon the introduction of National Pay Scales 1972 for non-gazetted Government servants with effect from 1st March, 1972, it has been decided that an Anomalies Committee will be set up immediately with a view to resolving the anomalies, if any, in the pay scales of different categories of Government servants. The constitution of the Anomalies Committee will be as below:

- | | | |
|----|--|-----------|
| 1) | Additional Finance Secretary, Government of the Punjab. | Chairman |
| 2) | Deputy Secretary (Regulation) S&GAD | Member |
| 3) | Deputy Secretary (Service, Regulation, Finance Departments) | Member |
| 4) | Representative of the Administrative Deptt. concerned not below the rank of Dy. Secretary. | Member |
| 5) | Section Officer (Pay Revision), Finance Deptt. | Secretary |

2. All cases involving anomalies in the National Pay Scales, or arising out of fixation of pay in the National Pay Scales, will be initially examined by the Administrative Department concerned. If as a result of such examination, the Administrative Department is satisfied that there is an anomaly, it will refer the matter to the above-mentioned Anomalies Committee for decision giving details in the following forms:

- a) Name of the Administrative Department
- b) Name of the Office
- c) Designation of the post/designation and name of the Government servant (if any anomaly is respect of an individual).
- d) Exact nature of anomaly/difficulty (detailed description to be given)
- e) Reasons for considering it to be an anomaly (detailed reasons to be given)
- f) Number of Government servants placed in a similar position
- g) Solution proposed by the Administrative Department
- h) Reasons for proposed solution (detailed reasons to be given)

(Signature of the Administrative Secretary)

3. In referring cases to the Anomalies Committee, the Administrative Departments should forward six complete sets of the papers containing the above information to the Secretary of the Anomalies Committee.

4. The Anomalies Committee will hold its meetings as and when necessary. The date and time of the meeting will be notified separately to each Administrative Department who will thereupon nominate their representative to attend the meeting(s).

NO. FD-(SRI)1-39/70 (VOL. III) (C)

Dated the 2nd June 1972

Subject: REVISION OF PAY SCALES OF NON-GAZETTED GOVERNMENT
SERVANTS

I am directed to invite a reference to rule 7 (1) of the Punjab (Non-Gazetted) Civil Services (Pay Revision) Rules, 1972 which requires that if a Government servant is classified at least as good in four consecutive annual confidential reports, and is not meanwhile promoted to a higher post, he will be allowed the next higher National Pay Scales with effect from the 1st day of the month of December of the year for which a fourth consecutive "Good" annual confidential report is earned.

2. It is clarified for the information of all concerned that the condition of earning at least four "Good" confidential reports consecutively after reaching the maximum of a scale, for entitlement to the next higher National Pay Scales is not applicable in the case of Class-IV Government servants because no confidential reports are maintained in respect of such employees. All Class-IV Government servants should be allowed to draw pay in the next higher National Pay Scales, in accordance with the provisions of Rule 7 (2) of the Punjab (Non-gazetted) Civil Services (Pay Revision) rules 1972, with effect from the 1st day of December of the 4th year after they have reached the maximum of a National Pay Scale.

No. FD (SRI)-1-9/70(Vol-III) (B)

Dated the 2nd June 1972

Subject: REVISION OF PAY SCALES OF NON-GAZETTED GOVERNMENT
SERVANTS

I am directed to invite a reference to the Punjab (Non-gazetted) Civil Services (Pay Revision) Rules, 1972, issued under this Department's Notification No. FD(SRI)1-39/70 (Vol-III), dated the 2nd June, 1972 and to state that it has been decided by the Government that the pays of the Government servants covered by the Rules in question should be fixed provisionally in the National Pay Scales by the Heads of the Offices concerned with effect from 1st March, 1972 and the arrears, if any, paid to them. The fixation of pay in such cases may be made in the proforma appended to this letter. The proforma may be prepared in duplicate and kept in safe custody in the offices in which the establishment is employed, pending audit verification. The Heads of Offices will be responsible for proper preparation and safety of the proforma.

2. The provisional fixation of the pays by the Heads of the Offices will be subject to verification by the Audit Officer concerned. Under Rule 2.31 of the Punjab Financial Rules, Volume-I, the drawer of a bill is ordinarily responsible for any overcharge but in order to minimise the risk of overpayment, an under taking in the following form may be obtained from all Government servants whose pay is fixed in the National Scales of Pay:-

“I _____, UNDERTAKE
(Name)

(Designation and Office)

to make good any overpayment made to me as a result of incorrect fixation of pay in the National Pay Scale. The same may be recovered from my pay/pension.”

3. The pay of the Government Servants on deputation from one Department to another or on Foreign Service should be fixed in the parent offices/departments. For this purpose, the borrowing departments should forward options along the Service Books of the Government servants concerned to the respective lending departments/offices who should ensure that all such cases received by them are promptly dealt with and the fixation of pay got verified from the Audit Office concerned.

- a) Certificate that all cases requiring verification of pay under the Punjab (Non-gazetted) Civil Services (Pay Revision) Rules, 1972 have been included in the attached list.
- b) Certified that the cases of those Government servants who were on deputation or on Foreign Service in other departments/offices have also been included in the list.
- c) Certified that the Service Books and other documents of the deputations from other offices have been forwarded to their parent departments/offices for necessary action.
- d) Certified that the entries regarding the provisionally fixation of pay in the National Pay Scales have been made in the Service Books.

PROFORMA

**(FIXATION OF PAY UNDER THE PUNJAB (NON-GAZETTED)
CIVIL SERVICES (PAY REVISION) RULES, 1972**

Name of Office

1. Name of Government servant_____
2. Designation of the post_____
3. Scale of pay and special pay, if any_____
 - (a) On 29th February, 1972_____
 - (a) On 1st March, 1972 (National Pay Scale also to be indicated)
(The National Pay Scale_____)
4. Date of option_____
5. Existing pay (Rule 2 (d))_____
 - (a) Pay_____
 - (b) Special pay if any merged into the
National Pay Scale_____
 - (c) Dearness, pay, if any_____
 - (d) Personal pay, if any, admissible under Rule 9 of
West Pakistan (non-gazetted) Civil Services
(Pay Revision) Rules, 1963_____
 - (e) Total_____
 - (f) Percentage increase under Rule 5(2) (ii) ____
 - (g) Grand total_____
6. Pay in the National Pay Scale on 1st March, 1972_____

Subject: REIMBURSEMENT OF TUITION FEES

I am directed to refer to paras 2 and 3 of this department's circular letter No. FD (SRI) 19/70, (Volume III) (A), dated 2nd June, 1972 on the subject noted above and to state that a question arose as to whether members of the subordinate staff continue to be entitled to tuition fees, for their children after the normalization of educational institution of Government's decision not to charge any tuition fees up to matric classes. The question has been considered and it has been decided that in case of Government servants drawing pay up to Rs. 500 pm where the children were studying in special schools managed directly by Government of private agencies, reimbursement of tuition fees would be allowed at the rate of charged in the Government's ordinary schools on 2nd June 1972. This concession will be deemed to have continued till 30th September, 1972; in the case of I – VIII Class and up to 30th September, 1974 in the case IX and X Class, the concession will be deemed to have been withdrawn with effect from 1st October, 1974 but no recovery will be made on account of the amounts already paid.

NOTIFICATION

The 17th December 1973

No. FD-PR-2-2/72—In exercise of the powers conferred by Article 241 of the Constitution of the Islamic Republic of Pakistan the Governor of the Punjab is pleased to make the following rules, namely:

**THE PUNJAB (GAZETTED) CIVIL SERVICES
PAY REVISION RULES, 1973**

1. Short title, application and commencement (1) These rules may be called the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973.

(2) Subject to the provisions of rules 4 and 5, they shall be deemed to have come into effect from the 1st day of March, 1972.

(3) Subject to the provisions of rules 4 and 5, they shall apply to all gazetted Government servants holding posts specified in the Schedule and serving in connection with the affairs of the Province of the Punjab, except the holders of teaching posts of the Education Department whose revised pay scales have been provided in the Government of the Punjab, Finance Department Notification No. F.D.(SRI-10-7/70(A), dated the 12th October, 1970, as amended from time to time.

2. Definitions-- In these rules, unless there is anything repugnant in the subject or context;

(a) "Annexure" means an annexure appended to these rules;

(b) "Consolidated Scale" means a scale of pay prescribed under the

West Pakistan (Gazetted) Civil services (Pay Revision) Rules, 1964;

- (c) “Existing Government Servant” means a Government servant who was in gazetted service of Government on the 29th day of February 1972 and continued in service after that date;
- (d) “Existing pay” means the pay that an existing Government servant would have drawn on 1st day of March, 1972 or the date with effect from which he opts for the National Pay Scale Pay Scales, as the case may be;

Provided that in the case of a post in respect of which it is mentioned in the Schedule that the National Pay Scale Pay Scale includes special pay or technical pay previously prescribed therefore, the term “existing pay” shall also include such special pay or technical pay, as the case may be;

Provided further that in the case of Government servants who opted to retain in the present scales, as defined in rule 2 (i) of the West Pakistan (gazetted) Civil Services (Pay Revision) Rules, 1964, the existing pay shall also include the dearness pay admissible under rule 15 of the said Rules;

- (e) “Existing pay scale” means the scale of pay to which a Government servant was entitled immediately before 1st day of March, 1972 or the date with effect from which he opts for the National Pay Scale Pay Scales in accordance with the rules applicable to him before that date;
- (f) “Finance Department” means the Finance Department of the Government of the Punjab.
- (g) “Government” means the Government of the Punjab;
- (h) “Government servant” means a Government servant in the gazetted service of Government;
- (i) “Pay” means the amount drawn monthly by a Government servant otherwise than as special pay, technical pay, personal pay, overseas pay, teaching pay or as an allowance;
- (j) “Pay scale includes a fixed rate of pay”
- (k) “National Pay Scales means the scales of pay specified in Annexure “A”.
- (l) “Schedule” means the Schedule appended to these rules.

3. *Applicability of the National Pay Scale*—Subject to the provisions of rule 4, National Pay Scale shall apply to all Government servants holding posts specified in the Schedule.

4. *Right of option*—(1) (a) Every existing Government servant shall have the right to opt for the National Pay Scales or his existing pay scale.

(b) An existing Government servant opting for the National Pay Scales may opt for these scales with effect from the 1st March, 1972 or any date there after up to and including the 28th February, 1974;

(2) The option shall be exercised in writing in the Form Annexure “B” and shall be communicated to the Audit Officer under registered cover (Acknowledgment due within a period of four months from the publication of the notification due within a period of four months from the publication of the notification of these rules and in the case of posts included in the Schedule after the date of publication of notification of these rules, within a period of four months from the publication of such inclusion).

(3) In case an existing Government servant, at the time of the notification of these rules, is out of Pakistan, or is on leave, and has, for some reason, not been able to exercise the option, he may exercise the option and communicate it to the Audit Officer within four months from the date of his taking over the charge of this post in Pakistan.

(4) If any existing Government servant fails to opt for existing pay scales or National Pay Scales within the period prescribed in sub-rules 2 and 3, it will be presumed that he has opted for the National Pay Scales with effect from the 1st March, 1972.

(5) The option once exercised shall be final.

Explanation-1 An existing Government servant can either opt for the National Pay Scale or for the existing pay scales. It is not open to him to opt for the National Pay Scales in the case of some post or posts and the existing pay scales in the case of their post or posts.

Explanation-II Compensatory allowances sanctioned in the Finance Department’s letter No.F.D.PR-2-2/72(A), dated the 17th December, 1973 shall be admissible only to those existing Government servants who opt for the National Pay Scales.

(6) The existing Government servants, who do not opt for the National Pay Scales, shall continue to be governed by the rules, orders, etc. regarding scales of pay allowance etc., that would have been applicable to them but for the making of these rules.

5. *Fixation of pay in the National Pay Scales*—(1) Subject to the provisions of sub-rules 5 and 6 of this rule, the pay of existing Government servants, who opt for the National Pay Scales, shall be fixed in the said scales with effect from the first day of March 1972 or any subsequent date with effect from which they opt for the same under rule 4.

Provided that no arrears will be payable in respect of the period prior to the 1st August, 1973.

(2) In the case of National Pay Scales No. 16 to 18 the pay shall be fixed at the stage equal to and, if there be no such stage, at the stage next above, the aggregate of the following:

- (a) the existing pay and
- (b) an amount of increase, to be determined in accordance with the following formula:

*National Pay Scales in
which pay is to be fixed*

Increase over existing pay

16	10 per cent subject to a minimum of Rs.30 and maximum of Rs.60.
17 and 18	Rs.60.

(3) Subject to the provisions of rule-II

- (a) in the case of National Pay Scales No.19 to 20, the pay shall be fixed at the stage next above the existing pay; and
- (b) in the case of National Pay Scales No.21 to 22, the pay shall be fixed at the stage equal to the basic pay and, if there be on such stage, at the next lower stage plus personal pay equal to the difference between the existing pay and that stage.

(4) Fixation of pay in the manner prescribed in sub-rule 2 and 3 of this rule shall be subject to the condition that the maximum of the relevant National Pay Scale is not exceeded.

(5) The benefit of percentage increase mentioned in sub-rule 2 will not be admissible to the Government servants who were eligible, subject to option, to the benefit of fixation of pay under the Punjab (Non-Gazetted) Civil Services (Pay Revision) Rules, 1972. In their case, pay in the relevant National Pay Scale shall be fixed at the stage equal to their existing pay and if there is no such stage, at the next lower stage plus personal pay equal to the difference.

(6) The Government servants, who were appointed to gazetted posts by initial recruitment on or after the 1st March 1972, shall not be allowed the benefit of fixation of pay under sub-rule 2 or 3. They shall be deemed to have been appointed at the minimum of the relevant National Pay Scale.

(7) The personal pay mentioned in sub-rule 3 and 5 shall be reduced by the amount by which the pay of the Government servant is subsequently increased, and shall cease to be payable as soon as the pay is increased by an amount equal to or more than the personal pay.

(8) The pay of every Government servant covered by rule 5 shall be fixed both in the scale of his substantive post and the scale of the post held by him in temporary or officiating capacity.

7. *Increments in the National Pay Scales* The increments in the National Pay Scales shall fall due on the 1st day of December, following the completion of at least six month's service at a stage in relevant National Pay Scale.

8. *Admissibility of next higher National Pay Scale* after reaching the maximum of a lower scale (1) Subject to the provisions of sub-rule (2) a Government servant who has reached the maximum of National Pay Scale No.16 to 17 shall be brought on to National Pay Scale No.17 to 18 respectively, with effect from 1st December of the year in which he completes three years of such service at the above mentioned maximum as counts for increments under the rules, subject to the following conditions:

That he has earned in succession from the year of reaching of maximum up to the year of moving over (both years included) Annual Confidential Reports without any adverse entry. If this condition is not fulfilled such Government servant shall wait at the maximum till he has earned in succession the requisite number of reports without an adverse entry, and his move over to the next higher scale shall take effect from the 1st of December of the year following the one for which the last such report is earned.

(2) A Government servant, who will be adjusted in, or whose basic pay scale is, National Pay Scale No.16, will be allowed to move over only up to National Pay Scale No.17, and who will be adjusted in or whose basic pay scale is National Pay Scale No.17 will be allowed to move over only up to National Pay Scale No.18.

(3) When a Government servant is allowed to draw pay in the next higher National Pay Scale under sub-rule(1), his pay in the higher scale shall be fixed at a stage equal to the maximum of the lower National Pay Scale and, if there is no such stage, at the next lower stage with personal pay equal to the difference. The personal pay will be absorbed in future increments.

9. *Fixation of pay on promotion* (1) Subject to the provisions of Rule 10, in the case of promotion from a lower to a higher post, where the stage in the National Pay Scale of the higher post, next above the substantive pay of the Government servant concerned in the National Pay Scale of the lower post, gives a pay increase equal to, or less than a full increment in the pay scale of the higher post, the initial pay in the National Pay Scale of the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post:

Provided that a Government servant, who is promoted from National Pay Scale No.17 to National Pay Scale No.18 and after the expiry of a period of three years from the date of reaching the maximum of National Pay Scale No.17, shall be allowed a minimum benefit equal to two increments in National Pay Scale No.18.

*Provided further that when a Government servant in National Pay Scale No. 17 is allowed National Pay Scale No. 18 on account of his coming within the orbit of the number of the posts of his cadre placed in National Pay Scale No. 18, he will be given a minimum benefit equal to one full increment in National Pay Scale No. 18:

* Added vide Notification No. FDPR-8-1-74 dated 9th September 1975.

(2) If, by virtue of the benefit admissible under Rule 8, a Government servant is already drawing pay in the National Pay Scale of the higher post at the time of his promotion, he will be allowed one advance increment in that scale with effect from the date of promotion:

Provided that if the promotion is from a post carrying National Pay Scale No.17 to a post carrying National Pay Scale No. 18, the Government servant shall be allowed two advance increments in the higher scale.

(3) All existing rules or orders allowing minimum benefit to the Government servants on promotion from a lower to a higher post shall cease to be applicable to the Government servants drawing pay in the National Pay Scales with effect from the date he starts drawing pay in the National Pay Scales

10. If a Government servant in National Pay Scale No.17 is appointed to a post in National Pay Scale No.18 before he enters the 7th years of service, he shall draw the minimum of National Pay Scale No.18 and the next increment in the scale shall accrue to him on the 1st day of December following the completion of the 7th year of service.

11. *Admissibility of full pay of the post in National Pay Scale No.19 and above*

(1) If a Government servant is appointed to a post shown in Part-II of the Schedule (hereinafter referred to as the said post) on or after the date from which he has opted for the National Pay Scales but has not, on the day of his appointment to the said post, completed the minimum length of Class-I service prescribed for such post in column 5 of the Schedule, he shall be entitled to the minimum of the National Pay Scale prescribed for the said post only from the date he completes the prescribed minimum length of service, and till such time as he completes prescribed minimum length of service, he shall be entitled to:

- (a) the pay admissible to him from time to time in the lower post held by him immediately before his appointment to the said post; and
- (b) the difference between the pay referred to in clause (a) and the minimum of the National Pay Scale of the said post reduced by twenty percent of the difference for every year or part of the year by which his service falls short of the prescribed length of service subject to a maximum reduction of eighty per cent.

Provided that in the case of posts included in Part-II of the Schedule for which the remuneration laid down in that part of the schedule is pay in time scale plus a special pay, the special pay shall not be affected by this rule.

Note—In the case of Government servants appointed to the posts of Secretary to Government, the admissible in the lower post shall be taken as the presumptive pay that such Government servant would have received had he been appointed to a post carry National Pay Scale No. 19 without any restriction regarding minimum length of service.

(2) If a Government servant was holding a post shown in Part-II of the Schedule immediately before the date from which he opts for the National Pay Scales but had not completed the prescribed length of service on that date, his pay shall first be fixed in the next lower National Pay Scale under the relevant provisions of these

rules and thereafter, with reference to the pay so fixed, his pay in the National Pay Scale of the post held by him shall be determined in accordance with the provisions of sub rule 1.

Explanation—In computing the length of service for the purpose of this rule—

- a) to the length of service in Class-I shall be added half of the service in Class-II and 4th of the non-gazetted service, if any, and
- b) the service rendered under the Federal Government or another Provincial Government shall also be taken into account.

12. *Selection Grades* – (1) There shall be no Selection Grade in the National Pay Scales:

Provided that the existing Government servants, who were drawing pay in the existing selection grades on the 22nd October, 1973, shall be allowed the appropriate National Pay Scale, on the basis of the maximum of the selection grade, in accordance with the Scheme of replacement of the consolidated Pay Scales with the National Pay Scales prescribed in Annexure “A”.

(2) Subject to the provisions of sub-rule 3, the existing Government servants, who opt for the existing pay scales shall be entitled to the existing selection grades.

(3) The number of selection grade posts available for the existing Government servants who opting for the existing pay scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these rules, on the basis of the total number of existing Government servants opting for the existing pay scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these rules, on the basis of the total number of existing Government servants opting for the existing pay scales.

13. *Technical Pay*—There shall be no technical pay attached to any post in the National Pay Scales, nor shall it be granted to any Government servant drawing pay in the National Pay Scales.

14. *Special Pay*— If a special pay was attached to a post or admissible to certain incumbents of such posts in the existing Pay Scales, such special pays shall, unless otherwise specified in the Schedule, continue to be admissible at the existing rates with the National Pay Scales, without any maximum limit of pay.

15. All existing rules or orders shall be deemed to have been modified to the extent indicated in these rules. All existing rules and orders not so modified shall continue in force.

16. *Government servants engaged on contract*— The Government servants engaged on contract shall continue to draw their covenanted pay for so long as they hold the post in which they were recruited, but if they are employed in any other post, they shall either draw the pay of the latter post as prescribed in the Schedule or the covenanted pay whichever is more beneficial to them.

17. *Additions to or modifications in the Schedule*—The Government may, from time to time, add to or modify the Schedule with such conditions as it may deem fit.

18. *Relaxation*—In cases where the operation of these rules causes undue hardship to a Government servant, the Government may, for reasons to be recorded in writing, relax any of these rules in his favour.

ANNEXURE “A”

NATIONAL PAY SCALES FOR GAZETTED GOVERNMENT SERVANTS

BS	National Pay Scales	Posts to which applicable	Prescribed length of Class-I Service
		Posts the maximum of the Consolidated Pay Scales of which—	
16	400-35-75/50-1,000	Does not exceed Rs. 925	
17	500-5-1,000/50-1250 (Junior Class)	Exceeds Rs 925 but does not exceeds Rs. 1,150	
18	1,000-75-1,750 (Senior Class)	Exceeds Rs. 1,150 but does not exceeds Rs. 1,699	
19	1,800-80-2200	Exceeds Rs. 1699 but does not exceed Rs. 2,150	12 years
20	23,00-100-2600	Exceeds Rs. 2150 but does not exceed Rs. 2,600	15 years
21	2,750 (fixed)	Exceeds Rs. 2600 but does not exceed Rs. 2750	20 years
22	3,000 (Fixed)	Exceeds Rs. 2,750	22 years

ANNEXURE - “B”

I, _____ opt/do not opt for the National Pay Scales introduced by the Punjab Gazetted Civil Services (Pay Revision) Rules, 1973 with effect from _____.

I fully understand that the option once exercised is final.

Signature _____

Name in block letters _____

Father's Name _____

Designation _____

Branch/Section _____

Office/Department _____

Dated _____

**Subject: REVISION/GRANT OF COMPENSATORY ALLOWANCES/SPECIAL
PAYS TO GAZETTED GOVERNMENT SERVANTS CONSEQUENT
UPON THE REVISION OF PAY SCALES**

I am directed to invite your attention to the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973 under which National Pay Scales have been sanctioned for gazetted Government servants and to state that the Governor of the Punjab has been pleased to order that, in supersession of all previous orders on the subject, compensatory allowances, shall be admissible to the gazetted Government servants drawing pay in the National Pay Scales, as follows:

I-HOUSE RENT ALLOWANCE

2. House Rent Allowance shall be admissible at Lahore, Rawalpindi, Faisalabad and Multan, to all gazetted Government servants posted at, and resided in the aforementioned stations subject to the following conditions:

- i) The amount of the allowance shall be equal to the amount of the rent which the Government servant concerned actually pays in excess of 7 ½ per cent of his pay subject to a maximum of 15 per cent of the minimum of National Pay Scales in which the Government servant is drawing.
- ii) The allowance will not be admissible if the Government servant has been offered a Government quarter or is living in a house which he owns or his living free of charge with another Government servant who has been provided with Government accommodation.

II - CONVEYANCE ALLOWANCE

3. All gazetted Government servants at Lahore and drawing pay not exceeding Rs. 650 per mensem, will be allowed Conveyance allowance at the following rates:

- | | |
|---|---|
| i) Where the distance between the residence of Government servant and his place of duty is not less than three miles and not more than seven miles. | Rs. 10 per mensem with marginal adjustment up to the pay of Rs. 659 per mensem. |
| ii) Where the distance is more than seven miles. | Rs. 15 per mensem with marginal adjustment up to Rs. 664 per mensem |

III - SENIOR POSTS ALLOWANCE

4. Senior Posts Allowance shall be admissible to Government servants drawing pay in National Pay Scales No. 20, 21 and 22 at the following rates:

<u>National Pay Scales</u>	<u>Rate per month</u>
20	Rs. 100.00
21	Rs. 200.00
22	Rs. 300.00

The Senior Posts Allowance will be admissible subject to the following conditions:

- i) The Allowance will be admissible during earned leave, subject to the provisions of Rule 5.3 of the Civil Services Rules (Punjab), Volume-I, Part -I.
- ii) The Allowance will not be admissible during leave preparatory to retirement.
- iii) The Allowance will not be taken into account for the purpose of contribution to G.P. Fund.
- iv) The Allowance will not be treated as part of the emoluments for counting towards calculation of pension.
- v) The Allowance will not be admissible to officers serving abroad.
- vi) The Allowance will be taken into account for the purpose of recovery of house rent.

IV - SUMPTUARY ALLOWANCE OF DEPUTY COMMISSIONERS

5. The Deputy Commissioners shall be entitled to Sumptuary Allowance at the rate of Rs. 150 per mensem subject to the existing conditions, if any.

V - CHARGE ALLOWANCE/SPECIAL PAY OF POLICE OFFICERS

6. (i) The Superintendent of Police Incharge of Districts, will be entitled to Charge Allowance at the rate of Rs.200 per mensem.

