

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

RESOLUTION

No. 35168 /HE Bhubaneswar, dated the 22.12, 2017.
HE-FE-VI-PLAN-0270-2017

Sub- Revised Scale of Pay, 2017 for the employees of Non-Government Aided Colleges.

Pursuant to Finance Department Resolution No.26347/F, dated.07.09.2017, Government have been pleased to allow the revision of scales of pay of the teaching and non-teaching staff of the Non-Government fully Aided Colleges on notional basis with effect from 1st January, 2016 and actual financial benefits with effect from 1st October, 2017.

2. The revised scales of pay shall apply only to those teaching and non-teaching staff who have been appointed on regular manner against the approved posts carrying the regular scales of pay in due observance of relevant rules prescribed from time to time for the Non-Government Aided Colleges and are in the receipt of full grant-in-aid from Government. These scales of pay shall not apply to the teaching and non-teaching staff of colleges presently covered under 'Block Grant' or partial Grant-in-Aid.

3. For the purpose of this Resolution:-

- (i) "Basic pay" in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix but does not include any other type of pay like special pay;
- (ii) "Cell" means the pay arranged vertically against the corresponding Pay Band and Grade Pay or Level of the Pay Matrix;
- (iii) "Department" means Higher Education Department of the Government;
- (iv) "Employee" means the employee as defined in Para-2;
- (v) "existing basic pay" means pay drawn in the prescribed existing Pay Band (including -1S) and Grade Pay, including stagnation increment, personal pay granted to protect the total emoluments on account of loss of pay, advance increments granted, if any, but does not include any other type of pay like "special pay";
- (vi) "existing Pay Band and Grade Pay" in relation to a pay band and grade pay of an employee of Non-Government Aided College means the Pay Band and the Grade Pay (including -1S) applicable to the post held by the employee or, as

the case may be, any personal pay in the Pay Band and Grade Pay applicable to him as on the 1st day of January, 2016 whether in a substantive or temporary capacity;

- (vii) "existing pay structure" in relation to an employee of Non-Government Aided College means the present system of Pay Band and the Grade Pay (including -1S) applicable to the post held by the employee as on the 1st day of January, 2016 whether in a substantive or officiating capacity.
- (viii) "existing emoluments" means the sum of existing basic pay and existing dearness allowance allowed to the basic pay as on the 1st day of January, 2016;
- (ix) "Government" means the Government of Odisha;
- (x) "Head of Office" means the Principal of Non-Government Aided College;
- (xi) "Level" in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay attached to the post/ grade as specified in the First Schedule;
- (xii) "Pay in the Level" means pay drawn in the appropriate Cell of the Level as specified in the First Schedule;
- (xiii) "Pay matrix" means Matrix as specified in the First Schedule, with Levels of pay arranged in vertical Cell as assigned to corresponding existing Pay Band and Grade Pay.
- (xiv) "revised pay structure" in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing Pay Band and Grade Pay of the post unless a different revised Level is notified separately for the post;
- (xv) "revised emoluments" means the pay in the Level of an employee of Non-Government Aided College in the revised pay structure;
- (xvi) "Schedule" means schedule to this resolution;

Note - A list of existing Pay Band and Grade Pay and their corresponding level in the revised pay structure in the Pay Matrix is as specified in the **First Schedule**.

4. Level of posts.

The Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay as specified in the Pay Matrix.

5. Introduction of Pay Matrix and date of its effect.

The Pay Matrix, in replacement of the Pay Band and Grade Pay as in force immediately, shall be as specified in First Schedule. The revised pay structure shall have notional effect from the 1st January, 2016 and with actual financial benefits from the 1st October, 2017.

6. Fitment Principle.

- (i) The pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay (pay in Pay Band + Grade Pay) as on 01.01.2016 by a factor of 2.57 rounded off to the nearest rupee and the figure so arrived at will be located in that entitled Level in the Pay Matrix. If an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level in the Pay Matrix.
- (ii) If the first Cell in the applicable Level is more than the amount arrived at as per sub-para (i) above, the pay shall be fixed at the first Cell of that applicable Level.

