

Definitions

Pay: - Means the amount drawn monthly as substantive Overseas Pay, Technical Pay, Special Pay and any other emoluments which may specially be classed as pay by the Government.

Special Pay: - Means an addition of the nature of pay consideration of the specially arduous nature of the duties; specific addition to the work or responsibility; or the unhealthiness of the locality in which the work is performed.

Personal Pay: - Means additional pay granted to Government servant to save him from a loss of substantive pay in respect of permanent post other than a tenure post due to a revision of pay.

Overseas Pay: - Means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile.

Technical Pay: - Means pay granted in consideration of Possessing minimum technical qualifications for a post.

Substantive Pay: - Means the pay other than special personal pay or emoluments classed as pay, to which a servant is entitled on account of a post to which he has appointed substantively.

Time Scale Pay: - Means pay which rises by periodical increments from a minimum to a maximum.

Presumptive Pay: - Means the pay to which a Government servant would be entitled if he held the post substantively and performing its duties.

Permanent Post: - Means a post carrying definite rate of sanctioned without limit of time.

Temporary Post: - Means a post carrying a definite rate of pay sanctioned for a limited time.

Tenure Post: - Means a permanent post which an individual Government servant may not hold for more than a limited period.

Identical Time Scale: - Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time scales are identical.

Same Time Scale: - A post is said to be on the same time scale as another post on a time scale, if the two scales are identical and the posts fall within a cadre.

Cadre: - Means the strength of service or a part of a service sanctioned as a separate unit.

Subsistence Grant: - Means a monthly grant made to a Government servant who is not in receipt of pay or leave salary.

Fixation of Pay on Change of Scale of Post: - The holder of a post, the pay of which is changed, shall be treated as having been transferred to another post on the new pay, provided that he may at his option retain his old pay until the date on which he earns next increment or any subsequent increments in the old scale, or until he vacates his post or ceases to draw pay in the time scale. The option once exercised is final.

Fixation of Pay on Promotion: -

i) In cases of promotion from a lower to a higher post, carrying BPS 2 to 19, where the stage in the Basic Scale of pay of the higher post, next above the substantive pay in the lower post, gives a pay increase equal to, or less than a full increment, the initial pay in the Basic Scale of pay of the higher post, will be fixed after allowing a premature increment in the Basic scale of pay of the higher post.

ii) In cases of Government servants appointed to posts in BPS-20 and above, on completion of the following minimum length of service prescribed for the relevant scale, pay in the scale of higher post will be fixed at the next stage plus a premature increment but if the minimum length of service prescribed for posts in BPS-19 and above has not been completed, the pay will be fixed ., at the minimum of the scale of the post, and for the purpose of .1 drawal of increment in the scale of the post, the service in that scale will count only from the date of completion of the prescribed length of service.

B-19 12 years in B-17 & above.

B-20 17 years in B-17 & above.

B-21 22 years in B-17 & above.

B-22 22 years in B-17 & above.

iii) For calculating the service rendered in BPS-17 and above, half of the service rendered in BPS-16 and 1/4th of service rendered in scale below 16, if any, shall be added for the purpose computing total length of service. iv) In cases where an employee, before reaching I maximum of a Basic Scale of pay, is appointed to another post 0 higher Basic Scale of Pay between 2nd June and 30th November a calendar year he may, at his option, get his pay in the higher scale re-fixed from 1st December of the above year of promotion reference to his presumptive pay on that date in the pre-promotion scale.

Fixation of Pay on Move Over: -

The fixation of pay in the higher scale will be done at the stages next above the maximum of

the lower scale. Move-over is admissible only in BPS-1 to BPS-19. The gazetted employees shall not be allowed two successive movers now ever, if in employee having moved over to a particular scale, is subsequent promoted to a post carrying the same scale, he will again be eligible for further move-over.

Fixation of Pay on the Award of Selection Grade: -

The initial pay in the higher scale will be fixed at the stage above the pay admissible in the lower post plus one premature increment in the BPS of higher scale.

Fixation of Pay On Promotion to a Higher Post in which He is already drawing pay by virtue of Move-over: -

Pay will be enhanced by one stage.

Fixation of Pay on Up-gradation of Post: -

Initial pay in the BPS of higher post will be fixed at the stage, next above the pay admissible in the lower scale.

Fixation of Pay on Reversion to a Lower Post or Reduction of Stage: - .

If a Government servant is transferred from a higher to a lower grade or post, as measure of punishment, the competent authority may allow him to draw any pay as it may deem proper, subject to the condition that it should not exceed the maximum of the scale of the lower grade or post. In a case where a Government servant on account of misconduct or inefficiency is reduced to a lower grade or post or to a lower stage in the time-scale, the competent authority should clearly state the period for which the punishment would be effective and whether, on restoration, it would operate to postpone future increments and, if so, to what extent.