(ii) All Senior Superintendents of Police and Assistant Inspectors-General of Police shall be entitled to special pay at the rate of Rs.275 per mensem.

(iii) All Superintendents of Police in Special Branch and Crime Branch shall be entitled to special pay at the rate of Rs.220 per mensem.

VI - APPLICATION OF THE ORDERS

7. (i) These instructions, except in the case of House Rent Allowance will apply with effect from the 1st day of August, 1973, to all gazetted Government servants drawing pay in the National Pay Scales. In the case of the House Rent Allowance these instructions will apply to all gazetted Government servants drawing pay in the National Pay Scales with effect from the 1st day of August, 1973 in the case of Government servants whose pay does not exceed Rs.500 per mensem, and

with effect from the 1st day of July, 1974 in case of Government servants whose pay exceeds Rs.500 per mensem.

(ii) Government servants, who do not opt for National Pay Scales, shall continue to be governed by the rules, instructions, etc., regarding compensatory allowances etc., which would have been applicable to them but for the issue of these instructions.

8. The existing compensatory allowances, other than those mentioned in these instructions, shall continue to be admissible at present, to all gazetted Government servants irrespective of the fact whether they opt for the National Pay Scales or for the existing pay scales.

No. FD.PR-2-2/72(B)
Dated the 17th December 1973

I am directed to state that consequent upon the introduction of National Pay Scales for gazetted Government servants, it has been decided that an Anomalies Committee, be set up to (a) resolve any anomalies that may arise out of the introduction of National Pay Scales and (b) perform such other functions consequent upon the introduction of National Pay Scales as may be entrusted to it by the Government. The constitution of the Anomalies Committee will be as below:

- | | | |
|----|---|----------|
| 1) | Additional Finance Secretary, Government of the Punjab | Chairman |
| 2) | Administrative Secretary concerned or his representative not below the rank of Deputy Secretary to Government | Member |
| 3) | Deputy Secretary (Regulation) S&GAD | Member |
| 4) | Section Officer (Pay Revision), Finance Department | Member |

2. All cases involving anomalies in the National Pay Scales, or arising out of fixation of pay in the National Pay Scales, should be initially examined by the Administrative Department concerned. If as a result of such examination, the Administrative Department is satisfied that there is an anomaly, it should refer the matter to the Anomalies Committee, with information as per following pro forma:-

- Name of the Administrative Department
- Name of the Office
- Designation of the post/designation and name of the Government servant (if any anomaly is respect of an individual)
- Exact nature of anomaly/difficulty (detailed description to be given)
- Reasons for considering it to be an anomaly/difficulty

- (detailed reasons to be given)
- f) Number of Government servants placed in a similar position
- g) Solution proposed by the Administrative Department
- h) Reasons for proposed solution (detailed reasons to be given)

(Signature of the Administrative Secretary)

3. In referring cases to the Anomalies Committee, the Administrative Departments should forward six complete sets of the papers containing the above information to the Secretary of the Committee.

4. The Anomalies Committee shall consider the cases referred to it in as series of meeting of schedule of which will be notified later.

5. The Anomalies Committee shall only be a recommending body. The final decision on the recommendations of this Committee will be taken by the Government.

NO. FD-PR-8-12/73
Dated the 25th August 1973

Subject: GRANT OF DEARNESS ALLOWANCE TO LOW PAID EMPLOYEES
OF THE GOVERNMENT

Having regard to the rise in the prices of essential items of consumption, the Governor of the Punjab has been pleased to sanction with effect from 1st August, 1973 and until further orders, Dearness Allowance at the rate of Rs.35 per month to Government servants under the rule making control of the Government of the Punjab drawing pay up to Rs.700 per month, with marginal adjustments for those drawing pay between Rs.700 per month and Rs.35 per month, subject to the following conditions:

- i) For the purpose of there orders, pay shall mean pay as defined in Rule 2.44 of the Civil Services Rules (Punjab Volume-I, Part-I, plus overtime allowance plus fee plus gross pension (i.e. pension before commutation and/or surrender of 1/4th thereof) plus where admissible, ad hot/interim relief and dearness pay.
- ii) Drawl of the Dearness Allowance during leave will be regulated by the orders as in force in this regard before 1st December, 1962.

2. These orders shall also apply to the whole-time work and contingencies-paid employees, but shall not apply to persons employed on daily wages or price rate basis.

Subject: GRANT OF DEARNESS ALLOWANCE TO LOW PAID EMPLOYEES
OF THE GOVERNMENT

The Government of the Punjab has been pleased to sanction, with effect from 8th June, 1974, and until further orders, a special Dearness Allowance at the rate of 10% of the pay, subject to a minimum of Rs.50 pm and a maximum of Rs.150 p.m. to all the civil servants serving in connection with the affairs of the Punjab. This allowance will be in addition to the Dearness Allowance, where admissible as sanctioned in this Department's letter of even number, dated 25th August, 1973.

2. The above Special Dearness Allowance—

- i) will be classified as a compensatory Allowance and will not be subject to income tax;
- ii) will not be treated as part of emoluments for the purpose of calculation of pension;
- iii) will during leave, be regulated by the general orders as in force in this regard before 1st December, 1962.

3. The term 'pay' occurring in para I above will mean pay as defined in Rule 2.44 of Civil Services Rules, Punjab, Volume-I, Part-I.

4. In case of a re-employed pensioner, the Special Dearness Allowance will be calculated as under—

- a) If he is drawing full pay of the post, with reference to his pay.
- b) If he is drawing pay minimum gross pension, with reference to his pay plus gross pension.

NO. FD-PR-15/1/74

Dated the 14th November 1974

Subject: GRANT OF HOUSE RENT ALLOWANCE GOVERNMENT SERVANTS

I am directed to state that Government has decided that in supersession of the previous orders on the subject a House Rent Allowance at 15 per cent of the minimum of their respective pay scale may be allowed to all Government servants (gazetted and non-gazetted), posted at Lahore, Rawalpindi, Faisalabad and Multan who have not been provided with Government accommodation.

2. These orders will take effect from 1st November, 1974.

Subject: GRANT OF HOUSE RENT ALLOWANCE GOVERNMENT SERVANTS

I am directed to invite a reference to this department's circular letter No. FD.PR-15-1/74 dated the 14th November, 1974, on the subject noted above and in supersession of any orders issued in this behalf before I am to clarify that if both husband and wife, being Government servants, are residing together at the same station in a Government residence, allotted to one of them, no house rent allowance shall be admissible to the other even if the station is a specified one.

2. I am, however, to add that if house rent allowance has been allowed to a husband/wife sharing the Government accommodation allotted to the other house before the issue of this letter, no recovery is to be made on this account.

NOTIFICATION
The 16th May 1977

No. FD.PC-2-1/77--In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules namely:

THE PUNJAB CIVIL SERVANTS PAY REVISION RULES, 1977

1. Short title, application and commencement-
 - (1) These rules may be called the Punjab civil Servants Pay Revision Rules, 1977.
 - (2) They shall take effect from the 1st day of May 1977.
 - (3) Except as provided in rule 4, these rules shall apply to all civil servants holding posts specified in the *schedule.
2. Definitions--In these rules, unless there is anything repugnant in the subject or context:
 - (a) "Annexure" means an annexure appended to these rules;
 - (b) "Existing Civil Servant" means a civil servant who was in service on 30th April, 1977, and continued in service after that date;
 - (c) "Existing Pay" means the pay, other than special pay, personal pay, teaching pay or any other pay or allowance, that an existing civil servant would have drawn, on 30th April, 1977;

*Schedule published separately.

- (d) “Existing Pay Scale” means the scale of pay to which a civil servant was entitled immediately before the coming into force of these rules;
- (e) “Government” means the Government of the Punjab;
- (f) “National Pay Scale” means a scale of pay prescribed under:
 - (i) Punjab (Non-Gazetted) Civil Services (Pay Revision) Rules, 1972 or
 - (ii) Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973;
 - (iii) Punjab (Non-Gazetted) Teaching Staff (National Pay Scales) Rules, 1973 or
 - (iv) Punjab Senior Teaching Posts (National Pay Scales) Rules, 1974.
- (g) “Revised National Pay Scales” means the scales of pay specified in Annexure ‘A’ and
- (h) * “Schedule” means the schedule appended to these rules.

3. Applicability of the Revised National Pay Scales--

- (1) A civil servant appointed on or after 1st May 1977, to a post specified in the schedule shall draw pay in the Revised National Pay Scale as shown against the post.
- (2) Subject to the provisions of rule 4, an existing civil servant opting for these rules shall draw pay in the Revised National Pay Scale as shown against the post held by him provided that an existing Civil servant drawing pay in a national Pay Scale higher than a scale prescribed for the post by virtue of any of the following rules, namely--
 - (i) Rule 7 and 10 of the Punjab (Non-Gazetted) Civil Services (Pay Revision) Rule, 1972;
 - (ii) Rules 8 and 12 of the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973;
 - (iii) Rule 8 and 10 of the Punjab (Non-Gazetted) Teaching Staff (National Pay Scales) Rules, 1973;
 - (iv) Rule 7 and 11 of the Punjab Senior Teaching Posts (National Pay Scales) Rules, 1973:

*Schedule published separately.

shall draw pay in such Revised National Pay Scale as corresponds to that higher National Pay Scale shown in Annexure 'A'.

4. Right of option--

- (1) An existing civil servant shall have the right to opt for the Revised National Pay Scales or existing pay scales.
- (2) The option shall be exercised in writing in the Form at Annexure 'B'.
- (3) An existing civil servant may exercise option within a period of three months from the issue of these rules and in case of posts included in the schedule after the above date, within a period of three months from the date of such inclusion; provided that such a civil servant was out of Pakistan during the said period of three months and has not been able to exercise the option, he may exercise option within three months of the date of his taking over the charge of his post in Pakistan.
- (4) In the case of an existing civil servant drawing pay in National Pay Scales No. 1 to 15, the option shall be communicated to the Head of the Office under whom he is serving. Two identical copies of the option form shall be prepared by each civil servant; one copy will be returned to him duly signed by the Head of his Office or the latter's nominee, in token of the option having been received and the other copy, also bearing the countersignature of the Head of the Office or his nominee, will be pasted in the service book of the civil servant concerned.
- (5) In the case of an existing civil servant drawing pay in National Pay Scales No. 16 to 22, the option shall be communicated to the Audit Office.
- (6) If an existing civil servant fails to opt within the period prescribed under sub-rule (2), it will be presumed that he has opted for the Revised National Pay Scales.
- (7) The option once exercised shall be final.

5. (1) Compensatory Allowance and other benefits sanctioned in the Finance Department's letter No. FD-PC 21-1/77, dated 16th May, 1977, shall be admissible only to those existing civil servants who opt for the Revised National Pay Scales.
- (2) An existing civil servant who opts to retain the existing pay scales shall continue to draw the dearness pay/ allowances and the Compensatory Allowances admissible to him immediately before the coming into force of these rules.

6. Fixation of pay in the Revised National Pay Scales-

- (1) The pay of all existing civil servants who do not opt for the existing pay scales shall be fixed in the Revised National Pay Scales with effect from 1st May 1977.
- (2) The pay shall be fixed at a stage in the Revised National Pay Scales which is equal to or if there is no such stage, at the stage next above the aggregate of the following:
 - (i) the existing pay
 - (ii) the amount being received as:
 - (a) Dearness allowance sanctioned by the Government of the Punjab, vide their circular letter No. FD-PR-8-12/73, dated 25th August 1973;
 - (b) Special Dearness Allowance sanctioned by the Government of the Punjab, vide their circular letter No. FD. PR-8-12/73 dated 18th June 1974, to be calculated on existing pay as defined in clause (c) of rule 2;
 - (c) Additional Dearness Allowance sanctioned by the Government of the Punjab, vide their circular letter No. 900-SO (SR-IV)/ 75, dated the 19th April, 1975 and
 - (iii) the amount determined at the rate of 10% of the total of (i) and (ii) above;

Provided that if the aggregate of (i), (ii) and (iii) exceeds the maximum of the relevant Revised National Pay Scale, the pay of a civil servant shall be fixed at the maximum of the Revised National Pay Scale.

Note: The Existing Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance shall not be admissible to those who opt for Revised National Pay Scale.

- (3) No specific orders for crossing of efficiency bar will be necessary if by virtue of the formula given in sub-rule (2) above, the pay of a civil servant is fixed at a stage beyond the efficiency bar.
- (4) The pay of every civil servant covered by this rule shall be fixed both in the scale of his substantive post and the scale of the post held by him in a temporary/ officiating capacity or on ad hoc basis.

7. Increments in the Revised National Pay Scales-The increment in the Revised National Pay Scales shall fall due on the 1st day of December following the completion of at least six months service at a stage in the relevant Revised National Pay Scale.

8. Admissibility of next higher Revised National Pay Scales-

- (1) A civil servant holding post in Revised National Pay Scale No. 1 to 15 who has reached the maximum of a Revised National Pay Scale shall be allowed the next higher Revised National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service at the said maximum as counts for increment under the rules, subject to the conditions that (i) there is no adverse entry in his Annual Confidential Reports for the last four years. If this condition is not fulfilled, he shall wait at the said maximum till he has earned in succession four Annual Confidential Reports without any adverse entry. His move over to the next higher Revised National Pay Scale shall take effect from the 1st day of December of the year in which he fulfils this condition.
- (2)
 - (a) A civil servant who has reached the maximum of Revised National Pay scale No. 16 or 17 shall be brought to Revised National Pay Scale No. 17 or 18 respectively with effect from the 1st day of December of the year in which he completes, three years of such service at the aforementioned maximum as counts for increment under the rules subject to the conditions that there is no adverse entry in his Annual Confidential Reports from the year of reaching of maximum up to the year of moving over (both years inclusive). If this condition is not fulfilled he shall wait at the maximum till he has earned in succession four Annual Confidential Reports without any adverse entry. His move over to the next higher Revised National Pay Scale shall take effect from the 1st day of December of the year in which he fulfils this condition.
 - (b) A civil servant holding post in Revised National Pay Scale No. 16 shall be allowed to move over only to Revised National Pay Scale No. 17 and the one holding post in Revised National Pay Scale No. 17 shall be allowed to move over only to the Revised National Pay Scale No. 18.
- * (3) “Where for a class of posts, apart from ordinary pay scale, a higher pay scale has been provided for a percentage of the number of said posts, i.e. selection grade, the higher pay scale shall be admissible to holders of the posts in BS-1 to BS-16 after a minimum length of two years service in the ordinary pay scale of the posts. In the cases of employees of BS-17 and above, a minimum length of five years service in the ordinary pay scale of the post is necessary. The higher pay scale shall be allowed on Seniority-cum-Fitness basis on the recommendations of the appropriate Departmental promotion Committee or Board.”

*Substituted vide notification No.FD.PC-13-1/89, dated 22.11.1995

9. Fixation of Pay on transfer from a lower scale to a higher scale -- When a civil servant is allowed to draw pay in the next higher Revised National Pay Scale under rule 8 or of his post having been upgraded, his pay in the higher scale shall be allowed at a stage next above his pay in the lower scale.

10. Fixation of pay on promotion --

(1) Subject to the provisions of Rule 11

(i) When a civil servant is promoted from a lower to a higher post/scale 2 to 19, where the stage in the Revised National Pay Scale of the higher post, next above the pay of the civil servant concerned in the pay scale of the lower post, gives a pay increase equal to or less than a full increment of the pay scale of the higher post, the initial pay in the Revised National Pay Scale of the higher post will be fixed after allowing a premature increment in the Revised National Pay Scale of the higher post.

(ii) When a civil servant is promoted from a lower post to a higher post in scale 20 and above his pay in the scale of higher post shall be fixed at the stage next above his pay in the scale of lower post.

*(iii) Where a lower and a higher pay scales have been prescribed for the same post, the pay on promotion from the lower to the higher scale shall be fixed in the manner given in sub-rule (1) above.

*(2) if a civil servant:

(i) at the time of his promotion to a higher post, is already drawing pay under the provisions of Rule 8 in the revised NPS of the higher post, or in a pay scale above the pay scale of the promotion post; or

(ii) at the time of his promotion to a higher post is already drawing pay in the RNPS of the higher post, while holding the lower post, awarded to him as personal, for cogent reasons such as higher qualification or for removal of any anomaly; or

(iii) before his promotion to a higher post from a post for which a lower & a higher pay scale has been prescribed, is already drawing pay in the RNPS of the higher post; or

*Substituted vide notification No.FD.PC-13-1/89 dated 26.03.1990 w.e.f. 26.03.1990.

*Substituted vide notification No.FD.PC-10-1/78 dated 19.09.1990.

- (iv) is promoted to a post in the same scale in his own line with the only difference that the higher post carries a special pay; or
- (v) is promoted to a higher post where higher and lower posts carry the same scale,

he shall be allowed one advance increment in that pay scale with effect from the date of his promotion.”

- * (3) If a civil servant before reaching the maximum of a Revised National Pay Scale is promoted to a higher pay scale between the 2nd June and the 30th November of a calendar year and his initial pay in the latter scale is fixed with reference to his pay in the former scale, he may, at his option get his pay re-fixed in the higher scale with effect from the 1st day of December of the year of his promotion with reference to his presumptive pay on that date in his pre-promotion scale.

11. Admissibility of increments on promotion to post in Revised National Pay Scale 18 and above--(1) If a civil servant is appointed by promotion to a post in Revised National Pay Scale No. 18 or above, before he completes the length of service prescribed for the higher post in Annexure ‘C’ he shall be entitled to draw the pay:

- (i) at the minimum of the Revised National Pay Scale of the higher post till such time as he completes the prescribed length of service, and the next increment shall accrue to him on the first day of December following the completion of prescribed length of service; or
- (ii) admissible to him from time to time in the lower post held by him immediately before his promotion to the higher post, if that be more beneficial to him, till such time as he completes the prescribed length of service when his pay shall be fixed in the manner prescribed in rule 10 and the next increment shall accrue to him in the manner prescribed in Rule 7.

Note: In computing the length of service prescribed in Annexure ‘C’--

- (a) to the length of service in Revised National Pay Scale No. 17 and above, or in National Pay Scale No. 17 and above or in former Class I, shall be added half of the service in Revised National Pay Scale No. 16 or in National Pay Scale No. 16 or in former Class-II and $\frac{1}{4}$ of the service in Revised National Pay Scale below No. 16 or former non-gazetted service. If any, and

*Substituted vide notification No.FD.PC-19-5/77 Pt-I, dated 10.01.1983, it is for increment on award of Selection Grade.

- (b) the Service rendered in the Federal Government or another Provincial Government shall also be taken into account in the manner indicated at (a) above.

12. Special Pay--Except as otherwise specified in the Schedule, if a special Pay was attached to a post in the existing pay scale such special pay shall be admissible at the existing rates with the Revised National Pay Scales.

13. All existing rules or orders shall be deemed to have been modified to the extent indicated in these rules.

14. Additions to or modifications of the Schedule --The Government may from time to time, add to or modify the schedule with such additions or modifications as it may deem fit,

15. Relaxation--In cases where the operation of these rules cause undue hardship to a civil servant, the Government may, for reasons to be recorded in writing relax any of these rules in his favour.

ANNEXURE 'A'**REVISED NATIONAL SCALES OF PAY**

<u>No.</u>	<u>Existing Scale</u>	<u>RNPS w.e.f 01.05.1977</u>	<u>RNPS w.e.f 01.07.1981</u>
1	2	3	4
NPS 1	100-2-116/3-140	250-5-280/6-340	250-5-280/6-340-7-375
NPS 2	110-3-152/4-160	260-6-302/7-365	260-6-302/7-365-8-405
NPS 3	120-3-150/5-180	270-7-326/8-390	270-7-326/8-390-9-435
NPS 4	130-4-170/5-200	280-8-352/9-415	280-8-352/9-415-12-475
NPS 5	150-6-180/8-220/10-280	290-10-350/12-470	290-10-350/12-470-14-540
NPS 6	165-8-205/10-255/10-315	315-12-399/14-525	315-12-399/14-525-16-605
NPS 7	180-10-230/10-280/15-370	335-14-447/16-575	335-14-447/16-575-18-665
NPS 8	200-12-260/15-335/15-425	370-16-514/18-640	370-16-514/18-640-22-750
NPS 9	225-15-300/16-380/20-480	390-20-590/22-700	390-20-590/22-700-24-820
NPS 10	250-18-340/20-440/20-540	410-22-520/24-760	410-22-520/24-760-28-900
NPS 11	275-20-375/20-475/25-600	430-24-550/28-830	430-24-550/28-830-30-980
NPS 12	300-20-400/25-525/25-650	460-28-600/30-900	460-28-600/30-900-32-1,060
NPS 13	325-25-450/25-575/25-700	490-30-790/32-950	490-30-790/32-950-35-1,125
NPS 14	350-25-475/25-600/30-750	520-30-730/35-1,010	520-30-730/35-1,010-40-1,210
NPS 15	375-25-500/30-650/35-825	550-35-900/40-1,100	550-35-900/40-1,100-50-1,350
NPS 16	400-35-750/50-1,000	625-40-825/50-1,325	625-40-825/50-1,325-60-1,625
NPS 17	500-50-1000/50-1250	900-50-1150/60-1750	900-50-1150/60-1750-100-2250
NPS 18	1,000-75-1,750	1350-75-1,650/100-2150	1,350-75-1,650/100-2,650
NPS 19	1,800-80-2,200	2,250-100-2,750	2,250-100-3,050
NPS 20	2,300-100-2,600	2,600-125-3,225	2,600-125-3,600
NPS 21	2,750	3,000-150-3,750	3,000-150-4,200
NPS 22	3,000	3,250-200-4,250	3,250-200-4,850

ANNEXURE 'B'
[See Rule 4(2)]
(For Civil Servants in RNPS -1 to 15)

OPTION FORM

I opt/do not opt for the Revised National Pay Scales introduced by the Punjab Civil Servants Pay Revision Rules, 1977.

I fully understand that the option once exercised is final.

Signature_____

(Name in Block Letters)

Father's Name_____

Designation_____

Branch/Section_____

Office/Department_____

Dated:_____

ATTESTED:_____

Signature

Designation

(Stamp of the Head of Office)

ANNEXURE 'B-2'
[See Rule 4(2)]
(For Civil Servants in RNPS -16 to 22)

OPTION FORM

I opt/do not opt for the Revised National Pay Scales introduced by the Punjab Civil Servants Pay Revision Rules, 1977.

I fully understand that the option once exercised is final.

Signature_____

(Name in Block Letters)

Father's Name_____

Designation_____

Office/Department_____

ATTESTED:_____

ANNEXURE 'C'

(See Rule 11)

<u>RNPS of the post</u>		<u>Length of service</u>
18	_____	7
19	_____	13
20	_____	15
21	_____	20
22	_____	22

Subject: REVISION OF PAY SCALES-SCHEME OF BASIC PAY SCALES AND
FRINGE BENEFITS OF THE PUNJAB GOVERNMENT
EMPLOYEES (1983)

I am directed to state that the Governor of the Punjab 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 employees of the Punjab Government.

PART I: BASIC SCALES AND ALLIED MATTERS

2. *Basic Scales of pay:* The Basic Scales of Pay, 1983, as shown in Annexure-I to this letter shall replace the existing Revised National pay Scales.

3. *Fixation of pay in Basic Scales:* The initial pay of an existing Government servant, i.e. an employee who has been in Government service since before the 1st July, 1983, shall be fixed at the stage in the relevant Basic Pay Scale (i.e. the Basic Scale that corresponds to the Existing Revised National Pay Scale in Annexure-I) 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 per cent 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.

4. *Annual Increment:* 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.

5. *Move-over:*

- (i) The existing provisions regulating the concession of move-over without promotion to the next higher pay scale of employees in Revised National Pay Scale 1(B-1) to Revised National Pay Scale 16 (B-16) shall continue to be applicable in this Scheme.
- (ii) The existing concession of 'move-over' of employees from Revised National Pay Scale 16(B-16) to Revised National Pay scale 17(B-17) and Revised National Pay Scale 17(B-17) to Revised National Pay Scale 18(B-18) shall be extended upto B-20 and regulated as under:
 - (a) The existing conditions 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 up to 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 shall be followed in allowing move-over to Basic Scales 19 and 20.

6. (A) *Modification of Scales in case of certain posts:*

- (a) In the case of posts shown in column 1 of Annexure-II, the Basic Scales indicated against each in column 3 shall be allowed instead of the Basic Scales corresponding to their Existing Revised National Pay Scales.
- (b) In the case of posts of artisans, such as Carpenters, Welders, etc., and Storekeepers, 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 organization while taking into account the market value of such artisans and their level of competence.
- (c) In especially meritorious cases, Basic Scale B-21 or B-22 along-with 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 per cent of the total number of posts in B-20 in any particular cadre under the 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 remuneration 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 National Pay Scale have been allowed, initial fixation of pay of the employee concerned shall first be made in the Basic Scale corresponding to his existing Revised National Pay Scale in the light of the fixation of pay formula mentioned in para 3 above, and thereafter his pay in the higher Basic Scale shall be fixed at next higher stage.