7. Drawal of pay in the revised pay structure.

An employee of Non-Government Aided College shall draw pay in the corresponding pay in the Level of the Pay Matrix in the revised pay structure applicable to the post to which he is appointed. However,

- (i) An employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure. But, in no case an employee shall opt to continue in existing pay structure beyond the date of issue of this resolution.
- (ii) The option to retain the existing pay structure shall be admissible only in respect of one existing Pay Band and Grade Pay.
- (iii) The aforesaid option shall not be admissible to any person appointed to a post as fresh recruit on or after the 1st January, 2016.

8. Exercise of option.

All employees shall be deemed to have come over to the revised pay structure with effect from the 1st January, 2016 except where the employee has opted for a date after 01.01.2016 under the provisions of this resolution.

No option shall however be exercised in case of direct recruits appointed on or after 01.01.2016

- (i) The option under this para shall be exercised in writing in the **Second Schedule** annexed in this resolution so as to reach the Head of Office within three months from the date of issue of this resolution or where an existing pay band grade pay has been revised by any order made subsequent to that date, within three months of the date of such order.
- (ii) (a) In case of an employee who is on the date of such publication of the resolution or, as the case may be, date of such order is on leave the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post and or within three months from the date of publication of this resolution to the Head of Office.
 (b) Where an employee is under suspension on the date of 1st January, 2016, the option may be exercised within three months of the date of his return to his duty after 1st January, 2016.
- (iii) If the intimation regarding option is not received within the stipulated period, the employee shall be deemed to have elected to be governed by the revised pay structure with effect on and from the 1st January, 2016.
- (iv) The option once exercised shall be final.
- (v) Persons whose services were terminated on or after 1st January, 2016 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or removal on disciplinary grounds are entitled to the revision of pay.
- (vi) Persons who have died on or after the 1st January, 2016 and could not exercise option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the day of 1st January, 2016.
- (vii) Persons who were on earned leave or any other leave on 01.01.20016 which entitled them to leave salary will be allowed such benefits.

- (viii) Persons who have retired from service after 01.01.2016 shall exercise option to come over to the revised pay structure so as to reach the Head of Office within three months from the date of publication of this resolution.

9. Fixation of pay in the revised pay structure.

The initial pay of an employee who elects, or is deemed to have elected under para-8 of this Resolution to be governed by the revised pay structure on and from the 1st January, 2016, be fixed in the following manner:-

- (i) the pay in the applicable Level in the Pay Matrix attached to a post shall be the pay obtained by multiplying the existing basic pay as on 01.01.2016 by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix;
- (ii) if the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-para(i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.
- (iii) Where the existing emoluments exceed the revised emoluments in the case of any employee, the difference shall be allowed as "Personal Pay" to be absorbed in future increases in pay.
- (iv) Fixation of pay in the revised scale shall be made in the form appended to this resolution as **Third Schedule**.
- (v) Where in the fixation of pay under sub-para (i), the pay of an employee, who, in the existing pay structure was drawing immediately before the 1st day of January, 2016 more pay than another employee junior to him in the same grade in the cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior;
- (vi) In case where a senior employee promoted to a higher post before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2016, the pay of the senior employee in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with

effect from the date of promotion of the junior employee subject to the fulfilment of the following conditions, namely :-