Fixation of Pay on Promotion on Acting Charge Basis: -

During the period of such appointment, a Government servant will be entitled to draw fixed pay equal to the minimum stage of the Jay at which his pay would have been fixed had he been appointed to that post on regular basis. The Govt. servant who has completed the prescribed length of service will be entitled to subsequent increments.

Fixation of Pay on Promotion on Current Charge Basis/Combination of appointments: -

He will be entitled to his own grade pay plus additional pay equal to 20 % of his grade pay,

up-to a maximum of Rs.800/ -P .M.

Fixation of Pay on Re-Employment: -

When a retired civil servant is re-employed under Govt. or under the Govt. owned controlled autonomous/semi autonomous bodies and Corporations, after superannuation or after completion of 30 years pension-able service, the initial pay of such a Government servant shall be fixed at the minimum of the scale of pay of the post in which he is re-employed. Increments will be earned under normal rules and full pension will be admissible in addition to pay.

In the case of retired Government servants other than those above, the mode of fixation will be as under: -

a) Where the new post carries a fixed pay, he should be allowed the pay of that post less pension.

b) Where the new post carries a time scale of pay: -

i) If the substantive pay last drawn by the officer before retirement was less than the minimum of the scale of the new post, he should be allowed the minimum of the scale less pension. (Cont. page 54)

ii) If the substantive pay last drawn was more than the minimum of the scale but less than the maximum of the scale of the post, his pay should be fixed at the stage in the scale corresponding to the pay last drawn or if there be no such stage, at the next lower stage in the scale. From the pay fixed the amount of pension should be deducted.

iii) Where the substantive pay drawn immediately before retirement was more than maximum of the scale of the post which the officer is employed, his pay may be fixed at the minimum of the scale of the post in which he is re-employed and he may be allowed to draw his pension in addition to the pay fixed subject to the condition that the initial pay fixed plus the amount of pension does not exceed the substantive pay drawn by him immediately before retirement. Once the pay, so fixed he will be entitled to draw increments in the scale of the post provided that the amount of pay (including increments) plus pension does not, at any stage, exceed the substantive pay drawn before retirement.

c) A re-employed Government servant should earn increment in all cases where pay has been fixed in a scale at a stage lower than the maximum.

d) In case a re-employed pensioner is promoted to a higher post his pay should be fixed in such a manner as if he was a servant officer with the difference that from the pay so determined the pension would be deducted.

e) In a case where officiating pay higher than the substantive pay was drawn for a continuous period of 3 years or more immediately before retirement, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of these orders.

f) These principles should also be followed in case of appointments to statutory posts as those of Governors, Speakers, Ministers etc. A retired official appointed to any statutory post should draw the pay of the post less the amount of pension drawn by him.

g) The pay of the retired military personnel re-employed in civil posts may also be fixed in accordance with the above principles. In their Case substantive pay shall also include the following employments; provided that they were drawn before retirement/release/leave/leave pending re-retirement for a continuous period of three years or more: -

- i) Command/Staff/Charge Pay.
- ii) Instructional Pay.
- iii) Qualifications Pay.
- iv) Disturbance Pay.

h) The word "Pension" wherever used in these orders means pension before commutation and / or surrender.

Notifications

NO.B01/1-22/2003-2004/FD
Dated Peshawar the 9th Sept, 2003

Subject:- INCREASE IN THE SALARY OF FIXED PAY EMPLOYEES.

I am directed to refer to the subject noted above and to say that Provincial Government has increased the salaries of Fixed Pay employees of particular departments which has been explained in Letter No:B1/1-22/94/FD Dated 24/07/1999 by an amount of 300 Rupees monthly.

NO.FD(SR.I)6-1/2001
Dated Peshawar 18th January
2002.

Subject:- APPOINTMENT/POSTING OF OFFICERS/OFFICIALS OF LOWER PAY SCALES AGAINST POSTS OF HIGHER PAY SCALES.

I am directed to refer to the captioned subject .

2. It has been observed that various Departments are appointing/posting officers/officials of lower pay scales against posts carrying higher pay scales of pay. This is not only violative of the Standing Instructions issued by the Establishment Department but has also resulted in hardship to the employees so posted in drawl of pay.

3. It has been decided with the approval of the competent authority, that whenever officers/officials of lower pay scales are posted against higher pay scales due to exigencies of services or through adjustment, the said post automatically shall stand downgraded as long as the said incumbents stays against such post. Departments concerned while issuing posting notification must also notify simultaneously downgrading of the Accountant General NWFP, Finance Department and Establishment and Administration Department.

4. The offices' of the Accountant General and District Accounts Officers, shall comply these instructions very strictly. It is requested that these instructions may please be circulated to your Subordinate offices/ Attached Departments/District Officer for information and compliance.