7. *Special Pays:* The existing special pays admissible to officials of various categories working as Private Secretaries and Personal Assistants shall be revised as under:-

Name of the Post	Existing Rs.	Revised Rs.
Private Secretary to Minister/Chief Secretary/ Chairman, Planning & Development Board/ Additional Chief Secretary:		
i) From the cadre of Private Secretaries in B-16	150	200
ii) From other sources in B-17	220	250
Private Secretaries to Secretaries	100	150
Personal Assistant to Ministers	60	100
Personal Assistant to Chief Secretary/Additional Chief Secretary/ Secretaries/Addl. Secretaries	50	75

PART II: ALLOWANCES

8. (i) *Dearness Allowances, Local Compensatory Allowance and Rest and Recreation Allowance:* As from 1st of July 1983, following allowances shall cease to be admissible to a Government servant who draws pay in the Basic Pay Scales:-

(a) Dearness allowances sanctioned in this Department's letters No. FD. PC-20-3/77 dated 14th July 1981 and dated 4th July 1982.

(b) Local Compensatory Allowance, where admissible, sanctioned in this Department's letter No.FD.PC-21-1/77, dated 16th May 1977.

(c) Rest and Recreation Allowance sanctioned in this Department's letter No.FD.SR-III-13-69/67 dated 1st June 1977.

(ii) All other existing allowances shall continue to be admissible at the existing rates and under the existing rules and orders.

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/- pm.

This allowance shall also be admissible to doctors working on administrative and Secretariat posts. The orders contained in this Department's letter No. 1672-SO(SR) IV/77 dated 27th November 1977, shall be deemed to have been withdrawn with effect from 1st July 1983.

All other existing rules/orders regulating the admissibility of Non-Practising Allowance shall continue to be in force.

11. *Practice Compensatory allowance:* Doctors posted in rural areas below Town Committee level, and allowed private practice, shall be allowed Practice Compensatory Allowance at the following rates:

(i)	Male Doctors	Rs. 200/- p.m.
(ii)	Female Doctors	Rs. 300/- p.m.

12. *Teaching Allowance:*

- (a) Secondary School Teachers who hold a Bachelor's degree in basic/natural sciences (including Mathematics) and teach basic/natural science subjects shall be allowed Science Teaching Allowance at the rate of Rs. 100/- p.m.
- (b) Junior Instructors in Polytechnic Institute who possess Technical Teachers Diploma shall be allowed Technical Teaching Allowance at the rate of Rs. 100/- p.m.
- (c) The Teaching Allowance admissible to Doctors who teach basic sciences in Medical Colleges shall be increased to Rs. 500/-.

13. *Charge Allowance:* Charge Allowance to Principals of Colleges and Polytechnic Institutes shall be admissible at the following rates:

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

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

15. *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 SCHOOLS

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

II-MIDDLE SCHOOLS:

A teacher who possesses or acquires a degree of BA/B.Sc. shall be allowed three advance increments.

III-HIGH SCHOOLS:

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 Primary, Middle or High School teacher, as the case may be, who has already drawn increments for possessing higher educational qualifications shall be allowed increments equal to shortfall in the number of increments, if any, between the increments drawn by him and the increments which have now been prescribed.

16. *Advance Increments to Technical and Professional Categories on possessing/acquiring higher qualifications:* Doctors, Engineers, Educationists, Economists, Management Accountants, 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 M.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 increments in case of (i) above and two advance increments in case of (ii) above.

Provided that if a Government servant belonging to the above mentioned categories has already drawn advance increments for possessing or acquiring the higher qualifications indicated in (i) and (ii) above, he shall be allowed increments

equal to shortfall in the number of increments, if any, between the increments already drawn by him and the increments being sanctioned now.

17. The orders contained in para 16 above shall not affect any other instructions regarding grant of advance increments already in force before the 1st July 1983. All such instructions shall continue to be applicable unless amended or rescinded by the competent authority.

18. *Design Allowance:* Engineers holding university degree in engineering and working full time in the Design Offices shall, in lieu of the existing special pays, if any, be allowed a Design Allowance at the following rates:

(i)	Engineers drawing pay in B-17	Rs. 400/- p.m.
(ii)	Engineers drawing pay in B-18	Rs. 500/- p.m.
(iii)	Engineers drawing pay in B-19	Rs. 600/- p.m.
(iv)	Engineers drawing pay in B-20	Rs. 700/- p.m.

19. *Qualification Allowance:* Audit Officers of the Local Fund Audit Department and Accountants of District Accounts Officers/Treasuries who pass or have passed the SAS Examination shall be allowed a qualification Allowance at the rate of Rs. 100/- p.m. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts.

20. *Special Research Allowance:* Field officers on their appointment in Research Institutions for doing research work shall be allowed a Special Research Allowance at the rate of 20 per cent of their basic pay.

21. *Daily Allowance:* The pay limits for admissibility of Daily Allowance notified vide this department's letter No.FD.SR.I-8-1/82, dated 4th July 1982, shall be revised as under:

<u>Pay Limits</u>	<u>Special Rates(Rs.)</u>	<u>Ordinary Rates(Rs.)</u>
Rs. 3200 and above	90	75
From Rs. 2100 to Rs 3199 75		65
From Rs. 1001 to Rs 2099 50		40
From Rs. 501 to Rs 1000 40		35
Upto Rs. 500	25	20

PART III: MISCELLANEOUS

22. *Interest on House building advance:* 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.

23. (a) *Cost of blood Transfusion:* The cost of blood transfusion shall henceforth be reimbursable to the Provincial Government employees and their families in accordance with the procedure laid down for reimbursement of cost of medicines, etc.

(b) *Definition of "family":* The word "family" for the purpose of medical

treatment shall also include parents of the Government servant residing with and dependent on him.

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

25. *General:* 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 to be in force under this scheme. Amendments in the relevant rules, incorporating the above provisions, and new rules regarding revision of pay scales, shall be issued later.

ANNEXURE-I

Finance Department's letter

No.FD.PC-2-1/83 dated the 25th August 1983**BASIC SCALES OF PAY**

Sr. No.	Existing/Revised National Pay Scales	Basic Pay 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	900-55-2000
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

Subject: CONSTITUTION OF ANOMALIES COMMITTEE ON THE
INTRODUCTION OF REVISED BASIC PAY SCALES

I am directed to state that consequent upon the introduction of the scheme of Basic Pay Scales and Fringe Benefits, 1983, it has been decided to set up an Anomalies Committee to (a) resolve anomalies that may arise out of the introduction of this Scheme (b) resolve the anomalies, if any, involving the disparities in pay scales of comparable posts under the Federal and Provincial Governments and provincial Government *inter se*, and (c) perform such other functions consequent upon the introduction of Basic Pay Scales as may be entrusted to it by the Government. The constitution of the Anomalies Committee will be as under:

- | | | |
|----|--|----------------------|
| 1. | Finance Secretary | Chairman |
| 2. | Administrative Secretary concerned | Member |
| 3. | Additional Secretary (Services) | Member |
| 4. | Additional Finance Secretary | Member |
| 5. | Officer on Special Duty (Pay Commission) | Member/
Secretary |
| | Finance Department | |

2. All cases involving anomalies in the basic pay Scales, or arising out of fixation of pay in these scales, should initially be examined by the Administrative Department concerned. If as a result of such examination, the Administrative Department is satisfied that there is an anomaly, it should refer the matter to the Anomalies Committee with information in the following pro-forma:

- (a) Name of the Administrative Department.
- (b) Name of the Office.
- (c) Designation of the post/designation and name of the Government Servant (if the anomaly is in respect of an individual).
- (d) Minimum qualifications prescribed for the post (copy of Service Rules in support be sent).
- (e) Exact nature of anomaly/difficulty (detailed description to be given).
- (f) Reasons for considering it to be an anomaly/difficulty (detailed reasons to be given).
- (g) Nature of posts/Government servants placed in a similar position.
- (h) Minimum qualifications prescribed for such post/posts given at (g) above (copy of Service rules be sent).
- (i) Solution proposed by the Administrative Department.
- (j) Reasons for the proposed solution (detailed reasons to be given).

(Signatures of the Administrative Secretary)

3. In referring the cases to the Anomalies Committee, the Administrative Departments should forward six complete sets of papers containing the above information to the Secretary of the Committee within a period of three months from the date of issue of this letter.

4. The Anomalies Committee shall consider the cases referred to it in a series of meetings, the schedule of which will be notified later.
5. The Anomalies Committee shall only be a recommending body. The final decision on the recommendations of this Committee will be taken by the Government after presenting the cases to the Provincial Coordination Committee, if need be.

Sr. No.	Name of Post	Existing Scale	Basic Scale
<u>EDUCATION DEPARTMENT:</u>			
1.	Primary School Teacher (Matric with JV/PTC)	NPS-6 Rs. 315-12-399/14 - 525-16-605	B-7 Rs. 560-23-1020 with selection grade equal to 1/3rd posts in B-10 (Rs. 660-32-1300). Physical Training Instructor in Primary Schools may be treated at par with Primary School Teacher in the matter of Pay Scale and Selection Grade.
2.	Middle School Teacher (FA/FSc. 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 1/3 rd 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.	Secondary School Teacher (B.A./BSc. B.Ed)	NPS-14 Rs.520-30-730/35- 1010-40-1210	B-15 (Rs.900-55-2000) with selection grade equal to 1/3 rd posts in B-17 (Rs.1600-120-3040).
6.	Head Masters/ Head Mistress High Schools.	NPS-17 Rs.900-50-1150/60- 1750-100-2250	B-17 Rs.1600-120-3040 with selection grade equal to 1/3 rd posts in B-18 (Rs. 2100-150-3600) minus promotion posts.
7.	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).
8.	Junior Instructor polytechnic Institute	NPS-14 Rs. 520-30-730/35- 1010-40-1210	B-14 Rs. 850-50-1850 with selection grade in B-16 (Rs.1050-80-2250) equal to 1/3 rd posts.

**IRRIGATION/FORESTS/AGRICULTURE/
ANIMAL HUSBANDRY/COOPERATIVES
DEPARTMENTS:**

1. Field Assistant	NPS-5 Rs.290-10-350/12-470-14-540	B-6 (Rs.540-20-940) with 1/3 rd of total posts as selection grade in B-9 (Rs. 620-29-1200)
2. Stock Assistant/ poultry Supervisor/ Laboratory Assistant	-do-	-do-
(a)Veterinary Compounder	-do-	B-6 (Rs. 540-20-940) with 1/3 rd of total posts as selection grade in B-8 (Rs. 590-26-1110)
3. Inspector Cooperatives	NPS-10 Rs.410-22-520/24-760-28-900.	B-11 Rs.700-35-1400.
4. Zilledar	-do-	B-14 (Rs.850-50-1850).
5. Electric Sub-Inspector (I&P Deptt:)	430-24-550/28-830-30-980 (No. 11)	i)700-35-1400 (B-11) upto 29.09.1984 ii)1050-80-2250 (B-16) w.e.f. 30.09.1984 for 25% posts of diploma holders in the cadre of Electric Sub-Inspector. The post in B-16 shall be filled on the basis of seniority-cum-fitness and subject to 10 years service and passing of the prescribed departmental examination.
6. Artist/Designer	430-24-550/28-830-30-980 (No.11)	B-16 Rs.1050-80-2250 w.e.f. 16.12.1984
7. Research Assistant	Rs.410-22-520/24-760-28-900 (No.10)	i)B-10 Rs.660-32-1300 upto 23.01.1985 ii)B-16 Rs.1050-80-2250 w.e.f. 24.01.1985
8. Draftsman		1050-80-2250 (BPS-16) as Selection Grade in BPS-16 to 25% posts of the cadre of Draftsman combined together (Draftsman, Divisional Head Draftsman, Circle Head Draftsman and Chief Draftsman), subject to the conditions of seniority-cum-fitness, ten years

service and passing of
departmental examination.
(This will take effect from
02.10.1985)

- | | | |
|-------------------|-------------------------------------|---|
| 9. Tractor Driver | 270-7-326/8-
390-9-435
(No.3) | i)B-3(480-14-760)
upto 17.12.1986
ii)B-5 (520-18-880)
w.e.f. 18.12.1986. |
|-------------------|-------------------------------------|---|

POLICE DEPARTMENT:

- | | | |
|----------------------------------|--|--|
| 1. 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 acquire
Matriculation Certificate while
in service may be allowed five
advance increments.

Ration Allowance to the lower
Police Personnel shall be allowed
at the rates admissible to equivalent
categories of Civil Armed Forces. |
| 3. Assistant Sub-
Inspector | NPS-5
Rs.290-10-350/12-
470-14-540 | B-5
(Rs.520-18-880) with 1/3 rd 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 |
| 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.620-20-1200 |
| 2. Naib Tehsildar/
District Kanungo | NPS-9
Rs.390-20-590/22-700-24-820 | B-14
(Rs.850-50-1850) |

TREASURY ACCOUNTS SERVICE:

- | | | |
|---------------------|---|---|
| 1. Treasury Officer | NPS-17
Rs.900-50-1150/60-1750-100-2250 | B-17
(Rs.1600-120-3040)
with 1/3 rd of posts as selection grade in B-18 (Rs.2100-150-3600) |
|---------------------|---|---|

ALL GOVERNMENT DEPARTMENTS:

- | | | |
|--|--|--|
| 1. Steno Typist/Junior Scale Stenographers Grade-II. | NPS-8
Rs.370-16-514/18-640-22-750 | B-12
Rs.750-40-1550.
To be re-designated as Stenographer. |
| 2. Stenographer/Junior Scale Stenographer Grade-I. | NPS-10
Rs.410-22-520/24-760-28-900. | |
| 3. Senior Scale Stenographer in Non-Secretariat Offices. | NPS-12
Rs.460-28-660/30-900-32-1060. | B-15
Rs.900-55-2000(With 25% posts as Selection Grade in B-16)
(Rs. 1050-80-2250). |
| 4. Senior Scale Stenographers in Secretariat. | NPS-12
Rs.460-28-660/30-900-32-1060. | B-15
Rs.900-55-2000
with 25% posts as Selection Grade in B-16 (Rs.1050-80-2250) |
| 5. Personal Assistant in Secretariat. | NPS-14
Rs.520-30-730/35-1010-40-1210. | The posts of Senior Scale Stenographers are merged with the posts of Personal Assistants |

25% of their combined strength will be in the Selection Grade of B-16 (Rs.1050-80-2250).

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 Theatre Assistant | NPS-6
Rs.315-12-399/14-525-16-605 | 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. Ward-master | NPS-5
Rs.290-10-350/12-470-14-540 | B-6
Rs.540-20-940 |

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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/Dresser/ Senior Midwife	NPS-6 Rs.315-12-399/14-525-16-605	-do-
6. ENT/ECG/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).
7. Laboratory Technician	NPS-9 Rs.389-20-590/22-700-24-820.	-do-
8. Lady Health Visitor	NPS-8 Rs.370-16-514/18-640-22-750	B-9 Rs.620-29-1200 with 25% of posts as selection grade in B-11 (Rs.700-35-1400).
9. Medical Technician	NPS-8 Rs.370-16-514/18-640-22-750	-do-
10. Staff Nurse	NPS-11 Rs.430-24-550/28-830-30-980	B-14 (Rs.850-50-1850) Staff Nurse possessing Midwifery Certificate may be allowed two advance increments on initial induction.

COMMUNICATION & WORKS DEPARTMENT:

- | | |
|--------------|---|
| 1. Draftsman | 1050-80-2250 (BPS-16) as Selection Grade in BPS-16 to 25% posts of the cadre of Draftsman combined together (Draftsman, Divisional Head Draftsman, Circle Head Draftsman/Sr. Draftsman and Chief Draftsman/Architectural Assistant), subject to the conditions of seniority-cum-fitness, ten years service and passing of departmental examination. (This will take effect from 02.10.1985) |
|--------------|---|

HOUSING & PHYSICAL PLANNING & ENVIRONMENTAL DEPARTMENT:

- | | |
|--------------|--|
| 1. Draftsman | 1050-80-2250 (BPS-16) as Selection Grade in BPS-16 to 25% posts of the cadre of Draftsman combined together (Draftsman, Divisional Head Draftsman, Circle Head Draftsman and Chief Draftsman) subject to the |
|--------------|--|

conditions of seniority-cum-fitness,
ten years service and passing of
departmental examination.
(This will take effect from
02.10.1985)

RELIEF ORGANIZATION:

- | | | | |
|-------------------------------|---|---|---|
| 1. Director (Operations) | 1350-75-1650/100-
2650 (No.18)
plus special
pay of
Rs.275/-P.M. | 2100-150-
3600 (B-18)
plus special
of Rs.275/-
P.M. OR
Rs.3200-160-
4480 (B-19) | The officer
drawing pay
in BS-18/19
shall be posted
against these
posts.
However, an
officer
drawing pay in
B-19 shall not
be entitled to
special pay. |
| 2. Director (Planning & Admn) | -do- | -do- | |
| 3. Director (Technical) | -do- | -do-
(This shall take effect from
14.10.1985) | |

SERVICES & GENERAL ADMINISTRATION DEPARTMENT:

- | | | | |
|--|---|------|---|
| 1. Under Secretary
C.M.'s Secretariat | - | - | Special pay @
Rs. 220/- P.M.
will be admissible to the
incumbents for the
period they remain
posted in C.M.'s
Secretariat |
| 2. Section Officer
C.M.'s Secretariat | | -do- | |

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987)

I am directed to state that the Governor of the Punjab has been pleased to sanction the Basic Pay Scales for the employees of the Punjab Government as detailed in the following paragraphs.

2. BASIC PAY SCALES: The Basic Pay Scales 1987, as shown in Annex, shall replace the existing Basic Pay Scales of 1983.

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 1987 which is as many stages above the minimum as the stage occupied by him above the minimum of the 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 of the existing employees in the Basic Pay Scales 1987 shall accrue on the 1st December 1987.
- (iii) The existing indexed pay sanctioned vide this Department's circular letters No. FD.PC-2-1/85 dated the 15th July 1985 and FD.PC.2-2/86, dated the 10th August 1986 shall cease to be admissible.
- (iv) The interim relief of Rs.20/- p.m. sanctioned vide this Department's circular letter No. FD.SR-I-9-4/87 dated the 9th April 1987 shall also cease to be admissible.
- (v) In case 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 on 1st July 1987 after the introduction of these scales.

4. GRANT OF SELECTION GRADE TO CLERKS: (i) 33% posts of Junior Clerks (BPS-5) shall be placed in Selection Grade in BPS-7.

(ii) The Senior Clerks (BPS-6) shall be allowed BPS-7. 33% posts shall be placed in Selection Grade in BPS-9.

5. **SELECTION GRADE TO ASSISTANTS:** 33% of the posts of Assistants in Secretariat and Non-Secretariat Offices shall be placed in Selection Grade in BPS-15 in place of the existing 20% in BPS-14.

6. **GRANT OF ADVANCE INCREMENTS TO OFFICIALS POSSESSING/ ACQUIRING HIGHER EDUCATIONAL QUALIFICATIONS:**

(i) Advance increments shall be allowed to the officials in BPS-1 to 15 for possessing or acquiring higher educational qualifications (at least in 2nd Division), over and above the minimum qualification prescribed in the relevant rules for recruitment to the posts held by them, to the extent given below:

		Number of advance increments for obtaining:			
		Matric	F.A./F.Sc.	B.A./B.Sc.	M.A./M.Sc.
(i)	Where the prescribed qualification is non-Matric	1	1	1	1
(ii)	Where the prescribed qualification is Matric.	Nil	1	1	1
(iii)	Where the prescribed qualification is F.A./F.Sc.	Nil	Nil	1	1
(iv)	Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	1

(ii) If an employee is in receipt of, or is entitled to, advance increments under any other rules or orders in force for the time being, he shall be entitled to draw advance increments sanctioned in this letter, or the advance increments admissible under other rules or orders, whichever may be more beneficial to him.

(iii) Engineers and doctors holding posts the minimum prescribed qualification for which is lower than a post-graduate degree shall be allowed four advance increments in case they possess or acquire a post-graduate degree in their relevant field for which they have not been allowed any qualification pay/allowance or advance increments.

(iv) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service whichever is later. In cases where the employee is already at the maximum of his pay scale, or reaches the maximum by grant of advance increments less than the entitlement, he would be allowed the requisite number of increments or shortfall thereof, as the case may be,

as personal pay to be absorbed on moving over/promotion to higher pay scale.

7. HOUSE RENT ALLOWANCE: (i) All employees not provided with Government accommodation and posted at Lahore, Rawalpindi, Multan and Faisalabad shall continue to be entitled to house rent allowance at the rate of 45% of the minimum of the relevant basic pay scales, 1987.

(ii) At all other places house rent allowance will be admissible at 30% of the minimum of the relevant basic pay scales against the existing rate of 20% of the minimum of relevant pay scales, 1987.

(iii) The indexation of house rent allowance, sanctioned vide this Department's Circular No. FD.SR-I. 9-13/86, dated the 10th August 1986, shall cease to be admissible.

8. CONVEYANCE ALLOWANCE: The conveyance allowance shall continue to be admissible at the following rates:

- | | | |
|------|---|--------------|
| i) | Government servants drawing pay of Rs.1650/- p.m. and above: | |
| a) | Those maintaining motor car not registered for commercial purposes. | Rs.285/-p.m. |
| b) | Others. | Rs.150/-p.m. |
| ii) | Government servants drawing pay of Rs.850/-p.m. and above but less than Rs. 1650/-p.m. and maintaining motor-cycle/scooter. | Rs.100/-p.m. |
| iii) | Others. | Rs.70/-p.m. |

9. INDEXATION OF CONVEYANCE ALLOWANCE: (i) The following rate of indexation on conveyance allowance shall be admissible in lieu of the existing rate of indexation allowed vide this Department's circular letter No. FD-SR-I-9-13/86(A) dated the 10th August 1986:

- | | | |
|----|---|----|
| a) | Government servants drawing basic pay up to Rs. 1935/- p.m. | 8% |
| b) | Government servants drawing basic pay above Rs. 1935/- p.m. | 7% |

(ii) The indexation will be admissible in addition to the conveyance allowance mentioned in para 8 above.

(iii) In calculating the indexation on conveyance allowance, a fraction of a rupee less than fifty paise will be ignored and that of fifty or more paise will count as one rupee.

10. MEDICAL ALLOWANCE:(i) Employees in BPS-1 to 15 shall be allowed medical allowance @ Rs.50/- p.m. instead of 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.

*11. RESEARCH ALLOWANCE: ~~(i) It has been decided to allow Research Allowance at the rate of 20% of the pay subject to a maximum of Rs.800/- p.m. to the employees in BPS-16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the research organizations, in lieu of the existing Special Research Allowance.~~

(ii) The allowance would be admissible to employees of such research organizations which are performing purely research work and have been so recognized by the Finance Department.

(iii) In case an officer is in receipt of special research allowance at a rate higher than Rs.300/- p.m., he would continue to get the allowance at the rate admissible on 30th June, 1987, as personal to him in lieu of the research allowance allowed in this circular, till he continues to work in the research organization.

12. SPECIAL ALLOWANCE: (i) A special allowance at the fixed rate of Rs. 300/- p.m. shall be allowed to the Deputy Secretaries to the provincial Government and other officers in BPS-19 serving in the secretariat.

(ii) However, in the case of existing officers drawing special allowance @ 20% of pay in accordance with this Department's circular No. FD.PR.6-16/85, dated the 2nd March, 1986, the amount of their special allowance would be frozen at the rates admissible on 30.06.1987 as personal to them for so long as they remain continuously posted in the secretariat.

13. ANOMALIES: A Committee has been set up to resolve the anomalies, if any, arising out of the issue of these orders.

14. GENERAL: 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 to be in force.

15. DATE OF EFFECT: These orders shall take effect from the 1st July 1987.

*"Research Allowance" being allowed was latter discontinued vide Finance Department's letter No. F.D.(PC)20-2/83 (PT.III)(PR) Dated 25.01.2003

ANNEXURE

BPS	Existing Scales	New Scales
1	440-10-640	600-13-860
2	460-12-700	625-16-945
3	480-14-760	650-19-1,030
4	500-16-820	675-22-1,115
5	520-18-880	700-25-1,200
6	540-20-940	725-28-1,285
7	560-23-1,020	750-31-1,370
8	590-26-1,110	790-34-1,470
9	620-29-1,200	830-38-1,590
10	660-32-1,300	870-42-1,710
11	700-35-1,400	910-46-1,830
12	750-40-1,550	970-52-2,010
13	800-45-1,700	1,035-58-2,195
14	850-50-1,850	1,100-64-2,380
15	900-55-2,000	1,165-71-2,585
16	1,050-80-2,250	1,350-105-2,925
17	1,600-120-3,040	2,065-155-3,925
18	2,100-150-3,600	2,710-195-4,660
19	3,200-160-4,480	4,130-205-5,770
20	3,800-180-5,240	4,900-235-6,780
21	4,200-225-6,000	5,420-290-7,740
22	4,500-250-6,500	5,800-325-8,400

Subject: CONSTITUTION OF ANOMALIES COMMITTEE ON THE
INTRODUCTION OF BASIC PAY SCALES, 1987

I am directed to state that consequent upon the introduction of Basic Pay Scales 1987, it has been decided to set up an Anomalies Committee to (a) resolve anomalies that may arise out of the introduction of basic pay scales, (b) resolve the anomalies, if any, involving the disparities in pay scales of comparable posts under the Federal and Provincial Government and Provincial Government inter-se, and (c) perform such other functions consequent upon the introduction of Basic Pay Scales as may be entrusted to it by the Government. The constitution of the Anomalies Committee will be as under:

1.	Finance Secretary	Chairman
2.	Administrative Secretary concerned	Member
3.	Secretary (Services) S&GAD	Member
4.	Additional Finance Secretary	Member
5.	Deputy Secretary (Pay Commission)	Member/
	Finance Department	Secretary

2. All cases involving anomalies in the Basic Pay Scales, or arising out of fixation of pay in these scales, should initially be examined by the Administrative Department concerned. If as a result of such examination, the Administrative Department is satisfied that there is an anomaly, it should refer the matter to the Anomalies Committee with information in the following proforma:

- a) Name of the Administrative Department
- b) Name of the Office
- c) Designation of the post/designation and name of the Government servant (if the anomaly is in respect of an individual)
- d) Minimum qualifications prescribed for the post (copy of Service Rules in support be sent)
- e) Exact nature of anomaly/difficulty (detailed description to be given)
- f) Reasons for considering it to be an anomaly/difficulty (detailed reasons to be given)
- g) Nature of posts/Government servants placed in a similar position
- h) Minimum qualifications prescribed for such post/posts given at (g) above (copy of Service Rules be sent)
- i) Solution proposed by the Administrative Department
- j) Reasons for the proposed solution (detailed reasons to be given)

(Signature of the Administrative Secretary)

3. In referring the cases to the Anomalies Committee, the Administrative Department should forward six complete sets of papers containing the above information to the Secretary of the Committee within a period of three months from the date of issue of this letter.