- (a) Both the junior and senior employee should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;
 - (b) The existing pay structure and the revised pay structure of the lower and higher post in which they are entitled to draw pay should be identical;
 - (c) The senior employee at the time of promotion should have been drawing equal pay or more pay than the junior in the existing pay structure and the revised pay structure of both the employees before and after promotion should be identical;
 - (d) The senior employee must be senior to the junior employee both in the lower post as well as in the higher post i.e. in the promotional post;
 - (e) If in the lower post, the junior officer was drawing more pay in the pre-revised pay structure than the senior on account of pay protection, advance increment(s) and fixation of pay due to exercise of option, provision of this sub-rule need not be invoked to step up the pay of the senior officer;
- (vii) Where the pay of an employee is fixed in the revised scale at a stage equal to the stage of another employee junior to him on 01.01.2016, but subsequently, the junior employee gets more pay than him due to grant of next increment in the revised structure after 01.01.2016 earlier than him, in such eventuality the increment of the senior shall be antedated or the pay shall be stepped up to that stage of the junior. The next increment of the senior after such antedation/ stepping up of pay shall be on the date the junior gets.
- (viii) An employee who is on leave on the 1st day of January, 2016 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.
- (ix) An employee who is on study leave on the 1st day of January, 2016 shall be entitled to pay in the revised pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.

- (x) An employee under suspension shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

10. Fixation of pay in the revised pay structure of an employee appointed as fresh recruits on or after 01.01.2016.

The pay of employees appointed by direct recruitment or by regularisation from contractual service on or after 1st day of January, 2016 shall be fixed at the minimum pay of the first Cell in the Level, applicable to the post to which such employees are appointed:

Where the existing emoluments of an employee appointed on or after 1st January, 2016 happen to exceed the first Cell of the Level, as applicable to the post to which such employee is appointed on or after 1st January, 2016, such difference shall be paid as "Personal Pay" to be absorbed in future increments in pay.

11. Increment in Pay Matrix.

After fixation of pay in the appropriate Level in the Pay Matrix as specified in paragraph-9 above, the subsequent increment in the Level shall be at the immediate next higher Cell vertically arranged.

12. Date of next increment in the revised pay structure.

The date of next increment in the revised pay structure shall be twelve months from the date of last increment sanctioned. In case where the pay is fixed in the revised pay structure at the minimum pay or the first Cell in the Level, the date of next increment shall be the anniversary of date of coming over to the revised pay structure.

13. Revision of pay from a date subsequent to 1st day of January, 2016.

Where an employee who continues to draw his pay in the existing pay structure is brought over to revised pay structure from a date later than the 1st day of January, 2016, his pay in the revised pay structure shall be fixed in the manner prescribed in para-9 of this resolution.

14. Fixation of pay on promotion on or after 1st day of January, 2016.

The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner:-

- (i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the level to which promoted, he shall be placed at the next higher Cell in that level. However, if the pay in the Level after adding an increment is less than the minimum Cell of the higher Level to which the employee is promoted, pay shall be stepped up to such minimum Cell of that higher Level. In case where promotion is made in same Level, the pay shall be fixed in the promotional post at immediate next higher Cell of the said Level.
- (ii) If an employee exercised option to fix his promotional pay not from the date of joining in the promotional post but from a later date with accrual of an increment in the lower post and to re-fix his promotional pay in the appropriate Cell in the higher Level, in such eventuality, the pay at the Cell in the Level attached to the lower post immediately before promotion is to be fixed at the appropriate Cell equal to the amount in the higher Level attached to the promotional post on the date of joining, if no such Cell is available in the higher Level then, the pay is to be fixed in the Cell next below the pay drawn in the lower post and the excess amount shall be drawn as "Personal Pay" up to the date of accrual of increment in the lower post. After accrual of increment in the lower post by moving to next higher Cell in the lower Level, the pay shall be again-re-fixed in the manner prescribed in sub-para(i) of this para above. In case the pay of the employee in lower Level when placed in the promotional or upgraded Level on account of exercise of option becomes less than the minimum pay or first Cell of that promotional/upgraded Level then the pay is to be placed at the minimum pay or the first Cell of that Level. Such option shall have to be exercised by the Government servant within one month from the date joining in the promotional post or within one month from the date of issue of this resolution as the case may be in the prescribed format appended as **Fourth Schedule** of this resolution.