4. The Anomalies Committee shall consider the cases referred to it in a series of meetings, the schedule of which will be notified to the concerned authorities.

5. The Anomalies Committee shall only be recommending body. The final decision on the recommendations of this Committee will be taken by the Government.

No.FD.SR-I. 8-5/86
Dated the 27th July 1987

Subject: TRAVELLING ALLOWANCE RULES

I am directed to state that the Governor of the Punjab has been pleased to decide that the rates of transfer grant, transportation of motor car/motor cycle/scooter by road, mileage allowance and daily allowance shall be revised as under with effect from 01.07.1987:

(I) TRANSFER GRANT

	<u>Existing Rates</u>	<u>Revised Rates</u>
Government servant possessing a family.	One month's pay subject to a maximum of Rs. 2,000/-	One month's pay subject to a maximum of Rs. 4,000/-
Government servant not possessing a family.	Half month's pay subject to a maximum of Rs. 750/-	Half month's pay subject to a maximum of Rs. 2,000/-

(II) TRANSPORTATION OF MOTOR CAR, MOTOR CYCLE OR SCOOTER BY ROAD

	<u>Existing Rates per kilometre</u>	<u>Revised Rates per kilometre</u>
Motor Car	35 paisa	60 paisa
Motor Cycle or scooter	12 paisa	20 paisa

(III) MILEAGE ALLOWANCE

	<u>Existing Rates per kilometre</u>	<u>Revised Rates per kilometre</u>
	Rs.	Rs.
(a) Personal car or by engaging a full taxi.	1.20	2.00
(b) Motor Cycle or Scooter.	0.40	
(c) Bicycle, animal back or foot.	0.30	0.65
Public transport plying for hire		0.50
(d) on single seat basis:-		
i) For Government servants in BPS-7 and above.	0.20	0.32
ii) For Government servants in BPS-6 and below.	0.12	0.20

(IV) DAILY ALLOWANCE

	<u>Pay Limits</u>	<u>Special Rates</u>	<u>Ordinary Rates</u>
		Rs.	Rs.
i)	Rs. 5,000/- and above per month	150	130
ii)	From Rs. 4,000/- to Rs. 4,999/- per month.	130	110
iii)	From Rs. 2,700/- to Rs. 3,999/- per month.	110	95
iv)	From Rs. 1,300/- to Rs. 2,699/- per month.	70	60
v)	From Rs. 700/- to Rs. 1,299/- per month.	60	50
vi)	Upto Rs. 699/- per month.	40	30

2. 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 to remain in force.

No.FD.SR-III-4-58/86
Dated the 27th July 1987

**SUBJECT: INDEXATION OF PENSION TO THE PENSIONERS OF THE
PUNJAB GOVERNMENT**

The Governor of the Punjab has been pleased to direct that with effect from 1st July 1987 the pension of all the existing pensioners who have retired between 01.07.1986 and 30.06.1987 (both days inclusive) would be indexed at the rate of 4% of gross pension. Those who have retired earlier will continue to draw the indexation already allowed to them in addition to the indexation now being allowed.

2. For the purpose of indexation the term 'pension' means gross pension, i.e. pension before commutation and/or surrender of 1/4th thereof including any dearness/ad-hoc increases in pension sanctioned from time to time in the past.

3. If a person is in receipt of more pensions than one, the pension will be aggregated for the purpose of these orders.

4. The indexation will also be admissible on the net amount of family pension as well as on the compassionate allowance plus dearness/ad-hoc increases sanctioned in the past and where admissible.

5. If the gross pension sanctioned by the Punjab Government is shared with any other Government, the amount of index will be apportioned between the Governments concerned on proportionate basis.

6. The commutation of any part of indexed amount will not be permissible.
7. The benefit of indexation of pensions sanctioned in this letter will also be admissible to those pensioners of the Punjab Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.08.1947 and are not entitled to , or are not in receipt of, pension increases under the British Government's Pension (Increases) Acts. The payment will be made at the existing official rate of exchange.
8. 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 to remain in force.

No.FD.PC-8-1/83(Provl.II)
Dated the 2nd March 1986

Subject: REVISION OF PAY SCALES-SCHEME OF BASIC PAY AND
FRINGE BENEFITS OF THE PUNJAB GOVERNMENT
EMPLOYEES (1983)-MOVE OVER

I am directed to refer to this department's letter of even number, dated 25th August 1983, on the subject noted above, and to state that , in partial modification of the provisions of para 5 of the aforesaid letter, it has been decided that the concession of move-over to the next higher pay scale shall be admissible to all civil employees of the Punjab Government in BS 16 to 19 without having to wait at the maximum of the pay scale for three years, with effect from 1st December of the year in which the employee concerned completes one year of such service at the said maximum as counts for increment under the rules. This will be subject to the following conditions:-

- i) All employees who reached the maximum of the scale on or before 01.12.1983 are eligible to the benefit of move-over with effect from 01.12.1984. However, arrears would not be admissible for the period prior to 01.12.1985 to employees other than those technical or professional employees referred to in the letter of 25.08.1983.
- ii) Employees shall not be allowed two successive move-overs. However, if an employee who has moved over to a particular scale is subsequently promoted to a post carrying the same scale, he would again become eligible for a further move-over.
- iii) Move-over cases of employees who are on deputation abroad or are posted to ex-cadre posts abroad would be governed by the existing policy regarding the promotion of such employees.
- iv) A move-over shall not be construed to be a promotion to the next higher basic pay scale, but the higher pay scale will be treated to be an extension of the existing basic pay scale of the post held by the

employee. Therefore, the incidence of move-over shall not be notified.

- v) The pay of employees who are allowed move-over shall be fixed at the stage next above their existing pay in the lower scale. No premature increment will be admissible.
- vi) In case of a move-over to BS-20 no entertainment allowance, senior post allowance, residence orderly/orderly allowance or any other fringe benefit(s) shall be admissible.
- vii) Employees allowed a move-over shall not be entitled to any change in the rental ceiling admissible to them. The house rent allowance; which is calculated with reference to the minimum of the relevant basic pay scale shall, however, be payable on the basis of the pay scale in which the official has moved over.
- viii) An employee should be a regular member of the service, cadre or holder of a post concerned and should have completed five years of service for move-over to BS-18, 12 years of service for move-over to BS-19 and 17 years of service for move-over to BS-20. Service rendered in pay scales below BS-17 will be computed according to the existing formula.
- ix) In allowing move-over the competent authority should ensure that the confidential reports of the concerned employees are:
 - a) free from adverse remarks for the last five years. In case an employee fails to fulfil this condition, he shall wait at the maximum of the pay scale till he has earned in succession the requisite number of reports without adverse entry and his move-over shall take effect from 1st December of the year in which the last such report is earned.
 - b) average to good in the case of move-over to scale 17 and 18.
 - c) generally good in the case of move-over to scale 19.
 - d) at least good or above for move-over to BS-20. It will also ensure that no penalty under the relevant rules has been imposed on the employee being allowed to move-over, during the last five years.

No.FD.PC-8-1/83(Provl.) Pt.I

Dated the 5th March 1991

Subject: EXTENSION OF THE PRINCIPLE OF MOVEOVER TO ALL
EMPLOYEES OF THE PUNJAB GOVERNMENT

I am directed to state that the policy laid down in this department's letter No.FD.PC-8-1/83 (Provl-II) dated 02.03.1986, regarding move over from BS-16 to BS-20 has been reviewed in consultation with the federal Government. Accordingly, sub paras (b), (c) and (d) of para (ix) of the circular letter in question shall stand substituted with the following:

- (b) At least one good report for move over from BS-16 to BS-17;
- (c) At least two good reports for move over from BS- 17 to BS-18 and from BS-18 to BS-19.
- (d) At least three good reports for move over from BS-19 to BS-20.
- (e) No penalty under the relevant rules having been imposed on the employees being allowed move over during the last five years.

No.FD.PC-8-1/83(Provl.) Pt.I

Dated the 9th September 1997

Subject: EXTENSION OF THE PRINCIPLE OF MOVE OVER TO ALL
EMPLOYEES OF THE PUNJAB GOVERNMENT

I am directed to refer to this Department's Circular letter No. FD-PC-2-1/83(Provl.II) dated 02.03.1986 and Circular letter NO.FD-PC-8-1/83 (Provl)(Pt.I) dated 05.03.1991 on the above subject and to say that a question has arisen as to whether the employees earning average A.C.Rs may be allowed move over or otherwise.

2. In the light of the Judgment of the Supreme Court of Pakistan in CP No. 1345-L/93, it has been decided that average ACRs would be considered to be generally good while deciding the cases of move over. Accordingly, in Finance Department's letter dated 05.03.1991 the following addition is made:

“(d-1) Average reports would be considered as generally good for the purposes of move over”.

No.FD.SRII-2-20/90

Dated the 8th May 1990

Subject: ADMISSIBILITY OF MOVEOVER TO THE CIVIL SERVANTS
DURING L.P.R.

I am directed to refer to the subject noted above and to say that it has been reported that move over is not being allowed by certain departments if the date on which mover over is admissible falls during the period the civil servant is on L.P.R. It

is hereby clarified that move over is admissible during LPR and, therefore, should be allowed to the civil servants to whom it is admissible. However, the fixation of pay as a result of this move over will be on notional basis for the purpose of calculation of pensionary benefits.

No.FD.PC-2-1/2000
Dated the 17th January 2000

Subject: GRANT OF ADHOC RELIEF DRAWING PAY IN BS-1 TO 16

I am directed to refer to the subject noted above and to say the Governor of the Punjab has been pleased to grant adhoc relief @ Rs. 1000/- per month to all Civil Servants in BS-1 to 16 with effect from 01.01.2000 inclusive of those who are in BS-17 by virtue of move-over till further order.

2. The above adhoc relief:

- i) Will be subject to income tax
- ii) Will be admissible during leave and entire period of leave preparatory to retirement except during extraordinary leave
- iii) Will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent
- iv) Will not be admissible to the employees posted/deputed abroad from the country
- v) Will be admissible during the period of suspension
- vi) Will not be admissible during extraordinary leave

No.FD.PC-8-1/83(Main)(Pt.I)
Dated the 31st March 2000

Subject: MOVE-OVER OF OFFICERS TO BS-19 AND BS-20

I am directed to PARA 1(IV) OF Finance Division, Government of Pakistan's Office Memo No. 1(82)-R.3/85 dated 19.02.1986 adopted by the Punjab Government vide circular letter No. FD.PC.8-1/83(Provl.) dated 22nd April 1987 and to state that it has been decided to adopt by this Government the substitution of Federal Government's Office Memo. No. F.10(10)R.3/99-1311 dated 1st December, 1999 for guidance.

Subject: CLARIFICATION REGARDING AWARD OF CONSECUTIVE
MOVE-OVER

I am directed to refer to the subject noted above and to state that a doubt grant of consecutive move-over to BS-17 was prevailing for employees drawing pay in BS-1 to BS-15.

2. It is clarified in consultation with the Federal Government that such employees are entitled to the grant of move-over upto BS-16 only. They are not entitled to further move-over to BS-17 till such time they are granted BS-16 on regular basis.

No.FD.PC-2-2/91
Dated the 1st August 1991

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
CIVIL EMPLOYEES IN BS-1 TO BS-15 OF THE PUNJAB
GOVERNMENT

I am directed to state that Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales for the employees of the Punjab Government in BS-1 to BS-15 as detailed in the following paragraphs.

2. **BASIC PAY SCALES:** The existing modified and the revised basic pay scales are detailed in the Annex-I. The Revised Basic Pay Scales shall replace the Basic Pay Scales, 1987 and shall be effective from the 1st of July 1991.

3. **INITIAL FIXATION OF PAY:**

- (i) The initial pay of the existing employees who have been in Government service since before the 1st July, 1991, shall first be fixed in the modified basic scales at the stage having the same pay or if there is no such stage, at the next higher stage. Thereafter, the pay shall be fixed in the revised basic pay scale "on point to point basis", i.e. at the stage in the relevant revised basic pay scale which is as many stages above the minimum as the stage occupied by him above the minimum of the modified basic scale.
- (ii) In the case of those employees whose pay is fixed in the revised basic scales at a stage which gives an increase of less than Rs. 100/- in pay of June, 1991, a minimum increase of Rs. 100/- in pay, over June, 1991 level, shall be allowed and, thereafter, pay fixed at the corresponding stage equal to this pay or if there is no such stage at the next higher stage. The pay fixation formula has been illustrated through examples, I, II & III in Annex-II.

- (iii) 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 of the existing employees in the revised basic pay scales, in which their pay is fixed on the 1st July 1991, shall accrue on the 1st December 1991.
- (iv) The increases allowed since 01.7.1988 as detailed below shall cease to be admissible from 01.07.1991:
 - (a) Indexed Pay sanctioned vide Finance Department's letter No. FD. PC. 2-1/88 dated 19.07.1988.
 - (b) Ad hoc increase of 5% of pay sanctioned vide Finance Department's letter No. FD. PC.2-1/89 (Provl) dated 05.06.1990.
 - (c) Adhoc increase of 10% sanctioned vide Finance Department's letter No. FD.PC.2-3/90, dated 16.07.1990.
 - (d) Dearness Allowance of Rs. 200/- P.M. sanctioned vide Finance Department's letter NO.FD.PC-2-4/90, dated 03.01.1991.

4. **FIXATION OF PAY ON PROMOTION:** In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the employee concerned in the revised basic 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. **GRANT OF ADVANCE INCREMENTS TO OFFICIALS FOR POSSESSING/ ATTAINING HIGHER EDUCATIONAL QUALIFICATION:** (i) From 01.07.1991 onwards, advance increments shall be allowed without the condition of second division to the officials in BS-1 to BS-15 for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant recruitment rules, to the extent given below, for each higher qualification:

		Number of Advance increments for:			
		<u>Martic</u>	<u>FA/FSc</u>	<u>BA/BSc</u>	<u>MA/MSc</u>
a)	Where the prescribed qualification is non-Matric.	2	2	2	2
b)	Where the prescribed qualification is Matric.	Nil	2	2	2
c)	Where the prescribed qualification is FA/FSc.	Nil	Nil	2	2
d)	Where the prescribed qualification is BA/BSc.	Nil	Nil	Nil	2

(ii) If an employee is in receipt of, or is entitled to, advance increments under any other rules or orders in force for the time being, he shall be entitled to draw advance increments sanctioned in this letter, or advance increments under other rules or orders, whichever may be more beneficial to him.

(iii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification, whichever is later. In cases where the employee is already at the maximum of the scales, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move-over/promotion. Those employees who had acquired higher qualification in 3rd division prior to 01.07.1991 and were not granted advance increments earlier henceforth would be allowed advance increments w.e.f. 01.07.1991.

The concession of advance increments is extended to the Punjab Govt. employees drawing pay in BS-16 for possessing or acquiring higher educational qualifications over and above the minimum qualification prescribed in the relevant rules for recruitment to the posts held by them vide Circular Letter No.FD-PR-12-3/91, dated 16.04.1997 to the extend given below w.e.f. 01.01.1996:

GRANT OF ADVANCE INCREMENTS TO OFFICIALS FOR POSSESSING/ATTAINING HIGHER EDUCATIONAL QUALIFICATION

		Number of Advance increments for			
		<u>Martic</u>	<u>FA/FSc</u>	<u>BA/BSc</u>	<u>MA/MSc</u>
i)	Where the prescribed qualification is Matric.	Nil	2	4	6
ii)	Where the prescribed qualification is FA/FSc.	Nil	Nil	2	4
iii)	Where the prescribed qualification is BA/BSc.	Nil	Nil	Nil	2

2. These increments will be allowed in accordance with the existing policy requiring fulfilment of the following conditions:

- i) The higher qualification is in the relevant field.
- ii) The incumbent of the post (BS-16) has not availed the benefit earlier, on any lower part/scale.
- iii) The qualification acquired is higher than the one prescribed in respect of the posts for direct recruitment under the service rules.

6. SPECIAL PAYS:(i) The rates of special pays of the personal Assistants shall be enhanced as under:

<u>NAME OF POST</u>	<u>EXISTING Rs. P.M.</u>	<u>REVISED Rs. P.M.</u>
PA to Minister	100	150
PA to Chief Secretary/A.C.S./ Secretaries./Addl. Secretaries	75	120

(ii) The existing special pays admissible to those handling cash in Government Organisations shall be revised as under:

- | | | |
|-----|---|--------------|
| (a) | Government servants
handling cash up to
Rs.5,000/- P.M. | Rs.25/- P.M. |
| (b) | Government servants
handling cash from
Rs. 5,001/- to Rs. 35,000/- P.M. | Rs.50/- P.M. |
| (c) | Government servants
handling cash from
Rs.35,001/- to 1,00,000/- P.M. | Rs.60/- P.M. |
| (d) | Government servants
handling cash above
Rs.1,00,000/- P.M. | Rs.75/- P.M. |

7. *TEACHING ALLOWANCE*: Existing rates of Teaching Allowance shall be enhanced as under:

- | | | |
|----|---|--|
| a) | For High School
Science Teachers | From Rs. 100/- P.M.
to Rs. 200/- P.M. |
| b) | For Junior Instructors
in polytechnics | From Rs. 100/- P.M.
to Rs.200/- P.M. |

8. *MEDICAL ALLOWANCE*: Existing rate of Medical Allowance of Rs.50/- P.M. admissible to the employees in BS-1 to BS-15 shall be enhanced to Rs.60/- P.M. It is further enhanced from Rs.60/- P.M. to Rs.90/- P.M. w.e.f. 01.11.1995 vide circular letter No.FS.SRI-9-8/91 dated 08.01.1996.

9. (A) *MESS ALLOWANCE*: The existing rate of Mess Allowance for nursing cadre (below BS-16) shall be enhanced from Rs.300/- P.M. to Rs.500/- P.M.

(B) *UNIFORM ALLOWANCE*: The existing rate of Uniform Allowance for nursing cadre (below BS.16) shall be enhanced from Rs. 125/- P.M. to Rs. 150/- P.M.

(C) *WASHING ALLOWANCE ADMISSIBLE TO LIVERIED STAFF*: The existing rate of Washing allowance shall be enhanced from Rs. 25/- P.M. to Rs. 30/- P.M.

(D) *OVERTIME ALLOWANCE ADMISSIBLE TO STAFF CAR DRIVERS*: Overtime allowance presently admissible @ Rs. 500/- p.m. to the staff car drivers/despatch riders /mechanics working in Punjab Civil Secretariat and drivers attached with the Judges of Lahore High Court and officers in regular BS-21 who are entitled to free private use of staff car will be enhanced to Rs. 600/- P.M.

It is further enhanced to Rs.700/- P.M. with immediate effect vide circular letter No.FD.SRI-9-8/85 dated 27.07.1995.

10. *ANOMALIES:* An Anomalies Committee will be set up in the Finance Department to resolve the anomalies, if any, arising out of the issue of this letter.

11. *APPLICABILITY:* This scheme of revised basic pay scales is applicable to regular Government servants only and not to the employees in work charged establishment, the contingencies paid staff and those who are governed by the industrial Relations Ordinance

EXISTING, MODIFIED AND THE REVISED PAY SCALES (BPS-1-15)

BPS No.	Existing BPS-01.07.1987	Stages	Modified Scale	Stages	Revised BPS-01.07.1991	Stages
1	600-13-860	20	605-17-860	15	920-26-1310	15
2	625-16-945	20	630-21-945	15	945-32-1425	15
3	650-19-1030	20	655-25-1030	15	975-37-1530	15
4	675-22-1115	20	680-29-1115	15	1005-43-1650	15
5	700-25-1200	20	705-33-1200	15	1035-49-1770	15
6	725-28-1285	20	730-37-1285	15	1065-54-1875	15
7	750-31-1370	20	755-41-1370	15	1095-60-1995	15
8	790-34-1470	20	795-45-1470	15	1140-65-2115	15
9	830-38-1590	20	840-50-1590	15	1185-72-2265	15
10	870-42-1710	20	870-56-1710	15	1230-79-2415	15
11	910-46-1830	20	915-61-1830	15	1275-86-2565	15
12	970-52-2010	20	975-69-2010	15	1355-96-2795	15
13	1035-58-2195	20	1040-77-2195	15	1440-107-3045	15
14	1100-64-2380	20	1105-85-2380	15	1530-119-3315	15
15	1165-71-2585	20	1160-95-2585	15	1620-131-3585	15

Example I: Case of Mr. "A" drawing pay at the minimum of BS-11

- | | | |
|----|---|-----------------------|
| a) | Basic Pay on 01.06.1991 in existing scale 910-46-1830 | Rs.910 |
| | Indexation w.e.f. 01.07.1988 | Rs.25 |
| | 5% ad hoc increase w.e.f. 01.06.1990 | Rs.46 |
| | 10% ad hoc increase w.e.f.01.07.1990 | Rs.91 |
| | Dearness allowance w.e.f. 01.12.1990 | Rs.200 |
| | Total | <u>Rs.1272</u> |
- b) Pay will first be fixed at Rs. 915 in the modified scale of 915-61-1830 and thereafter in revised scale of 1,275-86-2,565 on point to point basis at Rs. 1,275/-
- c) The individual, being already in receipt of Rs. 1,272/- (Pay plus increases allowed since 01.07.1988) in June 1991, would get an increase of Rs. 3/- P.M. He would thus be entitled to a minimum increase of Rs. 100/- over pay of June, 1991 in terms of para 3(ii) and his pay in the revised scale will be fixed at Rs. 1,447 to secure the minimum increase of Rs. 100/-

Example II: Mr. "A" drawing pay of Rs. 1,508/- in BS-11

- | | | |
|----|--|-----------------------|
| a) | Basic Pay on 1-6-91 in existing scale 910-46-1,830 | |
| | Rs.1,508 | |
| | Indexation w.e.f. 01.07.1988 | Rs. 32 |
| | 5% ad hoc increase allowed w.e.f. 01.06.1990 | Rs. 75 |
| | 10% ad hoc increase allowed w.e.f. 01.07.1990 | Rs.151 |
| | Dearness allowance of Rs.200/- w.e.f. 01.12.1990 | Rs.200 |
| | Total | <u>Rs.1966</u> |
- b) Pay will first be fixed in the modified scale of 915-61-1,830 at the same stage or if there is no such stage, at the next higher stage. This would be Rs. 1,525/-.
- c) The pay will thereafter be fixed in the revised scale 1,275-86-2,565 on point to point basis in relation to pay in modified scale. Since the pay of Rs. 1525 in modified scale is 10 stages above the minimum, the pay in the revised scale will be fixed on point-to-point basis at Rs. 2,135/- allowing 10 increments on the minimum.
- d) The individual gets more than Rs. 100/- increase over pay of June, 1991 and therefore the provision of para 3(ii) will not be attracted.

Example III: Mr. "A" drawing maximum of BPS-11

- | | | |
|----|--|----------|
| a) | Pay on 01.06.1991 in existing scale 910-46-1,830 | Rs.1,830 |
| | Indexation w.e.f. 01.07.1988 | Rs. 38 |

Pay Revision Rules

5% ad hoc increase w.e.f. 01.06.1990	Rs.92
10% ad hoc increase w.e.f.01.07.1990	Rs.183
Dearness allowance w.e.f. 01.12.1990	Rs.200
Total	<u>Rs.2343</u>

- b) Pay will first be fixed in the modified scale 915-61-1830 at the maximum Rs. 1,830/-.
- c) Pay will thereafter be fixed in revised scale 1,275-86-2,565 on point to point basis. Since the pay of Rs. 1,830/- in the modified scale is 15 stages above the minimum, the pay in the revised scale will be fixed allowing 15 increments. This would be Rs. 2,565/-.
- d) The individual gets more than Rs. 100/- increase over pay of June 1991, the application of para 3(ii) will not be attracted.

No.FD.PC-2-3/91
Dated the 22nd October 1991

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS
OF CIVIL EMPLOYEES IN BS-16 TO BS-22 OF THE PUNJAB
GOVERNMENT

I am directed to state that Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales for all Government servants in BS-16 to BS-22 as detailed in the following paragraphs.

2. **BASIC PAY SCALES:** The existing and revised basic pay scales are detailed in the Annexure. The Revised Basic Pay Scales shall replace the Basic Pay Scales 1987 and shall be effective from the first of June 1991.

3. **INITIAL FIXATION OF PAY:** (i) The initial pay of an existing employee who has been in Government service since before the 1st June, 1991, shall be fixed in the revised pay scales "on point to point basis", i.e. at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the 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.

(iii) The increases allowed since 01.07.1988, as detailed below, shall cease to be admissible from 01.06.1991:

- a) Indexed Pay sanctioned vide Finance Department's letter NO.FD.PC-2-1/88, dated 19.07.1988.
- b) Ad hoc increase of 5% of pay sanctioned vide Finance Department's letter NO.FD. PC-2-1/89 (Prov1), dated 05.06.1990.

- c) Ad hoc increase of 10% of pay sanctioned vide Finance Department's letter NO.FD. PC-2-3/90 dated 16.07.1990.
- d) Dearness Allowance of Rs. 200/- p.m. sanctioned vide Finance Department's letter NO.FD.PC-2-4/90 dated 10.02.1991.

4. FIXATION OF PAY ON PROMOTION: (i) In cases of promotion from a lower to higher post/ scale before the introduction of these scales, the pay of the senior employees 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 of these scales.

(ii) The existing concession of grant of one premature increment on promotion as admissible to employees in BS-1 to BS-19 shall be extended also to those in BS-20 and above.

5. GRANT OF SELECTION GRADE: From 01.06.1991 onwards the Treasury Accountants in BS-16 in the Treasury Establishment under Finance Department will be allowed 33% selection grade in BS-17.

6. SPECIAL PAYS: The rates of special pays of Private Secretaries will be enhanced with effect from 01.06.1991 as under:

<u>Name of the Post</u>	<u>Existing</u>	<u>Revised</u>
	<u>(Rupees per month)</u>	
Private Secretaries to Ministers /Chief Secretary / Chairman P&D Board / Addl. Chief Secretary:		
i) From the cadre of private Secretaries in BS-16	200/-	300/-
ii) From other sources in BS-17	250/-	350/-
Private Secretaries to Secretaries	150/-	225/-
Private Secretaries to the Judges of Lahore High Court, Lahore	200/-	300/-

7. QUALIFICATION PAY FOR SENIOR OFFICERS: Qualification pay shall be allowed from 01.06.1991 to those officers who have qualified the following courses at the rates shown against each:

- a) Pakistan Administrative Staff College
National Management Course Rs.500/- p.m.
- b) National Defence College Course Rs.500/- p.m.
- c) Advance Course in Management in NIPA Rs. 100/- p.m.

Note: One qualification pay will be admissible at a time.

The following revised rates of qualification pay for the senior officers have been allowed w.e.f. 01.07.1995 vide circular letter No. FD.SRI-9-10/91 dated 18.09.1995:

- | | | |
|----|---|----------------|
| a) | Pakistan Administrative Staff College
National Management Course | Rs.750/- p.m. |
| b) | National Defence College Course | Rs.750/- p.m. |
| c) | Advance Course in Management in NIPA | Rs. 200/- p.m. |

Other conditions of admissibility remain unchanged.

8. QUALIFICATION PAY FOR SAS ACCOUNTANTS: The existing rate of Rs. 100/- p.m. shall be enhanced to Rs. 150/- p.m. from 01.06.1991.

The above mentioned rate Rs.150/- p.m. has been enhanced to Rs.200/- p.m. as qualification pay admissible to the S.A.S. qualified Accountants of the Treasuries Establishment and Audit Officers of the Local Fund Audit Department vide circular letter No. PC-3-3/96(FSC) dated 11.11.1996.

9. TEACHING ALLOWANCE: For doctors who teach basic Sciences in Medical Colleges, the existing rate of Teaching Allowance shall be enhanced from Rs. 500/- p.m. to Rs.1,000/- p.m.

10. SENIOR POST ALLOWANCE: The existing rates of Senior Post Allowance shall be enhanced as under:

- | | | |
|----|-----------------------|--|
| a) | For Officers in BS-20 | From Rs.200/- p.m.
to Rs.600/- p.m. |
| b) | For Officers in BS-21 | From Rs.400/- p.m.
to Rs.800/- p.m. |
| c) | For Officers in BS-22 | From Rs.600/- p.m.
to Rs.1,000/- p.m. |

11. ANOMALIES: An Anomalies Committee will be set up in the Finance Department to resolve the anomalies, if any arising out of the issue of this letter.

Existing and the Revised Basic Pay Scales (BS-16 to BS-22)

Scale No.	Existing Basic Pay Scales 01.07.1987	Stages	Revised Basic Scales 01.06.1991	Stages
16.	1350-105-2925	15	1875-146-4065	15
17.	2065-155-3925	12	2870-215-5450	12
18.	2710-195-4660	10	3765-271-6475	10
19.	4130-205-5770	8	5740-285-8590	10
20.	4900-235-6780	8	6810-325-10060	10
21.	5420-290-7740	8	7535-405-11585	10
22.	5800-325-8400	8	8075-450-12575	10

No. of stages enhanced to 10 vide circular letter No. FD.PC-2-3/91 dated 31.03.1992

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL
EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT (1994)

I am directed to state that Governor of the Punjab is pleased to sanction the revision of Basic Pay Scales for the employees of Government of the Punjab drawing pay in BS-1 to BS-22 as detailed in the following paragraphs.

2. BASIC PAY SCALES: The existing and the revised pay scales are detailed in the Annexure 'A' of this letter. 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. 01.06.1994, in the following manner:

- (i) EMPLOYEES IN BS-1 to 16: By allowing an increase at the rate of 35% of the pay actually drawn on 31.05.1994, 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 BS-17 AND ABOVE: Initial fixation of pay shall be made by allowing 35% increase on the pay actually drawn on 31.05.1994, in the following two phases:
 - a) 20% of the increase shall be allowed w.e.f.01.06.1994 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 01.06.1995 by re-fixing pay in the relevant pay scale on 01.06.1994 by allowing 35% increase over pay drawn on 31.05.1994 .The new pay so fixed will be drawn from 01.06.1995 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 increases allowed as detailed below shall cease to be admissible from 01.06.1994:
 - (i) Ad hoc relief of Rs. 100/- p.m. sanctioned vide Finance Department, Government of the Punjab's circular letter No.FD.PC. 2-1/92 dated 7th September 1992.
 - (ii) Additional Ad hoc relief of Rs. 100/- p.m. sanctioned vide Finance Department, Govt of the

- Punjab's circular letter No.FD.PC.2-3/93 dated 20th September 1993.
- (iii) Ad hoc relief of Rs. 50/- p.m. sanctioned vide Finance Department, Govt. of the Punjab's circular letter NO.FD.PC.2-1/94 dated 7th May 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 pay 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. 01.06.1994 and the amount actually drawn on 31.05.1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government Employees in BS-17 to 22 shall be reduced by the amount of annual increments, by which the Government Employee's pay may be increased after 1-6-94, and shall cease as soon as his pay is increased by an amount equal to/or more than his Personal Allowance. Those in BS-1 to BS-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 31.05.1994.

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 30th 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 01.06.1994 onwards in BS-17 to 22, pension will be recalculated on 01.06.1995 on the basis of pay re-fixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 01.06.1995 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 01.06.1993, till the introduction of revised Pay Scales i.e. 01.06.1994, 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 Department (Regulations Wing), Government of the Punjab, to resolve the anomalies, if any, arising out of the issue of this order.

EXISTING AND REVISED PAY SCALES

Sr. No.	Existing Pay Scales 01.06.1991	(Stages)	Revised Pay Scales 01.06.1994	(Stages)
BS-1	920-26-1310	(15)	1245-35-1770	(15)
BS-2	945-32-1425	(15)	1275-44-1935	(15)
BS-3	975-37-1530	(15)	1320-50-2070	(15)
BS-4	1005-43-1650	(15)	1360-58-2230	(15)
BS-5	1035-49-1770	(15)	1400-66-2390	(15)
BS-6	1065-54-1875	(15)	1440-73-2535	(15)
BS-7	1095-60-1995	(15)	1480-81-2695	(15)
BS-8	1140-65-2115	(15)	1540-88-2860	(15)
BS-9	1185-72-2265	(15)	1605-97-3060	(15)
BS-10	1230-79-2415	(15)	1660-107-3265	(15)
BS-11	1275-86-2565	(15)	1725-116-3465	(15)
BS-12	1355-96-2795	(15)	1830-130-3780	(15)
BS-13	1440-107-3045	(15)	1950-144-4110	(15)
BS-14	1530-119-3315	(15)	2065-161-4480	(15)
BS-15	1620-131-3585	(15)	2190-177-4845	(15)
BS-16	1875-146-4065	(15)	2535-197-5490	(15)
BS-17	2870-215-5450	(12)	3880-290-7360	(12)
BS-18	3765-271-6475	(10)	5085-366-8745	(10)
BS-19	5740-285-8590	(10)	7750-385-11600	(10)
BS-20	6810-325-10060	(10)	9195-440-13595	(10)
BS-21	7535-405-11585	(10)	10190-545-15640	(10)
BS-22	8075-450-12575	(10)	10900-610-17000	(10)

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF
CIVIL EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT

I am directed to state that Governor of the Punjab is pleased to sanction with effect from 1st December, 2001 a Scheme of the Basic Pay Scales, Allowances and Pension, 2001 for the employees of Government of the Punjab in BPS-1 to BPS-22 as detailed below:

PART-1: BASIC PAY SCLAES AND ALLIED MATTERS

(1) **Basic Pay Scales**

The existing basic pay scales and the revised basic pay scales are shown in Annexure-I of this letter. The Revised Basic Pay Scales shall replace the Existing Basic Pay Scales, 1994 and shall be effective from 1st December 2001.

(2) **Discontinuation of Allowances**

The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 01.12.2001.

- (i) Cost of Living Allowance to BS-1 to BS-22 @ 7% of basic pay
- (ii) Ad hoc relief of Rs. 300/- p/m. and Rs. 100/- p.m. to BS-1 to 16 (inclusive of BS-17 by virtue of Move Over)
- (iii) Secretariat/Personal Allowance

(3) **Special Additional Allowance**

Special Additional Allowance shall be frozen at the level drawn as on date of issue of this Order.

(4) **Initial Fixation of Pay**

Pay of the employees in service on 30.11.2001 shall be fixed at the stage in the revised pay scales which is as many stages above the minimum of the 1994 Basic Pay Scale.

(5) **Pay Fixation on Promotion**

The existing provision regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.

(6) **Selection Grade and Move Over**

Selection Grade in the scheme of Basic Pay Scales and Move Over scheme shall stand discontinued w.e.f the date of issue of this circular letter.

(7) **Pay Fixation of employees in Selection Grade and those who have Moved Over to higher Scale**

Pay of an existing employee drawing pay by move over shall be fixed with reference to the pay scale of the post for the time being held by him in case the employee was drawing pay in a Selection Grade his pay will be fixed in the Selection Grade pay scale. The stage of fixation will be arrived at after allowing increments on notional basis in the original scale of post or the Selection Grade, in 1994 Basic Pay Scales, up to the point of existing pay.

Pay of the employees will then be fixed at the relevant stage in the revised Pay scales, 2001.

Example-I:

Assistant, BS-11 Selection Grade, BS-15, Moved Over BS-16 and in receipt of Pay of Rs. 5490/-, pay will be fixed in BS-15 i.e. Selection Grade pay scale at Rs. 8320/- as under:

1994 Scale	<u>Stage 15</u> 4845	<u>Stage 16</u> 5022	<u>Stage 17</u> 5199	<u>Stage 18</u> 5376	<u>Stage 19</u> 5553
2001 Scale	7260	7525	7790	8055	8320

Example-II:

Pay fixation of an employee in BS-11 who has moved over to BS-14 and is in receipt of basic pay of Rs. 4480/- will be fixed after allowing notional increments in BS-11 of 1994 Basic Pay Scales up to the stage of basic pay drawn. Pay in revised BPS-11 will be fixed at the corresponding stage of Rs. 6790/- as under:

BS-11 1994 Pay Scale	<u>Stage 15</u> 3465	<u>Stage 16</u> 3581	<u>Stage 17</u> 3697	<u>Stage 18</u> 3813	<u>Stage 19</u> 3929	<u>Stage 20</u> 4045	<u>Stage 21</u> 4161	<u>Stage 22</u> 4277	<u>Stage 23</u> 4393	<u>Stage 24</u> 4509
BS-11 2001 Pay Scale	5215	5390	5565	5470	5915	6090	6265	6440	6615	6790

Example-III:

Pay fixation of an employee in BS-5 who has moved over to BS-11 and is in receipt of basic pay of Rs. 3465/- will be fixed after allowing notional increments in BS-5 of 1994 BPS up to the stage of basic pay drawn. Since basic pay of Rs. 3465/- is beyond the 30 stages in notional BS-5 (1994) BPS and resultantly more than the 30 stage of BPS 2001, therefore, his pay will be fixed at the notional 32nd stage i.e. at Rs. 5300/-. The difference of Rs. 200/- (Rs. 5300-5100) will be personal to him as under:

BS-5 1994	<u>Stage 30</u> 3380	<u>Stage 31</u> 3446	<u>Stage 32</u> 3512
BS-5 2001	5100	5200	5300

In such cases future increments up to a maximum of 3 years will also be allowed as personal to such employees.

(8) **Date of Increment**

Annual increment shall continue to be admissible subject to the existing conditions, on the 1st December each year.

(9) **Special Pays/Allowances for Offices**

The Special Pays/Allowances sanctioned to offices as percentage of Pay shall be discontinued on the introduction of revised pay scales w.e.f. 01.12.2001 and adjusted in future increments.

(10) **Advanced increments.**

The existing scheme of advance increments is discontinued w.e.f. 01.12.2001. A fresh scheme, if any, will be introduced in due course.

Part – II Allowances(11) **Conveyance Allowance**

The rates of Conveyance Allowance and Motorcycle/Motorcar maintenance allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:

Sr. No.	Existing	Revised
(i)	Civil servants in BS-16 and above and maintaining a motor car not registered for commercial purpose – Rs. 355/- p.m.	BS-16 (Gazetted and above Rs.620/- p.m.
(ii)	Civil servants drawing pay of Rs. 3240/- p.m. and above other than those at (i) above Rs. 193/- p.m.	BS-11 and above Rs. 340/- p.m.
(iii)	Civil 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.	BS-1-10 maintaining Motorcycle /Scooter Rs. 230/- p.m.
(iv)	Others Rs. 96/- p.m.	BS 1-10 Rs. 170/- p.m.

(12) **Daily Allowance**

Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:

BPS	Special rates per day (Rs.)	Ordinary rates per (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450

(13) **Medical Allowance**

Medical Allowance to employees in BS 1-15 shall be increased from Rs. 90/- p.m. to Rs. 160/- pm.

(14) **Computer Allowance**

The Computer Allowance shall be increased subject to the existing conditions of admissibility as under:

Sr. No.	Existing Rate	Revised Rate
(i)	Rs. 300/- per month	Rs. 450/- per month
(ii)	Rs. 1000/- per month	Rs. 1500/- per month

(15) Special Pays/Allowances

All the Special Pays and Allowances admissible on certain posts as percentage of Pay are revised subject to the following limits:

Revised		
(a)	Special Pays/Allowances sanctioned @ 20% and above of pay	On existing rates subject to a maximum of Rs. 2000/- per month
(b)	Special Pays/Allowances sanctioned @ 10% - 19% of pay	On existing rates subject to a maximum of Rs. 1500/- per month
(c)	Special Pays/Allowances sanctioned @ 5% - 9% of pay	On existing rates subject to a maximum of Rs. 1000/- per month

PART-III PENSION AND COMMUTATION**(16) Pension**

The Government has made the following reforms in pension/commutation scheme w.e.f. 01.12.2001 in respect of civil pensioners of the Punjab Government.

(a) Commutation Table shall be replaced by the new Commutation Table at Annexure-II to this circular letter.

(b) Commutation up to 40% of gross pension shall be admissible at the option of the pensioner.

(c) The additional benefit of 2% - 10% for extra years of service after completion of 30 years of qualifying service in respect of Civil Pensioners shall be discontinued.

(d) The increase in pension @ 20% - 25% to Civil Pensioners allowed vide this Department's letter No. FD.SRIII-4-72/99 dated 27.07.1999 shall be discontinued.

(e) The benefit of restoration of surrendered option of pension in lieu of commutation/gratuity shall be withdrawn.

(f) In future the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.

(g) All the pensioners shall be allowed an increase in net pension (inclusive of dearness increases allowed in the past) as follows:

		Increase in net pension
(I)	Pensioners who retired prior to the introduction of 1991 Basic Pay Scales	15%

(II)	Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the introduction of 1991 Pay Scales	10%
(III)	Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and up to the date of introduction of revised Basic Pay Scales i.e. 01.12.2001	5%

(17) Option

- (a) All the existing civil employees (BPS-1 to 22) of the Provincial Government shall within 45 days from the date of issue of this circular letter, exercise an option in writing, addressed to the Audit Office concerned in the case of employees in BPS-16 and above and to the DDO concerned in the case of employees in BPS-15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the Revised Basic Pay Scales and Pension/Commutation Scheme 2001 as specified in this circular letter. Option once exercised shall be final.
- (b) An existing employee as aforesaid, who does not exercise and communicate such an option within the prescribed time limit, shall be deemed to have opted to be governed by the Revised Basic Pay Scales Pension and Communication Scheme 2001.
- (18) The Government servant who will retire w.e.f. 01.07.2001 shall be given the benefit of revised pay scales on presumptive basis discounted by 5% increase in pension if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part I of this circular letter and revised package of pension as contained in Part-III of this letter.
- (19) All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue in force under this scheme.

Anomalies

- (20) An Anomalies Committee will be set up in the Finance Department (Regulation Wing), Government of the Punjab to revolve the anomalies, if any, arising in the implementation of this order.

**ANNEXURE-I TO FINANCE DEPARTMENT LETTER NO. FD.PC-2-1/2001
DATED 22ND OCTOBER 2001**

EXISTING AND REVISED PAY SCALES

Pay scales of 1994

Revised pay scales 2001

Scale	Min	Incr	Max	Stgs	Scale	Min	Incr	Max	Stgs
1	1245	35	1770	15	1	1870	55	3520	30
2	1275	44	1935	15	2	1915	65	3865	30
3	1320	50	2070	15	3	1980	75	4230	30
4	1360	58	2230	15	4	2040	85	4590	30
5	1400	66	2390	15	5	2100	100	5100	30
6	1440	73	2535	15	6	2160	110	5460	30
7	1480	81	2695	15	7	2220	120	5820	30
8	1540	88	2860	15	8	2310	130	6210	30
9	1605	97	3060	15	9	2410	145	6760	30
10	1660	107	3265	15	10	2490	160	7290	30
11	1725	116	3465	15	11	2590	175	7840	30
12	1830	130	3780	15	12	2745	195	8595	30
13	1950	144	4110	15	13	2925	215	9375	30
14	2065	161	4480	15	14	3100	240	10300	30
15	2190	177	4845	15	15	3285	265	11235	30
16	2535	197	5490	15	16	3805	295	12655	30
17	3880	290	7360	12	17	6210	465	15510	20
18	5085	366	8745	10	18	8135	585	19835	20
19	7750	385	11600	10	19	12400	615	24700	20
20	9195	440	13595	10	20	14710	950	28010	14
21	10190	545	15640	10	21	16305	1070	31285	14
22	10900	610	17000	10	22	17440	1250	34940	14

**ANNEXURE-II TO FINANCE DEPARTMENT LETTER NO. FD.PC-2-1/2001
DATED 22ND OCTOBER 2001**

**EXISTING AND REVISED PAY SCALES
COMMUTATION TABLE**

Age next Birthday	*Commutation Factor	Age next Birthday	Commutation Factor
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

*Words “Number of years purchased” replaced by the words “Commutation Factor” vide Finance Department’s letter No. FD.PC.2-1/2001 (Provl.)(222/2002) dated 30th March, 2002 (Original letter at page 92).

No. FD PC-2-1/2001(Provl.)(222/2002)

Dated the 30th March 2002

Subject: CORRIGENDUM – PENSION OF BASIC PAY SCALES AND FRINGE
BENEFITS OF CIVIL EMPLOYEES (BS-1-22) OF PUNJAB
GOVERNMENT – 2001

I am directed to refer to this Department's circular letter No. FD-PC-2-1/2001 dated 22.10.2001, on the subject noted above and to state that according to para 16(e), the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity has been withdrawn. Accordingly, the dispensation allowed to the Government servants in the form of restoration of commutation has no relevance to the number of years purchased as indicated in the commutation table issued earlier. In fact, the said commutation table reflects the value of the commuted portion of gross pension at a point in time. Therefore, for the removal of any doubt in this regard, the words "number of years purchased" mentioned in the Commutation Table issued at Annex-II to this Department's circular referred to above are hereby substituted by the words "Commutation Factor". The correct Commutation Table is *enclosed.

No. FD PC-2-1/2001(Provl.)

Dated the 6th November 2001

Subject: REVISION OF BASIC PAY SCALES AND FRING BENEFITS
OF CIVIL EMPLOYEES (BS 1—22) OF PUNJAB GOVERNMENT

I am directed to refer to para-6 of this Department's Circular letter of even number dated 22.10.2001 on the subject noted above and to state that some doubts have arisen regarding date of discontinuation of selection grade and move-over.

2. It is hereby clarified that the above mentioned benefits have been discontinued w.e.f. 22.10.2001. All the cases where the move-over had accrued to employees upto 01.12.2000 will be processed as usual. Similarly, the employees to whom selection grades prior to 22.10.2001 had become due would also be considered and decided in accordance with the then prevalent policy.

No. FD PC-2-1/2001

Dated the 22nd November 2001

Subject: REVISION OF BASIC PAY SCALES AND FRING BENEFITS
OF CIVIL EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT

I am directed to refer to this department's circular letter No. FD PC 2-1/2001 dated 22.10.2001 on the subject noted above and to enclose herewith a copy of Finance Division, Government of Pakistan, letter No. F.1(5)Imp/2001 dated

*Table at page 91

03.11.2001, for guidance. While going through the Finance Division's letter, the following may be kept in view:

- a) No. FD PC-2-1/2001 dated 22.10.2001 may be read instead of O.M. No. F1 (5) Imp/2001 dated 04.09.2001, wherever appearing in letter.
- b) In the first point of AGPR, the word "para 5" of Finance Division's O.M. may be read as "para-4" of Finance Department's circular letter dated 22.10.2001.
- c) In the clarification of para 9, the word 'fourth line' may be read as 'third line' of Finance Department's circular letter dated 22.10.2001.
- d) Wherever the effective date has been mentioned as 04.09.2001, it may be read as 22.10.2001.
- e) In the clarification against 19(a) (ii), Finance Department's letter No. FD.SR.III.4-1/77 dated 17.01.1977 may be read instead of Finance Division's O.M. dated 07.01.1977.

No. FD .SR.I/28-1/2003
Dated the 27th December 2004

Subject: GRANT OF COMPUTER ALLOWANCE TO COMPUTER
PERSONNEL

I am directed to refer to para (14) of this Department's letter No. FD-PC-2-1/2001 dated 22.10.2001, on the above mentioned subject and to say that Governor of the Punjab has been pleased to approve that Computer Allowance presently admissible to Key Punch Operators/Key Punch Verifying Operators/Data Entry Operators at the rate of Rs. 450/- per month may be enhanced to Rs. 750/- per month with immediate effect. Other terms & conditions for grant of this Allowance will remain unchanged.

2. Expenditure involved will be met out of the existing budget of the Departments concerned.

**GOVERNMENT OF PAKISTAN
Finance Department**

No. F.1 (5) Imp/2001

Islamabad the 3rd November 2001

Subject: REVISION OF BASIC PAY SCALE SAND FRING BENEFITS OF CIVIL
EMPLOYEES (BS 1-22) OF THE FEDERAL GOVERNMENT (2001)

I am directed to refer to AGPR's letter No. TM/HA/1-73/Vol.48(BoS-2001/22.33 dated 16.10.2001 on the above subject and to clarify the points raised by AGPR with reference to Finance Division's O.M. No. F.1 (5) Imp/2001, dated 04.09.2001, ad seriatim as under:

POINT RAISED BY AGPR

**CLARIFICATION BY FINANCE
DIVISION**

Para 5 of Fin. Div O&M No. F.1(5)
Imp/2001 dated 04.09.2001

(i) Regarding the initial fixation of pay, the contention of AGPR is that pay of the employees in service on 30.11.2001 shall be fixed after allowing increment falling on 01.12.2001, if due, in old scale.

The viewpoint of AGPOR is confirmed.

(ii) Similarly, in case a Government servant had reached the maximum of his pay scale on 01.12.2001 he shall remain eligible for move-over w.e.f. 01.12.2001 and thereafter his pay be fixed in the revised basic scales.

Move-over has been discontinued w.e.f. 04.09.2001. Therefore, only the employees who had reached the maximum of their scales on or before 01.12.1999 would remain eligible for move-over. Employees reaching maximum of their respective pay scales on 01.12.2000 shall not be eligible to move-over.