15. Modified Assured Career Progression Scheme (MACPS).

The Modified Assured Career Progression Scheme (MACPS) is introduced with effect from the 1st January, 2016 for both teaching and non-teaching employees of Non-Government Aided Colleges to address the stagnation in the scale. There shall be three financial up-gradations under MACP Scheme counted from the direct entry grade in absence of promotion. The financial benefit on such upgradation of pay shall

be notional w.e.f 01.01.2016 and actual benefit will be from 01.10.2017. The Scheme is as follows:-

- (i) There shall be three financial up-gradations under the MACPS, counted from the direct entry grade i.e. the date of availing 100% Grant for the post on completion of 10, 20 and 30 years of service respectively. An employee before getting MACP if avails first promotion, he shall not be considered for 1st MACP. Similarly after availing 1st MACP, if he gets 1st promotion, this shall be covered as 1st financial up gradation under the scheme. The second financial up gradation under MACP shall be 10 years after the 1st promotion/Career Advancement Scale or 20 years whichever is earlier. Second promotion prior to that, shall cover the 2nd MACP. The third financial up gradation will be further 10 years from 2nd promotion or 2nd MACP whichever is earlier. The 3rd MACP stands covered if the 3rd promotion availed prior to the above;
- (ii) The MACPS envisages merely placement in the immediate next higher Level in the Pay Matrix. Thus, the Level at the time of financial up-gradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher Level attached to the next promotion post in the hierarchy of the concerned cadre will only be at the time of regular promotion;
- (iii) The financial up-gradations under the MACPS would be admissible up-to the Level-14 in the Pay Matrix;
- (iv) There shall be a Screening Committee to decide the eligibility of the employee for up-gradation under MACPS. The Screening Committee shall follow a time schedule and meet twice in a financial year, preferably in the first week of January and first week of July every year for advance processing of the cases maturing in that half year. Accordingly, cases maturing during the first-half, i.e. April to September of a particular financial year shall be taken up for consideration by the Committee in the first week of January. Similarly, the Screening Committee meeting in the first week of July shall process the cases that would be maturing during the second-half, i.e. October to March of the same financial year. Appointing Authority shall constitute Screening Committee for MACPS;
- (v) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial up-gradation under the scheme. There shall, however, be no further fixation of pay at the time of regular promotion;

- (vi) Promotions earned in the post carrying same Level in the promotional hierarchy as per recruitment rules shall be counted for the purpose of MACPS. In cases, where the promotional post carries the same Level in their recruitment rules, then the employee in financial up-gradation under MACP Scheme shall move to the next immediate higher Cell instead of next higher Level;
- (vii) If a financial up-gradation under the MACPS is deferred and not allowed after 10 years in a Level, due to the reason of the employee being unfit or due to pendency of departmental proceedings, or judicial proceedings this would have consequential effect on the subsequent financial up-gradation which would also get deferred to the extent of delay in grant of first financial up-gradation. The approach would be same for similar eventualities arising at 20 or 30 years as the case may be;
- (viii) In the matter of disciplinary or judicial proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall be regulated under the laws under which the judicial proceedings are instituted, as the case may be;
- (ix) On grant of financial up-gradation under the scheme, there shall be no change in the designation, classification or higher status.
- (x) The MACPS contemplates merely placement on personal basis in the immediate higher Level/grant of financial benefits only and shall not amount to actual functional promotion of the employees concerned. Therefore, no reservation orders shall apply to the MACPS. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ ST in the Screening Committee meant to consider cases for grant of financial up-gradation under the Scheme;
- (xi) Financial up-gradation under the MACPS shall be purely personal to the employee and shall have no relevance to his position of seniority in the grade. As such, there shall be no stepping up of pay/ antedation of increment between senior and junior after regulation of pay under MACPS;
- (xii) Pay drawn in the Level allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee;
- (xiii) If a regular promotion in due course is refused by the employee before becoming entitled to a financial up-gradation, then there shall be no financial up gradation under MACPS as the employee has not been stagnated due to lack of promotional opportunity. If, however, financial

up-gradation has been allowed due to stagnation and the employee refuses the subsequent promotion, it shall not be a ground to withdraw the financial up-gradation. He shall, however, not be eligible to be considered for further financial up-gradation till he agrees to be considered for promotion again and the next financial up-gradation shall also be deferred to the extent of period of debarment due to such refusal. Similarly, refusal of MACP is automatically construed as refusal of promotion in the same manner;