Para 6

(i) & (ii) The scheme of selection grade has been discontinued w.e.f. 04.09.2001 whereas the revised pay scales are applicable w.e.f. 01.12.2001. This office is of the view that the selection grade and move-over should also be discontinued from 01.12.2001

Selection grade has been discontinued w.e.f. 04.09.2001. It cannot be allowed to anybody after 04.09.2001. The position with regard to move-over has been clarified in preceding para.

Para 7

While fixing the pay of employees moved over from one BS to another BS, it has been observed that it creates anomalies when their fixation is made by bringing them to their original scale of the post from where they had moved over vis-à-vis those who hold these scales on regular appointment. Few examples are given below

- (i) Government Servants BS-19 moved over BS-20 and in receipt of pay of Rs. 13595/- will be fixed in BS-18 in the revised pay scale 2001 at Rs. 22,240/- thus creating a difference of Rs. 2000/- in the initial fixation (i.e. less than that what would have been fixed had he not been brought to his original scale from where he had moved over)
- (ii) Government Servant BS-18 moved over to BS-19 and in receipt of Rs. 11,600/- will be fixed in BS-18 at Rs. 18,665/- in the revised pay scale. In case pay is fixed on point-to-point basis in BS-19 in the revised pay scale it would be Rs. 18,550/-. The officers holding regular appointment in BS-19 draw less than the officers BS-18 moved over to BS-19.

There is no anomaly and needs no clarification. Pay will be fixed according to para 7 (seven) of Finance Division's O.M. No. F.1 (5)\Imp/2001 dated 04.09.2001.

- (iii) Pay of Government servant BS-16, drawing pay Rs. 4,702/- will be fixed in the revised pay scale @ Rs. 7,050/- whereas the pay of Government servant in BS-15 by virtue of move over from BS-11 and drawing pay Rs. 4668/- will be fixed in BS-11 @ Rs. 7,140/- which will be higher than the pay of Government servant in BS-16 irrespective of the fact that Government servant in BS-16 was drawing more pay than that drawn by the Government servant in BS-16 was drawing mover pay than the drawn by the Government servant who had moved over from BS-11 to BS-5 prior to the revision of pay scales.

The example, II of Finance Division O.M. provides method of fixation in cases where the pay in moved over scale is not within the maximum stages of the revised basic pay scale from where one has moved over. Apart from extending the scales beyond prescribed stages (i.e. 30 up to scale 16), future increments up to a maximum of 3 years have also been allowed in such cases as personal to such employees. A question arises whether future increments (maximum 3 years) will also be admissible in cases where pay in revised BPS is fixed at the maximum or one or two stages below maximum on 01.12.2001. If not, it will cause a discrimination.

Para 9

- (i) It has been stated that special pay/allowances sanctioned to offices as percentage of pay shall be discontinued w.e.f. 01.12.2001 and at the same time it is stated that such pay/allowances would be adjusted in future increments. It is assumed that special pay/allowances for offices would be frozen as drawn on 30.11.2001 and would be treated as personal pays/allowances and adjustable in future increments.
- (ii) There will, however, be cases where the employees would reach maximum of pay scale without full adjustment and hence would continue to draw that special pay/allowances. It will create anomalous situation likewise the existing "personal allowance".

The words "and adjusted in future increments" occurring after 01.12.2001 in fourth line of para 9 may be considered as deleted.

Para 11

The contention of this office is that the rates prescribed for various categories of Government servants along with the conditions written in revised column from Sr. No.I to IV under para 11 are correct. However, it may be clarified whether the condition of maintenance of motorcar is to be observed for revised rates of Rs. 620/- p.m.

The table under para 11 (eleven) of the Finance Division's O.M. No. F.1(5) Imp/2001, dated 04.09.2001 may be read as follows:

- (i) Government servants in BS-16 (Gazetted) and above maintaining motor car not registered for commercial purposes Rs. 620/- p.m.
- (ii) Government servants in BS-11 and above others than those at (i) above Rs. 340/- p.m.
- (iii) Government servants BS-1 to BS-10 maintaining motor car/motor cycle/scooter Rs. 230/- p.m.
- (iv) Government servants in BS-1 to BS-10 not maintaining motor cycle/scooter Rs. 170/- p.m.

Para 15

It may be confirmed whether the special pays/allowances admissible on certain posts (including the departments) as percentage of pay is admissible on the existing rates with reference to the pay in the revised basic pay scales (2001) subject to the limits mentioned in the O.M.

Only the special pay/allowances admissible on certain posts have been revised as percentage of pay subject to the maximum limits prescribed in para 15. Special pay/allowances sanctioned to offices/departments have been discontinued under para 9.

Para 16

- (a) At Annex-II of the O.M. only revised rates of Commutation have been given by replacing the existing commutation table but in the new table both the words existing and revised pay scales have been indicated which creates confusion. The position may be clarified.
- (d) (i) The increases in pensions @ 20% and 25% allowed w.e.f. 01.07.1999 shall be discontinued w.e.f. 01.12.2001. The contention of this office is that this clause regarding the discontinuation above increase is only to Government servants who opt the revised basic pay scales with revised package of pension commutation and not the existing pensioners. The above presumption may be confirmed.
- (ii) Similarly the 5% increase allowed w.e.f. 01.12.2001 will also be admissible to these pensioners.
- (e) The benefit of restoration has been withdrawn. It is assumed that the benefit will not be admissible to those who opt the revised scales and pension package and restoration of surrendered portion of pension will remain admissible to the pensioners retired after 01.12.2001 under the pre-revised basic scales (2001).
- (g) The increase allowed w.e.f. 01.12.2001 is on net pension inclusive of dearness increases allowed in the past. It is assumed that all increases allowed in the past are to be included in the net pension.
- The revised commutation table is applicable to new pay scales, 2001 only. The subheading "Existing and Revised pay scales" in Annex-II to Finance Division's O.M. No. F.I(5) Imp/2001, dated 04.09.2001 may be considered as deleted.
- The view point of AGPR is confirmed. Para 16 (d) applies only to those employees who retire on or after 01.07.2001 and opt for the new pay scales in para 17 of Finance Division's O.M. No. F.I(5) Imp/2001, dated 04.09.2001. This provision shall not apply to those who choose to remain in 1994 pay scales.
- Increase of 5% in pension is available to retirees in 1994 pay scales.
- The benefit of restoration of commutation value of pension has been withdrawn w.e.f. 01.12.2001 irrespective of an employee's date of retirement.
- The view point of AGPR is confirmed.

Para 17

- (b) The contention of this office is that in case a Government servant does not opt for new pay scales and pension/commutation, his pension/commutation will be calculated according to the existing rate and on completion of year of pension purchased, his commutation will be restored after 01.12.2001 may be confirmed.
- As explained against para 16(e) above. However, if a person chooses to remain in 1994 pay scales, his pension and commutation will be calculated according to the existing rate and the commutation table.

Para 18

The provision of this para is not clear. It may be clarified whether the 5% will be discounted from the revised pay or from the revised gross pension or just the 5% increase admissible w.e.f. 01.12.2001 is not be allowed to those who opt for revised basic pay scales and pension.

Para 18 of the O.M. under reference is very clear and does not lend itself to any misinterpretation. The retiring employees who opt for 2001 pay scales are not entitled to 5% increase in pension as per para 16(g)(iii). Besides their gross pension will be reduced by 5%.

Family Pension

Para 19 of AGPR letter

- (a) In case of family pension (death during service) under the existing rules legal heirs are entitled to Net Pension equal to 50% of pension and gratuity equal to 25% of gross pension. Under revised scheme of pension/commutation whether the family pension will be:

(i) Equal to 50% of gross pension or 60% of the gross pension.

It has no relevance with the revised pension and commutation scheme. The family pension (in case of death during service) will be 50% of gross pension.

(ii) The gratuity will be admissible equal to 20% or 25% of the gross pension.

The gratuity will be admissible equal to 25% of gross pension. Paragraph 6 (six) of Finance Division's O.M. No. 6(1) Reg.I/75, dated 07.01.1997 has not been changed/revised.

Under the existing the benefits of family pension are equal to 75% of total pension of the Government servant.

- (b) It may be clarified whether or not the increase in pension allowed by the Government w.e.f. 01.12.2001 @ 5%, 10% and 15% is also admissible during re-employment of the pensioner. Under the existing rules/policy no increase in pension is admissible during re-employment.

Additional Clarification

Whether special Additional Allowance will be admissible to the civil employees recruited after 01.12.2001. They will not get any Special Additional Allowance.

No. FD (FR) (ACCOUNT) A&A-II-1/74
Dated 2nd August 2000

Subject: CLAIMS OF ARREAR OF PAY DUE TO ANOMALY

I am directed to invite attention to the instructions contained in footnote at page 30 of the Delegation of Financial Powers Rules, 1990 that claims of arrears of pay and allowances other than T.A. more than six years old, require sanction from Finance Department for payment without investigation by audit.

In addition to the foregoing, the claims regarding anomaly where pay of the Government servants is re-fixed on dates after 01.06.1991 become due on the date/day on which pay was re-fixed by audit office after removing anomaly and as such the period of delay will be calculated from the date of re-fixation of pay by audit office after removing anomaly or from the date of issue of sanction/order and not from the period of the claim of arrears of pay due to which the anomaly occurred.

No. FD. (PC)-3-1/2002
Dated the 11th March 2002

Subject: CONSTITUTION OF ANOMALIES COMMITTEE ON
THE INTRODUCTION OF PAY REVISION SCHEME 2001

I am directed to state the consequent upon the introduction of Revised Basic Pay Scales, 2001, it has been decided to set up an anomalies committee to (a) resolve anomalies that may arise out of the introduction of the Revised Basic Pay Scales (b) resolve the anomalies, if any, involving the disparities in pay scales of comparable posts under the Federal and Provincial Governments and Provincial Governments inter se, and (c) perform such other functions consequent upon the introduction of Revised Basic Pay Scales, as may be entrusted to it by the Government. The constitution of the anomalies committee will be as under:

1.	Finance Secretary	Chairman
2.	Administrative Secretary concerned	Member
3.	Secretary Services (S&GAD)	Member
4.	Addl. Finance Secretary (Regulations)	Member
5.	Deputy Secretary (PC), Finance Department	Member/ Secretary

2. All cases involving anomalies in the revised basic pay scales, or arising out of the fixation of pay in these scales, should initially be examined by the administrative department concerned. If as a result of such examination, the administrative department is satisfied that there is an anomaly, it should refer the matter to anomalies committee with information in the following proforma.

- (a) Name of the administrative department
- (b) Name of the office
- (c) Designation of the post/designation and name of the Government servant (if the anomaly is in respect of an individual).
- (d) Minimum qualification prescribed for the post (copy of service rules in support be sent)
- (e) Exact nature of the anomaly/difficulty (detailed description to be given).
- (f) Reasons for consideration it to be an anomaly/difficulty (detailed reasons to be given)
- (g) Nature of posts/Government servants placed in a similar position.
- (h) Minimum qualification prescribed for such post/posts given at (g) above (copy of service rules be sent)
- (i) Solution proposed by the administrative department.
- (j) Reasons for the proposed solution (detailed reasons to be given)

Signature of Administrative Secretary

3. In referring the case to the Anomalies Committee the administrative department should forward six complete sets of papers containing the above information to the Secretary to the Committee within a period of three months from the date of issue of this letter.

4. The Anomalies Committee shall consider the cases referred to it in a series of meetings, the schedule of which will be notified to the concerned authorities.

5. The anomalies committee shall only be recommending body. The final decision on the recommendations of this committee will be taken by the Government.

NOTIFICATION

In exercise of the powers conferred under Section 23 of the Punjab Civil Servants Act, 1974 the Governor of the Punjab is pleased to direct that following proviso shall be added below Rule 7 of the Punjab Civil Servants, Pay Revision Rules, 1997.

“Provided that a Civil Servant retiring on or between 1st June and 30th November in a year, shall for the purpose of calculation of pension only, be notionally allowed annual increment in the relevant pay scale, on the date of his retirement subject to the condition that he has completed six months continuous service at a stage in relevant pay scale during that year. This condition shall also apply to civil servant expiring during the said period.

This concession shall be admissible w.e.f. 01.06.2000. Any claim of pension/commutation pertaining to a period prior to this date shall not be entertained.”

No.FD.(PC)-2-1/2002(Provl.)
Dated the 6th November 2000

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF
CIVIL EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT

I am directed to refer to para-6 of this Department's Circular letter of even number dated 22.10.2001 on the subject noted above and to state that some doubts have arisen regarding date of discontinuation of selection grade and move-over.

2. It is hereby clarified that the above-mentioned benefits have been discontinued w.e.f. 22.10.2001. All the cases where the move-over had accrued to employees up to 01.12.2000 will be processed as usual. Similarly, the employees to whom selection grades prior to 22.10.2001 had become due would also be considered and decided in accordance with the then prevalent policy.

No.FD.(PC)-2-1/2001(Provl)
Dated the 15th March 2002

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF
CIVIL EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT

I am directed to refer to this Department's Circular letter No. FD-PC-2-1/2001 dated 22.11.2001, on the subject noted above and to state that in supersession of circular letter of even number dated 6.11.2001, the clarification given against para 6 of letter No. FD.PC-2-1/2001 dated 22.10.2001 may be read as under:

“The selection grade and move over shall stand discontinued w.e.f. 01.12.2001 instead of 22.10.2001. The clarification issued vide circular letter No. FD.PC. 2-1/2001, dated 22.11.2001 against para – 5(II) and para – 6(I) and (II) stand modified to this effect.”

No.FD.(PC)-2-1/2001 (Provl)
Dated the 2nd May 2002

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF
CIVIL EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT

I am directed to refer to this Department's Circular letter of even number dated 15th March, 2002, on the captioned subject and to state that some doubt has arisen about the admissibility of move-over to employees who reached the maximum on 01.12.2000.

2. It is clarified that in such cases the employees who had reached the maximum of their pay scale on 01.12.2000 are entitled to move-over w.e.f. 01.12.2001, if they are otherwise eligible for it.

No.FD.(PC)-2-1/2001 (Provl)
Dated the 12th July 2002

Subject: REMOVAL OF ANOMALIES

I am directed to refer to this Department's Circular letter No. FD-PC-2-1/2001 dated 22.10.2001, and to state that following clarifications are issued for information and necessary action by the departments:

- (i) The employees who reached the maximum of their pay scales on 01.12.2002 and who have been allowed move over w.e.f. 01.12.2001, shall be eligible for the grant of Special Additional Allowance & 20% or 25% of the minimum of the move-over scale of 1994 Pay Scales as a consequential benefit. However, this allowance shall stand frozen at the same level and thereafter the pay of the employees will be fixed in the original scale as per para 7 of Finance Department's circular letter No. FD-PC-2-1/2001 dated 22.10.2001.
- (ii) The employees in BS-10 who were drawing Conveyance Allowance @ Rs. 193/- p.m. before revision of Pay Scales, 2001 may continue to draw the same after the introduction of Revised Pay Scales, 2001 instead of Rs. 170/- p.m.
- (iii) The employees who opted for 1994 Pay Scales and retired before or after 01.12.2001 shall be entitled to 5% increase in pension.

2. I have been further directed to state that the above clarification will also

apply mutatis mutandis to the employees of Autonomous/Semi Autonomous Bodies which have adopted the Government basic pay scales/pension scheme in toto.

No.FD.SR-II-1-88/92
Dated the 13th March 2004

Subject: REMOVAL OF ANOMALY – PERSONAL PAY ON ACCOUNT OF
ADVANCE INCREMENTS

I am directed to refer to this Department's circular letter of even number, dated 26.07.2002, on the subject noted above and to state that a question has been raised by certain quarters as to whether the dispensation of protection of the amount of Personal Pay drawn by Government servants beyond the maximum of 1994 Basic Pay Scales by virtue of higher qualification envisaged in the afore-said circular letter, would also be applicable to the technical and professional categories of officers in BS-17 and BS-18.

2. This is to clarify that the subject Personal Pay in respect of the officers of professional and technical categories, was not protectable as it was not a part of pay scales but was to be absorbed against future increase in the pay of these officers. Accordingly, on revision of Pay Scales, under the Revised Pay Scales Scheme 2001, the amount of Personal Pay, if any, previously admissible to such categories of offices was required to be absorbed against the increase in pay of the recipients on account of the revision. Hence, the question of protection of Personal Pay in respect of the said categories of officers is not relevant.

No.FD.SR-II-1-69/78
Dated the 30th March 1987

Subject: ADMISSIBILITY OF SPECIAL PAY OF LOWER POST ON MOVE-
OVER TO THE NEXT HIGHER SCALE-FIXATION OF PAY

I am directed to refer to this department's circular letter NO.FD.SR.II-1-59/78 dated 14.03.1979 regarding pay fixation and to state that in partial modification of this department's letter No. FD.PC-3-1/83 part-II dated 07.05.1986 regarding admissibility of special pay on move over, it has been decided that if the special pay is a part of basic pay of a civil servant and is in the nature of substitute for a separate pay scale and cannot be discontinued except on promotion/demotion of the civil servant concerned (as elaborated in para 3 of this department's circular letter No. FD. SR. II 1-59/78 dated 14.03.1979), such special pay will also be treated as a part of basic pay for the purpose of fixation of pay on move over from lower to a higher pay scale. However, after such fixation of pay, the special pay sanctioned for the post shall not be admissible. As no arrears are admissible up to 30.11.1995 in case of non-technical/professional officers moving over to BS-19 & 20 with effect from 01.12.1984, recovery on account of pay fixation, if any, up to this date would not be made.

2. Such cases for fixation of pay on move over may be referred to Finance Department for relaxation of Rule 4.4 of CSR (Punjab), Volume-I Part-I.

No.FD.PC-14-38/78:Pt.I
Dated the 23rd October 1985

Subject: CALCULATION OF SELECTION GRADE POSTS

I am directed to refer to the subject noted above and to say that a question has been under examination as to how the number of selection grade posts is to be worked out where a certain percentage of posts has been allowed in selection grade and the size of selection grade does not work out to be a whole number.

2. It has been decided that while calculating the posts of selection grade on the basis of prescribed percentage, anything above 0.50 should be taken as a full post.

No.FD.PC-3-3/87
Dated the 19th January 1988

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987) - ANOMALIES
ARISING THEREOF

I am directed to refer to this department's circular letter No. FD.PC-2-1/87, dated 27.07.1987, on the subject noted above and to state that the Governor of the Punjab has been pleased to allow selection grade/revision in existing selection grade to the Stenographers, as under:

- i) Selection grade (in BPS-15) for 33% posts of Stenographers in BPS-12.
 - ii) Selection grade (in BPS-16) for 33% posts of Senior Scale Stenographers/Personal Assistants instead of existing 25%.
2. These orders will take effect from 12.01.1988.

No.FD.PC-3-1/83 Pt.IV
Dated the 21st January 1988

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987)

I am directed to refer to this department's letter No. FD.PC-2-1/87, dated 27.07.1987, on the subject noted above and to say that the Governor of the Punjab has been pleased to direct that the following (technical) posts in different departments for which the minimum qualification for initial recruitment is graduation shall be

placed in BPS-11 (if already in lower scale) and granted selection grade @ 33% in BPS-15 w.e.f. 01.12.1987:

- i) Statistical Assistants.
- ii) Economic Assistants.
- iii) Research Assistants.
- iv) Project Assistants.
- v) Fisheries Assistants.
- vi) Fisheries Development Assistants.
- vii) Assistant Warden Fisheries.
- viii) Statistical investigators and etc.

No.FD.PC-2-1/87(Provl)
Dated the 16th March 1988

Subject: CALCULATION OF SELECTION GRADE POSTS

I am directed to refer to this department's letter No. FD.PC-14-38/78 Pt.I, dated 23.10.1985, on the subject noted above and to say that in supersession of the contents of para 2 of the said letter, it has been decided that while calculating the number of posts to be placed in selection grade on the basis of their prescribed percentage, any fraction of the post equal to or more than 2.50 may be treated as one post whereas such fraction on the other side may be ignored. Following table will illustrate the position.

<u>No. of total posts in the cadre</u>	<u>Posts other than these in the selection grade (67%)</u>	<u>Posts in selection grade (33%)</u>
1	0.67 = 1	0.33 = 0
2	1.34 = 1	0.66 = 1
3	2.01 = 2	0.99 = 1
4	2.68 = 3	1.32 = 1
5	3.35 = 3	1.65 = 2

No.FD.PC-14-38/78 Pt.I(694/88)
Dated the 8th June 1988

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987) - ANOMALIES
ARISING THEREOF

I am directed to refer to the subject noted above and to state that the matter of grant of selection grade to those Stenographers who are drawing pay in basic scale No. 15 (as personal to them) was under consideration of this department.

2. It has now been decided that those Stenographer who are working/drawing pay in BS-15 as personal to them, will also be considered for grant of selection grade on seniority-cum-fitness basis, along with other Stenographers of scale-12.

No.FD.SR.I-9-3/86
Dated the 9th August 2002

**Subject: GRANT OF SCIENCE AND TECHNOLOGY ALLOWANCE TO
PH.D DEGREE HOLDERS**

I am directed to refer to this Department's circular letter No. FD.SR-I-9-3/86 dated 20.07.1988 and to say that Governor of the Punjab has been pleased to grant Special Science & Technology Allowance to Ph.D degree holders working in R&D Organization, Universities and Science & Technology Institutions/Centres in the subjects mentioned below subject to the criteria as mentioned (a to c) below:

- i) Agriculture
 - ii) Animal Science/Veterinary Sciences
 - iii) Biology
 - iv) Biotechnology
 - v) Chemistry
 - vi) Computer Science/Engineering/Information Technology/
Telecommunication
 - vii) Electronics
 - viii) Engineering
 - ix) Food Science & Technology
 - x) Geology
 - xi) Materials Science/Metallurgy
 - xii) Mathematics
 - xiii) Medical Science
 - xiv) Meteorology
 - xv) Ocean Science
 - xvi) Pharmaceutical
 - xvii) Physics
 - xviii) Space Science
-
- a) Scientists having Ph.D degree in the relevant field and at least 5 years postdoctoral research experience in the relevant field.
 - b) Research should be supported with tangible proof to be determined by the Pakistan Council for Science and Technology.
 - c) Those Scientists who are working on administrative posts and are not actively engaged in research shall not be entitled to receive this allowance

2. The rate of Special S&T Allowance would be Rs. 5000/- P.M. and all those who shall receive this allowance on account of Ph.D degree in specified subjects, shall cease to receive Ph.D Allowance i.e. Rs. 1500/- P.M. drawn by them presently.

No.FD.PC-3-1/89(F.S.C.)(B)

Dated the 9th August 1989

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987) - INCREASE IN THE
RATIO OF SELECTION GRADE TO THE DRIVERS OF
GOVERNMENT VEHICLES

In continuation of this department's letter No. FD.PC-39-15/77, dated 11.01.1987 I am directed to say that the Governor of the Punjab is please to grant senior scales (BS-5, 6 & 7) to the Drivers @ 50% subject to the following conditions w.e.f. 01.07.1989:

1. BS-7 will be granted to the Drivers who have put in 15 years service as Driver.
2. If a Driver has rendered more than 10 years but less than 15 years of such service he may be allowed pay in BS-6.
3. If a Driver has completed more than 5 years but less than 10 years of such service he may be allowed pay in BS-5.
4. The above scales will not be allowed to a Driver who has not completed 5 years of such service
5. The Drivers who have already been granted pay scales higher than BS-4 under the existing rules, will continue to draw pay in the higher scales as personal to them.
6. This concession will not be applicable to the Drivers working in autonomous organizations.

No.FD.PC-14-5/85

Dated the 14th November 1990

Subject: GRANT OF SELECTION GRADE

Will the Section Officer (R-IV), Government of the Punjab, Services & General Administration Department kindly refer to his U.O.No.SO R.IV(S&GAD)-5-32/90 dated 20th October 1990, on the subject noted above?

2. Finance Department observes that Selection Grade can be allowed with effect from the date of availability of vacancy as grant of Selection Grade (unlike promotion) does not involve assumption of higher responsibilities.

No.FD.SR-II.8-29/90

Dated the 19th May 1991

Subject: GRANT OF SELECTION GRADE

Will the Selection Officer (R-III), Government of the Punjab, S&GA Department kindly refer to his letter No. SOR-III.2-15/90 dated 08.01.1990 on the subject noted above?

2. Finance Department observes that the grant of selection grade is in the nature of promotion and the provision of Rule 13(i) of the Punjab Civil Servants (Appointment & Conditions of Service) Rule, 1974 provides promotion to posts falling vacant due to leave and LPR, therefore the next junior person in line can be granted selection grade on proceeding to LPR by the senior person.

3. This issues with the approval of Finance Secretary.

No.FD.PC-39-14/77 Pt.I

Dated the 25th May 1991

Subject: REVISION OF BASIC PAY SCALES OF CIVIL EMPLOYEES OF
THE PUNJAB GOVERNMENT

I am directed to state that Governor of the Punjab is pleased to decide that 20% posts of Naib Qasids, Qasids and Daftries working in the Provincial Government Departments shall be placed in selection grade with immediate effect as under:

<u>Name of the Post</u>	<u>Existing Pay Scales</u>	<u>Selection Grade</u>
Naib Qasid	BS-1	BS-2
Qasid	BS-2	BS-3
Daftri	BS-2	BS-4

2. The special pay of Rs.30/- P.M. admissible under the existing orders to Qasids and Daftries shall continue to be admissible to them when placed in selection grade.

NO.FD.PC-18-1/90

Dated the 23rd September 1991

Subject: GRANT OF SELECTION GRADE TO SUPERINTENDENTS

I am directed to refer to the subject noted above and to state that the Governor of the Punjab has been pleased to grant selection grade BS-17 to the 33% of total posts of Superintendents working in the Secretariat and other departments of the Punjab with immediate effect. It has also been decided that the Administrative Officers who have been promoted from amongst the Superintendents will be awarded BS-17 as personal to them.

NO.FD.PC-18-1/90

Dated the 23rd September 1991

Subject: GRANT OF SELECTION GRADE TO SUPERINTENDENTS

I am directed to refer to the subject noted above and to state that the Governor of the Punjab has been pleased to grant selection grade BS-17 to the 33%

of total posts of Superintendents working in the Secretariat and other departments of the Punjab with immediate effect. It has also been decided that the Administrative Officers who have been promoted from amongst the Superintendents will be awarded BS-17 as personal to them.

2. This order will be read in conjunction with Notification No.FD.PC-13-1/89 dated 26.03.1990 as amended by subsequent Notification of even number dated 25.07.1991.

NO.FD.PC-14-37/78 (Provl)
Dated the 14th October 1991

Subject: GRANT OF 33% SELECTION GRADE TO PRIVATE SECRETARIES

I am directed to refer to the subject noted above and to state that Governor of the Punjab has been pleased to grant selection grade BS-17 to 33% of the total posts of Private Secretaries working in the Secretariat with immediate effect.

NO.FD.PC-16-9/72 (P.II)
Dated the 26th February 2000

ORDER

Sanction is hereby accorded to the enhancement of percentage of selection grade in BS-16, from 25% to 33% of the cadre strength of Sub-Engineer (BS-11) of Punjab Government with immediate effect. The other conditions of seniority-cum-fitness, 10 years service and clearance of departmental examination will remain the same.

NO.FD.PC-2-1/91
Dated the 21st October 1991

Subject: REVISION OF PAY SCALE AND FRINGE BENEFITS OF THE CIVIL EMPLOYEES IN BS-1 TO BS-15 OF THE PUNJAB GOVERNMENT

I am directed to state that Governor of the Punjab has been pleased to direct that the scheme of Revised Basic Pay Scales and Fringe Benefits of the Civil employees in BS-1 to BS-15 sanctioned vide this Department's circular letter of even number, dated the 1st August, 1991, shall be given effect from the 1st of June, 1991. Therefore, the date "1st of July, 1991", wherever appearing in the circular letter in question, should be treated to have been replaced by "1st of June, 1991".

Dated the 19th March 1992

Subject: GRANT OF SELECTION GRADE TO NAIB QASIDS AND
DAFTRIES

I am directed to refer to this Department's letter NO.FD.PC-39-14/77 Pt.I, dated 25.05.1991 and to state that Governor of the Punjab is pleased to enhance the percentage of Selection Grade from 20% to 33% to the posts of Naib Qasids, Qasids and Daftries with effect from 01.06.1991.

NO.FD.EXP(G)11-15/88

Dated the 20th May 1993

Subject: FIXATION OF CADRE STRENGTH OF SECRETARIAT SERVICE
SECTION OFFICERS

Will the Under Secretaries (Admn.III) Government of the Punjab, S&GAD, please refer to his U.O.No.A.III(S&GAD)1-2/90 dated 01.03.1993 on the above subject?

2. According to Punjab (Gazetted) Pay Revision Rules, 1973, 30% of Cadre strength of Punjab Secretariat (Section Officers) Service have been placed in Senior Scale i.e. BS-18, Cadre strength has been fixed since 1972-73 inclusive of leave reserve, training reserved and deputation posts not only for Ex-PSS but also for Ex-PCS and Engineering Services. This is because the vacancies against which various reserves are calculated are a permanent/recurring feature of these services. Therefore, they form part of the cadre. However, since these reserves have been accounted for in fixation of cadre strength, promotions cannot be given against vacancies subsequently falling on leave, deputation or training of Officers of these cadres because that would amount to double counting.

3. In the instant case, the 84-vacancies (L.R.21, T.R. 21 deputation case 42=84) will count for calculation for grant of scale 18 (as Under Secretary) as provided in the rules cited above.

NO.FD.PC-14-38/78(Pt.III)

Dated the 19th July 1993

Subject: GRANT OF SELECTION GRADE TO A SINGLE POST

I am directed to refer to this Department's circular letter No.FD.PC.14-38/78(P.II) dated 11th May 1989 on the subject noted above and to state that in cases where selection grade has been allowed at the rate of 33% and only single post exists, the length of 12 years service has been reduced to 8 years with immediate effect.

NO.FD.SR.III-4-1/77
Dated the 2nd November 1995

Subject: VERIFICATION OF SERVICE OF GOVERNMENT
SERVANT FOR PURPOSE OF PENSION

In continuation of this Department's letter No. FD.SR.III-4-1/77 dated 17th December 1978 on the subject noted above. I am directed to state that the instructions contained in the letter referred to above are not being followed by various departments/offices which resulted in delayed finalization of pension cases. It is once again emphasized that in order to eliminate such delay, the instructions in the aforesaid letter under reference may strictly be followed and the disciplinary action against the defaulters who fail to complete the service record/verification etc. in time may be taken. Six monthly returns on this account may be maintained by all the departments to keep strict watch to the non-compliance of the instructions.

NO.FD.SR.III-4-1/77
Dated the 17th December 1978

Subject: VERIFICATION OF SERVICE OF GOVERNMENT
SERVANT FOR PURPOSE OF PENSION

In continuation of this Department's letter No. 397-SO(SR)IV/72 dated the 6th March 1972, on the subject noted above. I am directed to state that in order to eliminate delay in the payment of pension to Government servants, it has been decided by the Provincial Government that services of civil servants would be verified for the purposes of pension, in accordance with the following:

- (i) once, when a Government servant completes 10 years of service;
- (ii) next, when he completes 24 years of service (i.e. in respect of 14 intervening years since last verification); and
- (iii) finally, in respect of the period after 24 years when he is actually due to retire.

No. FD.PC-2-2/95
Dated the 16th August 1995

Subject: GRANT OF COST OF LIVING ALLOWANCE @ 7%

I am directed to refer to the subject noted above and to state that Governor of the Punjab has been pleased to grant Cost of Living Allowance @ 7% of Basic Pay with effect from 01.06.1995 to all employees in BPS-1 to BPS-22 till further orders.

The above allowance:

- a) will be classified as compensatory allowance and will not be subject to Income Tax.

- b) will be admissible during leave and entire period of leave preparatory to retirement except during extraordinary leave.
- c) will not be treated as part of emoluments for the purpose of calculation of pension and recover of House Rent.
- d) will not be admissible to employees posted/deputed outside the country.
- e) will be admissible during the period of suspension.
- f) will be accommodated within the budgetary allocation for the year 1995-96 by the respective department and no supplementary grants will be given on this account.

NO.FD.SR.III-4-1/77

Dated the 19th June 1996

Subject: VERIFICATION OF SERVICE OF GOVERNMENT SERVANTS FOR PURPOSES OF PENSION

The study report of pension cases made by the Auditor General of Pakistan in the office of A.G. Punjab, Lahore displayed very astonishing results and out of the total 146 pension cases in the month of October, 1994, only 9 were received before the retirement dates whereas 137 cases were received after the date of retirement which is indicative of the fact that instructions contained in the Finance Department letter No.FD.SR.III-4-1/77 dated 14.04.1977 are not being followed strictly. Otherwise no such abnormal delay in pension cases would have occurred. It is once again emphasized that the instructions contained in circular letter ibid may be brought to the notice of all concerned for strict compliance and the disciplinary action against the defaulters may be taken up.

NO.FD.SR.III-4-72/94

Dated the 7th August 1996

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT (1994)

I am directed to refer to para-9 of this department's letter No. FD-PC-2-2/94 dated 18.07.1994 and to clarify that the pay of the deceased Government servants who died during the period from 01.06.1993 to 31.05.1994 will be re-fixed as on 01.06.1994, on Notional Basis. Thereafter, the family pension will be revised accordingly.

NO.FD.SR.III-4-72/94

Dated the 19th June 1996

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT (1994)

I am directed to refer to para-8(b) of this department's circular letter No. FD-PC-2-2/94 dated 18.07.1994 regarding grant of family pension to dependent

disabled/retarded children for life without any age limit w.e.f. 01.06.1994 and to say that the following queries have been clarified by the Finance Division:

Queries

- i. Whether the word 'dependents' includes all the relatives or it is only meant for children.
- ii. Whether the comma(,) after the word 'dependents' has been erroneously typed in para-8 and may, be read as 'dependents retarded and incapacitated children' which may cover the condition (b) of the said para-8.

Clarifications

- i. The word 'dependent' does not include all the relatives but it is only meant for children.
- ii. The comma(,) after the word dependents in para-8 has been erroneously typed and may be read as 'dependent retarded and incapacitated children'.

No. FD-PC-2-5/78
Dated 30th January 1996

Subject: OPTION FOR RESIDENCE ORDERLY ALLOWANCE

I am directed to say that Governor of the Punjab is pleased to revise the rate of Orderly Allowance from Rs. 1000/- per month to Rs. 1600/- per month with effect from 01.07.1995 to the entitled officers who opt for the Orderly Allowance in lieu of residence orderly. Other terms and conditions for grant of the above allowance will remain the same as are applicable at present.

No. FD-PC-2-5/78 (PR)
Dated the 27th April 1998

Subject: ENCASHMENT OF ORDERLY ALLOWANCE

I am directed to refer to this department's circular letter of even number dated 30.01.1996 on the subject noted above (appended below) and to say that Governor of the Punjab is pleased to revise the rate of Orderly Allowance from Rs. 1600/- per month to Rs. 1900/- per month with effect from 01.01.1998 to the entitled officers who opt for the Orderly Allowance in lieu of Residence Orderly. Other terms and conditions for grant of the above allowance will remain the same as are applicable at present.

Subject: CHARGE ALLOWANCE TO HEADMASTERS

I am directed to say that instances have come to the notice of this Department where Audit has declined to pay charge Allowance to the Headmasters who were drawing the same with the consolidated pay scale immediately before the date of exercising option for National Pay Scales introduced in 1974. I am, to clarify that the Headmasters who had been promoted before 03.06.1974, i.e. the day when the Punjab Senior Teaching Posts (NPS) Rules, 1974 were issued are entitled to receive Charge Allowance as personal to them, for so long as they hold the posts of Headmasters, if they were actually in receipt of the charge allowance immediately before the date on which they opted for the National Pay Scales under the Punjab Senior Teaching posts (NPS) Rules, 1974.

No. FD-PR-12-4/77

Dated the 24th June 1979

Subject: CHARGE ALLOWANCE TO HEADMASTERS

Kindly refer to your memo No. DAO/SLK/GAD/HM/635, dated 31st May, 1979 on the subject noted above.

2. The instructions contained in this Department's circular letter No. FD.PR-12-4/77, dated 6th March, 1979, were issued to provide a legal cover to those persons who were adversely effected by the Punjab Senior Teaching Posts (NPS) Rules, 1974, with retrospective effect. No scheme of National Pay Scales was enforced upto 2nd June, 1974 and any person promoted as Headmaster, on actual or notional (a promotion actually notified after 02.06.1974) basis prior to this date would have been promoted in the Pre-National Pay Scales which carried the Charge Allowance as its integral part. Such persons, therefore, irrespective of the date of which the orders of their promotion were issued, (but if their promotion was given effect from the date prior to 02.06.1974) will be deemed to have been promoted in the Pre-National Pay Scales and as such would be entitled to protection of Charge Allowance under rule 14 of the Punjab Senior Teaching Posts (NPS) Rules, 1974. The cases of all the Headmasters may be decided in the light of the above mentioned policy.

No. FD-PR-12-4/77

Dated the 3rd February, 1980

Subject: CHARGE ALLOWANCE TO HEADMASTERS

In continuation of this Department's letter of even No. dated 06.03.1979, on the subject noted above. I am directed to enclose a copy of this Department's memo No. FD.PR-12-4/77 dated 24.06.1979 for information and necessary action.

2. Finance Department further observes that where inapplicability of the aforesaid instructions are bar for admissibility of charge allowance, the matter for relaxation of such rule may be referred to this Department for relaxation.

No. FD-PC-2-1/2000
Dated the 13th December 2000

Subject: GRANT OF AN EXTRA SALARY TO THE GOVERNMENT
EMPLOYEES IN BS-1-16 @ MINIMUM OF THE RELEVANT PAY
SCALE SUBJECT TO THE MAXIMUM OF RS. 2000/- ON THE EVE OF
EID-UL-FITR/CHRISTMAS ETC.

I am directed to refer to subject noted above and to say that Governor of the Punjab has been pleased to allow an extra salary to all civil servants in BS-1 to 16 equal to the minimum of their relevant pay scale subject to maximum of Rs.2000/- only during the year 2000-01. This can be drawn on the eve of Eid-ul-Fitr and Christmas by the Muslim and Christians respectively whereas other may draw it on a suitable occasion according to their religion. The employees in BS-16 who are by virtue of move over in BS-17 will also be entitled to an extra salary. The adhoc employees who complete one year's uninterrupted service on Eid-ul-Fitr/Christmas /other religious occasion will also be entitled to this extra salary.

2. The contingent paid staff, the persons employed on daily wages, work charge or contract basis, project employees, and employees not appointed against any pay scale will not be entitled to this extra salary.

No. FD-PC-2-1/2003
Dated the 11th July 2003

Subject: GRANT OF SPECIAL RELIEF ALLOWANCE

I am directed to state that the Governor of the Punjab has been pleased to sanction a "Special Relief Allowance" @ 15% of the basic pay per month to all civil servants in BPS-1 to 22 with effect from 1st July, 2003 till further orders.

2. The amount of this Allowance;

- i) Will be subject to Income Tax;
- ii) Will be admissible during leave and entire period of LPR except during extra ordinary leave;
- iii) Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent;
- iv) Will not be admissible to the employees during the tenure of the posting/deputation abroad.

3. The above relief would be accommodated within the budgetary allocation for the year 2003-2004 by the respective Administrative Departments/District Governments and no supplementary grants would be demanded on this account.

Subject: DISBURSEMENT OF SALARY TO THE P.S.P. OFFICERS OF BPS-19

I am directed to refer to the above noted subject and to enclose a copy of letter No. F2(10)R-2/99 dated 08.05.2003 received from the Government of Pakistan, Finance Division (Regulation Wing), Islamabad and to state that release of pay and allowances to the concerned officers may please be ensured.

Copy of letter No. F.2(10) R-2/99 issued by Government of Pakistan,
Finance Division (Regulation Wing), dated 8th May, 2003

Subject: DISBURSEMENT OF SALARY TO THE P.S.P. OFFICERS OF BPS-19

It has been brought to the notice of Finance Division that subsequent to introduction of the revised basic pay scales scheme, 2001, the PSP officers placed in the cadre of SSP/AIG (BS-19) are not being allowed the pay and allowances of the posts on the grounds that the scheme of Selection Grade has been discontinued. The placement of the PSP officers in higher posts does not appear to be analogous to the scheme of Selection Grade nevertheless the matter is under consideration in Finance Division and Establishment Division. Pending and final conclusion it has been decided that the PSP officers (B-19) may be allowed the pay and allowances of the posts in which their placement has already been notified by Establishment Division.

2. It is, therefore, requested that all A.Gs/Accountant Generals may be advised to release the pay and allowances to the concerned officers.

No. FD-PC-2-1/2004
Dated the 21st July 2004

Subject: GRANT OF AD-HOC RELIEF @ 15% OF BASIC PAY

I am directed to state that the Governor of the Punjab has been pleased to sanction Ad-hoc Relief @ 15% of the basic pay per month to all the civil servants in BS-1 to 22, contingent paid staff and retired civil servants re-employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment with effect from 1st July 2004 till further orders.

2. The amount of this Ad-hoc Relief:

- i) Will be subject to Income Tax;
- ii) Will be admissible during leave and entire period of LPR except during extra ordinary leave;
- iii) Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent;

- iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad.

3. The above relief would be accommodated within the budgetary allocation for the year 2004-05 by the respective Administrative Departments/District Governments and no supplementary grants would be demanded on this account.

No. FD-PC-2-1/2005
Dated the 16th July 2005

Subject: REVISION OF BASIC PAY SCALES, ALLOWANCES AND
PENSION – 2005 OF CIVIL EMPLOYEES OF PUNJAB
GOVERNMENT (BS-1 TO 22)

I am directed to state that the Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension – 2005 for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 01.07.2005, as detailed below:

PART-I: **BASIC PAY SCALES**

2. **Basic Pay Scales:**

The revised Basic Pay Scales, 2005 shall replace the existing Basic Pay Scales, 2001 as shown in the Annexure.

3. **Fixation of Pay of the Existing Employees:**

- i) The basic pay of an employee in service on 30.06.2005 shall be fixed in the revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.
- ii) The corresponding stage for fixation of basic pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move-over policy under the 2001 Basic Pay Scale scheme shall be determined on notional extension basis i.e. by treating the amount of personal pay drawn by him on 30th June, 2005, as part of his basic pay scale and the amount beyond the maximum of the prescribed stage in the revised Basic Pay Scale, shall be allowed as personal pay.

4. **Annual Increment:**

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales in which their pay is fixed on 01.07.2005, shall accrue on the 1st December, 2005.

PART-II: **ALLOWANCES**

5. **Special Additional Allowance:**

Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.

6. **Special Relief Allowance and Adhoc Relief:**

Special Relief Allowance and Adhoc Relief sanctioned with effect from 01.07.2003 and 01.07.2004 respectively shall stand frozen at the level of their admissibility as on 30.06.2005 and the amount shall continue to be admissible to the entitled recipients till further orders but it will cease to be admissible to new entrants joining Government service on or after 01.07.2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

7. **House Rent Allowance:**

House Rent Allowance shall be admissible with reference to the revised Basic Pay Scales, 2005 subject to the existing conditions.

8. **Medical Allowance:**

Medical Allowance shall be admissible @ Rs.425/- p.m. subject to the existing conditions.

9. **Conveyance Allowance:**

- a) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	RATES
1-4	Rs.340/- p.m.
5-10	Rs.460/- p.m.
11-15	Rs.680 p.m.
16-20	Rs.1240/- p.m.

- b) Conveyance Allowance @ Rs.1240/- per month shall also be admissible to those BPS-21 & 22 officers who are not sanctioned official vehicle.

10. **Other Special Pays/Special Allowances:**

The rates of Special Pays and Special Allowances shall be revised as detailed below:

i) **Entertainment Allowance:**

BPS	Existing	Revised
19	Nil	Rs.500/- p.m.
20	Rs.480/- p.m.	Rs.600/- p.m.
21	Rs.525/- p.m.	Rs.700/- p.m.
22	Rs.725/- p.m.	Rs.975/- p.m.

ii) **Daily Allowance:**

BPS	Existing		Revised	
	Ordinary	Special	Ordinary	Special

1-4	80/-	110/-	125/-	200/-
5-11	100/-	120/-	155/-	220/-
12-16	180/-	200/-	280/-	365/-
17-18	320/-	350/-	500/-	640/-
19-20	400/-	450/-	625/-	825/-
21-22	450/-	550/-	700/-	1000/-

Special rates shall also be allowed at Muzaffarabad & Mirpur AJ&K in addition to those places at which special rates are already admissible.

iii) **Transportation/Mileage Allowance:**

Transportation	Existing	Revised
i) Motor Car	Rs.1.20/- per k.m.	Rs2/- per k.m.
ii) Motorcycle/Scooter	0.40/- per k.m.	Rs.1/- per k.m.
Mileage Allowance		
i) Personal Car/Taxi	Rs.3/- per k.m.	Rs.5/- per k.m.
ii) Motorcycle/Scooter	Rs.1/- per k.m.	Rs.2/- per k.m.
iii) Bicycle/Animal back/foot	Rs.0.75/- per k.m.	Rs.1/- per k.m.
iv) Public Transport	Rs.0.3/- per k.m. (BPS-6 & below) Rs.0.5/- per k.m. (BPS-7 & above)	Rs.1/- per k.m. Rs.1/- per k.m.
Travel By Air	Govt. servants in BPS-17 and those in receipt of pay of Rs.5400/- & above	Govt. servants in BPS-17 & above
Carriage of Personal/ Effects on transfer/ Recruitment	Paisa 0.148 per k.m. per Kilogram (or 2.96 paisa per k.m. per unit of 20 k.g.)	Rs.0.008 per k.m. per k.g.

iv) **Qualification Pay:**

Sr. No.	Qualification	Existing	Revised
i.	SAS Accountant	Rs.200/- p.m.	Rs.400/- p.m.
ii.	Part-III (ICMA/ICWA)	Nil	Rs.400/- p.m.
iii.	ICMA/ICWA	Nil	Rs.1200/- p.m.
iv.	Chartered Accountant	Nil	Rs.1300/- p.m.
v.	Staff College/NDC	Rs.750/- p.m.	Rs.1000/- p.m.
vi.	Advanced Course in NIPA	Rs.200/- p.m.	Rs.500/- p.m.

v) **Senior Post Allowance:**

BPS	Existing	Revised
20	Rs.850/- p.m.	Rs.1100/- p.m.
21	Rs.925/- p.m.	Rs.1200/- p.m.
22	Rs.1200/- p.m.	Rs.1600/- p.m.

vi) **Deputation/Additional Charge Allowance:**

Allowance	Existing	Revised
Deputation Allowance	@ 20% of the minimum of the Pay Scale of the deputationist irrespective of the pay scale of the post against which he is working on deputation	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.
Additional Charge Allowance	@ 20% of basic pay upto a maximum of Rs.1100/- p.m.	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.

vii) ***Uniform Allowance:**

Nature of the Post	Existing	Revised
Nurses upto BS-16	Rs.150/- p.m.	Rs.300/- p.m.
Nurses/Head Nurses in BS-17	Nil	Rs.300/- p.m.

viii) **PSP Uniform Allowance:**

Existing	Revised
Rs.250/- p.m.	Rs.1200/- p.m.

ix) **Special Pay to PSs/PAs:**

	Existing	Revised
Private Secretaries to: Ministers/Chief Secretary/ Chairman, P&D Board/ ACS:		
i) From the Cadre of Private Secretaries in BS-16	Rs.300/- p.m.	Rs.400/- p.m.
ii) From other sources in BS-17	Rs.375/- p.m.	Rs.500/- p.m.
Private Secretaries to Secretaries	Rs.225/- p.m.	Rs.300/- p.m.
PAs to Ministers	Rs.150/- p.m.	Rs.200/- p.m.
PAs to Chief Secretary/ACS/ Secretaries/Addl. Secretaries	Rs.120/- p.m.	Rs.160/- p.m.

x) **Instructional Allowance:**

Existing	Revised
20% of the Basic Pay subject to maximum of Rs.2000/- p.m.	i) 20% of the Basic Pay subject to maximum of Rs.5000/- p.m. to those Instructors imparting in service

*para-10(vii) substituted vide Notification No. FD.PC-2-1/2005 dated 1st October, 2005 (original version at page 124).

	training to the offices in BPS-17 & above who are already in receipt of this allowance ii) 20% of the Basic Pay subject to he maximum of Rs.3000/- p.m. to those Instructors imparting in service training to the employees up to BPS-16, who are already in receipt of this allowance.
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xi) **Washing Allowance for Police Force:**

Existing	Revised
Rs.50/- p.m.	Rs.100/- p.m.

xii) **Contingent Allowances:**

The Integrated Allowance @ Rs.150/- p.m. shall be admissible to Naib Qasids, Qasids, Daftires, Farashes, Chowkidars, Sweepers and Sweepresses, w.e.f 01.07.2005. The Washing Allowance and Dress Allowance admissible to Naib Qasids, Frashes, Chowkidars, Sweepers and Sweepresses shall stand abolished under this scheme.

11. The following allowances in respect of civil employees shall stand abolished under this scheme:

Sr. No.	Name of Allowance	Present Rate
i.	Cash Handling Allowance	Rs.25/- p.m. to Rs.75/- p.m.
ii.	Telecom Allowance	Rs.150/- p.m.
iii.	Copier/Photostat Allowance	Rs.50/- p.m.

PART-III:

PENSION

12. Commutation shall be admissible up to a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be increased from the existing 60% to 65% of Gross Pension.
13. An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those civil employees who would draw pension under the revised Basic Pay Scales, 2005.
14. The increases allowed on pension @ 15% and 8% w.e.f. 01.07.2003 and 01.07.2004 respectively shall not be admissible to the civil employees who would draw pension under the revised Basic Pay Scales, 2005.

Option:

15. a) All the existing civil employees (BS-1 to 22) of the Provincial Government shall, within **60-days** from the date of issue of this

notification, exercise on option in writing and communicate it to the Accountant General Punjab/District Accounts Office/DDO concerned, as the case may be either to continue to draw salary in the existing Basic Pay Scales, in which he is already drawing or in the revised Basic Pay Scales and pension/commutation scheme, 2005 as specified in this notification. Option once exercised shall be final.

- b) An exiting employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the revised Basic Pay Scales-2005.

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

Anomalies:

- 17. An Anomaly Committee shall be set up in the Finance Department (Regulation Wing) to resolve the anomalies if any, arising in the implementation of the revised Basic Pay Scales – 2005.

ANNEXURE**ANNEXURE TO FINANCE DEPARTMENT'S
NOTIFICATION NO. FC.PC.2-1/2005, DATED: 16.07.2005**

EXISTING PAY SCALES – 2001					REVISED PAY SCALES – 2005				
BPS	MIN	INCR	MAX	STAGES	BPS	MIN	INCR	MAX	STAGES
1	1870	55	3520	30	1	2150	65	4100	30
2	1915	65	3865	30	2	2200	75	4450	30
3	1980	75	4230	30	3	2275	85	4825	30
4	2040	85	4590	30	4	2345	100	5345	30
5	2100	100	5100	30	5	2415	115	5865	30
6	2160	110	5460	30	6	2485	125	6235	30
7	2220	120	5820	30	7	2555	140	6755	30
8	2310	130	6210	30	8	2655	150	7155	30
9	2410	145	6760	30	9	2770	165	7720	30
10	2490	160	7290	30	10	2865	185	8415	30
11	2590	175	7840	30	11	2980	200	8980	30
12	2745	195	8595	30	12	3155	225	9905	30
13	2925	215	9375	30	13	3365	245	10715	30
14	3100	240	10300	30	14	3565	275	11815	30
15	3285	265	11235	30	15	3780	305	12930	30
16	3805	295	12655	30	16	4375	340	14575	30
17	6210	465	15510	20	17	7140	535	17840	20
18	8135	585	19835	20	18	9355	675	22855	20
19	12400	615	24700	20	19	14260	705	28360	20
20	14710	950	28010	14	20	16915	1095	32245	14
21	16305	1070	31285	14	21	18750	1230	35970	14
22	17440	1250	34940	14	22	20055	1440	40215	14

Subject: REVISION OF BASIC PAY SCALES, ALLOWANCES AND
PENSION – 2005 OF CIVIL EMPLOYEES OF PUNJAB
GOVERNMENT (BS-1 TO 22)

I am directed to refer to this Department's notification of even number dated 16.07.2005, on the subject cited above and to state that para-10(vii) regarding Uniform Allowance may be substituted with the following with immediate effect:

Nature of the Post	Existing	Revised
Nurses upto BS-16	Rs.150/- p.m.	Rs.300/- p.m.
Nurses/Head Nurses in BS-17	Nil	Rs.300/- p.m.

No. FD(PR)9-2/2006
Dated the 22nd July, 2006

Subject: CONVEYANCE CHARGES FOR LATE SITTING

I am directed to state that the Governor of the Punjab has been pleased to sanction the Conveyance Charges for late sitting to the non-gazetted employees of the Secretariat, attached offices and employees of District Governments at the following rates:

ON WORKING DAYS:	RATE
For officials in BS: 1-2	Rs. 12.00 per day
For officials in BS: 3-15 including holders of BS-16 by virtue of selection grade	Rs. 15.00 per day
ON CLOSED HOLIDAYS:	RATE
For officials in BS: 1-2	Rs. 15.00 per day
For officials in BS: 3-15 including holders of BS-16 by virtue of selection grade	Rs. 18.00 per day

2. The late sitting Conveyance Charges are subject to the following conditions:

- i) For detaining the employees in the office beyond two hours of usual closing hours
- ii) Certificate from the concerned officer not below the rank of Deputy Secretary or equivalent to the effect that detention of the official(s) was necessary in connection with the official business.

Subject: DEARNESS ALLOWANCE @ 15% OF BASIC PAY

I am directed to state that the Governor of the Punjab has been pleased to sanction the GRANT OF Dearness Allowance @ 15% of the basic pay with effect from 01.07.2006 to all the civil servants including contract employees employed against civil posts in the basic pay scales on standard terms & conditions of contract appointment and the Contract employees appointed at pay package slightly higher than the standard pay package for the posts under Contract Appointment Policy with effect from 01.07.2006.

2. This allowance will, however, not be admissible to the Contract employees who have been allowed Special Pay Package with lucrative pay (i.e. pay considerably higher than the pay scale of the post including Special House Rent Allowance/Utility Charges etc.).

3. The amount of Dearness Allowance:

- i) will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
- ii) will not be admissible to the employees during the tenure of their posting/deputation abroad.
- iii) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- iv) will be admissible during leave and entire period of LPR except during extraordinary leave.

No. FDPC-2-1/2005
Dated the 16th January, 2007

Subject: REMOVAL OF ANOMALIES DUE TO REVISION OF
PAY SCALES IN 2005

I am directed to refer to the above mentioned subject and to say that cases of some anomalies relating to revision of pay scales in 2005, referred to this Department have been examined in consultation with Federal Government. In supersession of this Department's letter No. FD(PC)2-1/2005(700/05), dated 01.07.2006, the following decisions/clarifications have been made:

A. Benefit of Annual Increment on Notional Basis:

2. All government servants who have exhausted or may exhaust the relevant existing pay scales shall be allowed the benefit of annual increment beyond the existing scope of the pay scales with effect from 01.12.2005 subject to the following conditions:

- i) There will no presumptive benefit on account of the aforesaid increment prior to 01.12.2005, therefore, no arrears shall be allowed prior to this date.
- ii) The increment may be treated as personal pay, subject to the condition, that the employee concerned has put in six months or more service which counts for an annual increment, unless withheld under the rules.
- iii) The amount of the personal pay may not be reduced, and shall be treated as part of the pay scale of the concerned government servant for the purpose of fixation of pay, computation of pension, and recovery of House Rent etc.

B. Admissibility of Special Additional Allowance, Special Relief Allowance & Adhoc Relief to Government Servants on their Repatriation from Foreign Posting

3. The Special Additional Allowance, Special Relief Allowance and Adhoc Relief Allowance sanctioned vide Nos. FD(PC)2-2/89, dated 27.07.1999, FD(PC)2-1/2003 dated 11.07.2003 and FD(PC)2-1/2004 dated 21.07.2004 respectively, frozen in terms of paras-5 & 6 of the Revision of Pay Scales, 2005, shall be respectively admissible to government servants on their repatriation from foreign posting at the frozen levels, which would have otherwise been admissible to them had they not been posted abroad.

No. FD-PC-2-1/2007
Dated the 23rd July 2007

Subject: REVISION OF BASIC PAY SCALES AND ALLOWANCES – 2007 OF
CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BS-1 TO 22)

I am directed to state that the Governor of the Punjab has been pleased to sanction the Revision of Basic Pay Scales and Allowances for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 01.07.2007, as detailed below:

PART-I: BASIC PAY SCALES

a) **Basic Pay Scales:**

The revised Basic Pay Scales, 2007 shall replace the existing Basic Pay Scales, 2005 as shown in the Annexure to this notification.

b) **Fixation of Pay of the Existing Civil Servants:**

- i) The basic pay of an employee in service as on 30.06.2007 shall be fixed in the revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of Basic Pay Scales, 2005.
- ii) In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30.06.2007, he will continue to draw such pay in the Revised Basic Pay Scales, 2007 at the revised rates.

- c) **Fixation of Pay of the Existing Contract Employees:**
- i) Contract employees whose appointments have been made in the prescribed pay scales of the posts and are drawing salary in the Basic Pay Scales, 2005, their pay shall be fixed in the Revised Basic Pay Scales, 2007 with effect from 01.07.2007 in the prescribed manner.
 - ii) An increase at the rate of 15% on initial of the pay shall be allowed to the contractual appointees as “Special Allowance” who are in receipt of pay package slightly higher than the standard pay package prescribed under the Contract Appointment Policy dated 29.12..2004.
 - iii) Contract employees who have been allowed Special Pay Package with lucrative pay (i.e. pay considerably higher than the pay scale of the post including Special House Rent Allowance/Utility charges etc.) shall continue to be governed by the existing terms & conditions as laid down in the document of their contract appointment.
- d) **Annual Increment:**
- Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales in which their pay is fixed on 01.07.2007 shall accrue on the 1st December, 2007.

PART-II: ALLOWANCES

- e) **Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief:**
- The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.
- f) **Dearness Allowance:**
- Dearness Allowance @ 15% sanctioned w.e.f 01.07.2006 shall stand frozen at the level of its admissibility as on 30.06.2007 and the amount shall continue to be admissible to the entitled recipients untill further orders but it will not be admissible to new entrants joining Government service on or after 01.07.2007.

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

No. FD-PC-32-7/2007
Dated the 10th September 2007

Subject: UP-GRADATION OF CLERICAL POSTS

I am directed to state that the Governor of the Punjab has been pleased to approve up-gradation of the clerical posts with effect from 01.07.2007 as detailed below:

Sr. No.	Designation	Existing BPS	Upgraded BPS
1	Junior Clerk	BPS-5	BPS-7
2.	Senior Clerk	BPS-7	BPS-9
3.	Assistant/Head Clerk	BPS-11	BPS-14

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basis pay in their lower pay scales.

2. The Governor of the Punjab has also been pleased to approve that the employees from BS-1 to BS-4 would move one scale up in their respective pay scales with effect from 1st July, 2007.

3. Necessary amendments in the existing Service Rules of the ministerial posts mentioned above shall be carried out by the Administrative Departments in consultation with the Regulations Wing, S&GAD in accordance with the laid down procedure.

4. As a special dispensation, the annual increment falling due on 1st December, 2007 shall be admissible to the above mentioned employees in the upgraded pay scales.

No. FD-PC-32-7/2007
Dated the 10th September 2007

Subject: UP-GRADATION OF CLERICAL POSTS

I am directed to refer to this Department's notification of even number dated 10.09.2007 on the above mentioned subject and to state that the Governor of the Punjab has been pleased to sanction one special advance increment to Junior Clerks, Senior Clerks, Assistants and Head Clerks in their upgraded scales. It has also been sanctioned to the employees in BS-1 to BS-4, in their moved up scales. This special advance increment will be admissible with effect from 01.09.2007.

COMPARATIVE STATEMENT OF PAY SCALES SINCE 1972

BS	1972	1977	1983	1987	1991	1994	2001	2005	2007
1	100-2-116-EB-3-140	250-5-280/6-340-7-375	440-10-640	600-13-860	920-26-1310	1245-35-1770	1870-55-3520	2150-65-4100	2475-75-4725
2	110-3-152-EB-4-160	260-6-302/7-365-8-405	460-12-700	625-16-945	945-32-1425	1275-44-1935	1915-65-3865	2200-75-4450	2530-85-5080
3	120-3-150-EB-5-180	270-7-326/8-390-9-435	480-14-760	650-19-1030	975-37-1530	1320-50-2070	1980-75-4230	2275-85-4825	2615-100-5615
4	140-4-170-EB-5-200	280-8-352/9-415-12-475	500-16-820	675-22-1115	1005-43-1650	1360-58-2230	2040-85-4590	2345-100-5345	2700-115-6150
5	150-6-180-EB-8-220- EB-10-280	290-10-350/12-470-14-540	520-18-880	700-25-1200	1035-49-1770	1400-66-2390	2100-100-5100	2415-115-5865	2780-135-6830
6	165-8-205-EB-10-255- EB-10-315	315-12-399/14-525-16-605	540-20-940	725-28-1285	1065-54-1875	1440-73-2535	2160-110-5460	2485-125-6235	2860-145-7210
7	180-10-230-EB-10-280- EB-15-370	335-14-447/16-575-18-665	560-23-1020	750-31-1370	1095-60-1995	1480-81-2695	2220-120-5820	2555-140-6755	2940-160-7740
8	200-12-260-EB-15-335- EB-15-425	370-16-514/13-640-22-750	590-26-1110	790-34-1470	1140-65-2115	1540-88-2860	2310-130-6210	2655-150-7155	3055-175-8305
9	225-15-300-EB-16-380- EB-20-480	390-20-590/22-700-24-820	620-29-1200	830-38-1590	1185-72-2265	1605-97-3060	2410-145-6760	2770-165-7720	3185-190-8885
10	250-18-340-EB-20-440- EB-20-540	410-22-520/24-760-28-900	660-32-1300	870-42-1710	1230-79-2415	1660-107-3265	2490-160-7290	2865-185-8415	3295-215-9745
11	275-20-375-EB-20-475- EB-25-600	430-24-550/28-830-30-980	700-35-1400	910-46-1830	1275-86-2565	1725-116-3465	2590-175-7840	2980-200-8980	3430-230-10330
12	300-20-400-EB-25-525- EB-25-650	460-28-600/30-900-32-1060	750-40-1550	970-52-2010	1355-96-2795	1830-130-3780	2745-195-8595	3155-225-9905	3630-260-11430
13	325-25-450-EB-25-575- EB-25-700	490-30-790/32-950-35-1125	800-45-1700	1035-58-2195	1440-107-3045	1950-144-4110	2925-215-9375	3365-245-10715	3870-285-12420
14	350-25-475-EB-25-600- EB-30-750	520-30-730/35-1010-40-1210	850-50-1850	1100-64-2380	1530-119-3315	2065-161-4480	3100-240-10300	3565-275-11815	4100-315-13550
15	375-25-500-EB-30-650- EB-35-825	550-35-900/40-1100-50-1350	900-55-2000	1165-71-2585	1620-131-3585	2190-177-4845	3285-265-11235	3780-305-12930	4350-350-14850
16	400-35-750/50-1000	625-40-825/50-1325-60-1625	1050-80-2250	1350-105-2925	1875-146-4065	2535-197-5490	3805-295-12655	4375-340-14575	5050-390-16750
17	500-50-1000/50-1250 (JUNIOR CLASS-I)	900-50-1150/60-1750-100-2250	1600-120-3040	2065-155-3925	2870-215-5450	3880-290-7360	6210-465-15510	7140-535-17840	8210-615-20510
18	1000-75-1750 (SENIOR CLASS-I)	1350-75-1850/100-2650	2100-150-3600	2710-195-4660	3765-271-6475	5085-366-8745	8135-585-19835	9355-675-22855	10760-775-26260
19	1800-80-2200	2250-100-3050	3200-160-4480	4130-205-5770	5740-285-8590	7750-385-11600	12400-615-24700	14260-705-28360	16400-810-32600
20	2300-100-2600	2600-125-3600	3800-180-5240	4900-235-6780	6810-325-10060	9195-440-13595	14710-950-28010	16915-1095-32245	19455-1260-37095
21	2750 (FIXED)	3000-150-4200	4200-225-6000	5420-290-7740	7535-405-11585	10190-545-15640	16305-1070-31285	18750-1230-35970	21565-1415-41375
22	3000 (FIXED)	3250-200-4850	4500-250-6500	5800-325-8400	8075-450-12575	10900-610-17000	17440-1250-34940	20055-1440-40215	23065-1655-46235

INDEX

Ad hoc Relief	5
Addition to or modification of the Schedule.....	5
<i>Additions to or modifications in the Schedule ..</i>	22
Additions to or modifications of the Schedule..	37
ADMISSIBILITY	
_____ of moveover to the civil servant during	
LPR.....	68
<i>Admissibility of full pay of the post in National</i>	
<i>Pay Scale</i>	20
Admissibility of increments on promotion to post	
in Revised National Pay Scale 18 and above	36
Admissibility of next higher National Pay Scale 4,	
19	
Admissibility of next higher Revised National	
Pay Scales.....	34
ADVANCE INCREMENTS	
_____ to officials for possessing/attaining	
higher educational qualification	72
ADVANCE INCREMENTS TO OFFICIALS	
POSSESSING/ ACQUIRING HIGHER	
EDUCATIONAL QUALIFICATIONS.....	59
<i>Advance Increments to School Teachers on</i>	
<i>attaining higher qualifications.....</i>	46
<i>Advance Increments to Technical and</i>	
<i>Professional Categories on</i>	
<i>possessing/acquiring higher qualifications..</i>	46
ALLOWANCES	8, 44, 82
Annexure ... 1, 2, 5, 15, 16, 17, 21, 30, 31, 32, 36,	
42, 43, 75, 77, 80, 81, 84	
ANNEXURE - "B"	7
ANNEXURE "A"	6
<i>Annual Increment</i>	42
ANOMALIES	11, 50, 61, 74, 79, 83, 105, 106
Constitution of _____ Committee	11
ANOMALIES COMMITTEE	
Constitution of _____ on the introduction of	
Revised Basic Pay Scales.....	50
APPLICABILITY	
_____ The scheme of revised basic pay scale is	
applicable to regular government servants	
only	74
<i>Applicability of the National Pay Scale</i>	16
Applicability of the National pay scales	2
Applicability of the Revised National Pay Scales	
.....	31
APPLICATION OF THE ORDERS	10, 26
applications.....	1
Apprentices	4
apprenticeship stipendiary studentship	4
BASIC SCALES AND ALLIED MATTERS... 42	
<i>Basic Scales of pay</i>	42
BS-16 TO BS-22	
Revision of basic pay scales and fringe	
benefits of civil employees in _____ of the	
Punjab Government	77

CALCULATION OF SELECTION GRADE	
POSTS.....	105
<i>Charge Allowance</i>	45
CHARGE ALLOWANCE	26
commencement	1, 15, 30
COMMITTEE	
Constitution of Anomalies	11
COMPARATIVE STATEMENT OF PAY	
SCALES SINCE 1972.....	130
COMPENSATORY	
Revision of the rates of _____ Allowances	8
conditions 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	43
consolidated scale	1, 2
Consolidated scale	6, 15
CONVEYANCE ALLOWANCE	9, 25, 60
<i>Cost of blood Transfusion.....</i>	47
CYCLE ALLOWANCE	9
<i>Daily Allowance</i>	47
DAILY ALLOWANCE	
_____ Special and Ordinary rates.....	65
DEARNESS ALLOWANCE	28, 29
<i>Dearness Allowances, Local Compensatory</i>	
<i>Allowance and Rest and Recreation Allowance</i>	
.....	44
<i>Definition of "family"</i>	47
Definitions	1, 15, 30
<i>Design Allowance</i>	47
<i>Encashment of leave Preparatory to Retirement</i>	
.....	48
<i>Entertainment Allowance.....</i>	44
establishments paid from contingencies.....	1
EXEMPTION	
_____ from School Fee	8
EXISTING AND REVISED PAY SCALES 84	
Existing Civil Servant.....	30
Existing Dearness Allowance, Special Dearness	
Allowance and Additional Dearness	
Allowance.....	33
existing Government servant.....	1
Existing Government Servant	16
Existing pay	1, 2, 14, 16
Existing Pay.....	10, 30, 31, 84, 109
EXISTING, MODIFIED AND THE REVISED	
PAY SCALES (BPS-1-15).....	75
EXTENSION	
_____ of the principle of moveover to all	
employees	68
FIXATION	
_____ of pay.....	14
FIXATION OF CADRE STRENGTH OF	
SECRETARIAT SERVICE SECTION	
OFFICERS	111
<i>Fixation of Pay</i>	3, 35, 44
<i>Fixation of pay in Basic Scales.....</i>	42

<i>Fixation of pay in the National Pay Scales</i>	17
<i>Fixation of Pay in the National Pay Scales.....</i>	3
<i>Fixation of pay in the Revised National Pay Scales</i>	33
<i>Fixation of pay on promotion</i>	4, 19, 35
<i>Fixation of Pay on transfer from a lower scale to a higher scale</i>	35
FRINGE BENEFITS	
Revision of pay scales and ____ of the Punjab Government Employees 1987.....	58
Revision of Pay Scales scheme of Basic Pay Scales and ____ of the Punjab Govt. Employees 1983	42
<i>General</i>	48
Government	2
<i>Government servants engaged on contract</i>	21
Grades	5
GRANT 8, 28, 29, 30, 58, 59, 64, 71, 72, 78, 108, 109, 110, 111	
____ of other benefits to the non-gazetted Government servants	8
GRANT OF 33% SELECTION GRADE TO PRIVATE SECRETARIES	110
GRANT OF COMPENSATORY ALLOWANCES	25
GRANT OF SELECTION GRADE	108
GRANT OF SELECTION GRADE TO A SINGLE POST.....	111
GRANT OF SELECTION GRADE TO CLERKS	58
GRANT OF SELECTION GRADE TO NAIB QASIDS AND DAFTRIES.....	111
GRANT OF SELECTION GRADE TO SUPERINTENDENTS	109
HIGH SCHOOLS.....	46
holders of the teaching posts	1
HOUSE RENT ALLOWANCE . 9, 25, 29, 30, 60	
____ shall be admissible at Lahore, Rawalpindi, Faisalabad and Multan to all non-gazetted Government servants posted at	9
Increments in the National Pay Scales.....	4, 19
INDEXATION	
____ of pension to the pensioners of the Punjab Government	65
INDEXATION OF CONVEYANCE ALLOWANCE	60
INITIAL FIXATION OF PAY	58
<i>Interest on House building advance</i>	47
INTRODUCTION OF NATIONAL PAY SCALES.....	11
MEDICAL ALLOWANCE.....	60, 73
MESS ALLOWANCE	73
MIDDLE SCHOOLS	46
MILEAGE ALLOWANCE	
____ Existing and Revised rates	64
<i>Modification of Scales in case of certain posts</i>	43

<i>Move-over.....</i>	42
____ shall be allowed in cases where an employee cannot be promoted for want of a vacancy	43
MOVEOVER	
Admissibility of ____ moveover to the civil servants during LPR	68
Extension of the principle of ____ to all employees of the Punjab Government	68
move-over in the case of technical and professional categories	43
National Pay Scale... 3, 4, 5, 8, 11, 12, 14, 16, 17, 18, 19, 20, 21, 25, 26, 27, 32, 33, 34, 35, 36, 37, 42, 44	
National Pay Scales . 3, 4, 5, 8, 11, 12, 16, 17, 19, 20, 21, 25, 26, 27, 33, 37	
<i>Non-Practicing Allowance</i>	45
Number of Advance increments for	
____ Matric.....	71
____ BA/BSc	71
____ FA/FSc	71
____ MA/MSc	71
OPTION FORM.....	39
OVERTIME ALLOWANCE ADMISSIBLE TO STAFF CAR DRIVERS	73
Pay. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 42, 43, 44, 47, 49, 50, 52, 58, 65, 70, 71, 76, 77, 80, 81, 83, 84, 109, 110, 111	
PAY	
Fixation of ____	14
Pay admissible to Apprentices/Stipendiary students	4
PAY REVISION RULES, 1973.....	15
PAY REVISION RULES, 1977	30
PENSION & RETIREMENT BENEFITS	82
<i>Practice Compensatory allowance</i>	45
PRINCIPLE	
Extension of the ____ of moveover to all employees of the Punjab Government	68
Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973	31
Punjab (Non-Gazetted) Civil Services (Pay Revision) Rules, 1972	31
Punjab (non-gazetted) Civil Services (Pay Revisions) Rules, 1972	1
Punjab (Non-Gazetted) Teaching Staff (National Pay Scales) Rules, 1973	31
Punjab Senior Teaching Posts (National Pay Scales) Rules, 1974	31
QUALIFICATION PAY FOR SAS ACCOUNTANTS.....	79
<i>Qualification Allowance</i>	47
QUALIFICATION PAY FOR SENIOR OFFICERS.....	78
RATES	

Punjab Estacode 2007

Revision of the ____ of Compensatory Allowances.....	8
rates of transfer grant	64
REIMBURSEMENT	
____ of Tuition Fees	15
Relaxation	5, 22, 37
RESEARCH ALLOWANCE.....	61
Revised National Pay Scale.....	33, 34, 35, 36, 37, 42, 44
Revised National Pay Scales.....	31
REVISED NATIONAL SCALES OF PAY	38
revised pay scales.....	1, 15, 77, 81
REVISION	
____/GRANT OF COMPENSATORY ALLOWANCE/SPECIAL PAYS TO GAZETTED GOVERNMENT SERVANTS CONSEQUENT UPON REVISION OF PAY SCALES.....	25
REVISION	
____ of the rates of compensatory allowances .	8
____ of pay scales and fringe benefits of the Punjab Government Employees 1987	58
____ of pay scales scheme of Basic Pay Scales and Fringe Benefits	42
REVISION OF BASIC PAY SCALES	
____ and fringe benefits of civil employees in BS-16 to BS-22 of the Punjab Government	77
REVISION OF PAY SCALES... 8, 12, 42, 58, 66, 70, 81, 85, 105, 106, 108, 113	
____ and fringe benefits of civil employees (BS-1-22) of Punjab Government (1994)	85
____ and fringe benefits of civil employees (OBS-1-22) of Punjab Government (1994)	81
Right of option.....	2, 17, 32
Schedule	2
SCHOOL FEE	
Exemption from ____	8
Selection.....	5
SELECTION GRADE TO ASSISTANTS.....	59
Selection Grades.....	5, 21
SENIOR POST ALLOWANCE	79
SENIOR POSTS ALLOWANCE	25
Short title	1, 15, 30
SPECIAL ALLOWANCE	61
Special Pay	21, 37, 44
SPECIAL PAY	
Admissibility of ____ of lower post on moveover to the next higher scale - foixation of pay	104
SPECIAL PAY OF POLICE OFFICERS	26
SPECIAL PAYS	72
Special Research Allowance	47
Stipendiary	4
Stipendiary students.....	4
SUMPTUARY ALLOWANCE OF DEPUTY COMMISSIONERS	26
Teaching Allowance	45
Technical Pay	21
TUITION FEES	
Reibursement of ____	15
UNIFORM ALLOWANCE	73
VERIFICATION OF SERVICE	
____ FOR PURPOSE OF PENSION.....	112
Warden Allowance.....	45
WASHING ALLOWANCE	9
WASHING ALLOWANCE ADMISSIBLE TO LIVERIED STAFF	73
work-charged establishment	1