- (xiv) Up-gradation of post in a cadre shall not be considered as an up-gradation under the MACPS;
- (xv) There shall be no further financial up-gradation under MACPS, if an employee has already availed three financial up-gradations under MACPS/ Promotion;
- (xvi) If there is no fixation of pay on promotion on account of availing benefits under MACPS, the usual date of increment shall be retained;
- (xvii) All promotions within or across the cadre supported by rules shall be considered as up-gradations under MACPS. An employee joining a post as an outsider will be counted afresh in that post for MACP benefits;
- (xviii) Financial up-gradation in favour of an employee under MACPS shall not be considered if he is found unsuitable for promotion or does not fulfill the conditions for promotion;
- (xix) The pay of an employee shall be fixed on 01.01.2016 under MACP scheme stage-wise on completion of 20 and 30 years' service before 01.01.2016 without promotion as the case may be. Pay shall be fixed in 1st MACP on 01.01.2016 then in 2nd MACP on the same date in case of 20 years and then in 3rd MACP in case of 30 years of service.

16. Authority Competent to fix the pay.

The pay of the employees shall be fixed, checked and verified by the authority in the manner as in the **Annexure-I** attached to this resolution. The Pay Fixation Authority and Checking Authority shall be responsible for wrong fixation and excess drawal, if any.

17. Excess payment to be recovered.

Where in the course of fixation of pay under this resolution, any amount drawn or received as pay by any employee under any rule is found to be in excess of the amount payable to him under this resolution, the excess amount so drawn or received shall be recoverable from such employee or from his recoverable

pensionary benefits for which he shall submit an undertaking as specified in the **Fifth Schedule**.

18. Mode of Payment.

The pay shall be fixed notionally with effect from 01.01.2016 or the date to which the employee has opted to come over to the revised scale of pay after 01.01.2016 and actual financial benefits shall be given with effect from 01.10.2017. No arrear salary on the revised rate for the period from 01.01.2016 to 30.09.2017 shall be drawn in any case. However, in case of the employees already retired between 01.01.2016 to 30.09.2017, the pay shall be fixed notionally in the manner stated above and the pay so arrived notionally after fixation on the date of retirement shall be the pay for determination of pension and pensionary benefits.

19. Interpretation.

If any question arises relating to the interpretation of any of the provisions of this Resolution, for removal of anomalies, omissions, difficulties, printing and clerical errors, all such matters shall be referred to Higher Education Department for clarification and decision. Any clarification/ decision on all such matters shall be issued only with the prior consultation of the Finance Department.

This Resolution issues with the concurrence of Finance Department vide their UOR No 80(m) P.C.C. dated 16.11.2017.

By order of the Governor


22/12/2017
Additional Chief Secretary

FIRST SCHEDULE
Pay Matrix

Pay Band	(4440-14680)	(4440-14680)	4440-14680	(5200-20200)						(9300-34800)				(15600-39100)		
	Grade Pay	1300	1400	1650	1800	1900	2000	2200	2400	2800	4200	4600	4800	5400	6600	7600
Pay Band	(4750-14680)	(4860-14680)	(4930-14680)													
Grade Pay	1500	1600	1750													
Pay Band	Pay Band	(4750-14680)	(4930-14680)													
Grade Pay	1700	1775														
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
1	16600	17200	18000	19900	21700	23600	25500	29200	35400	44900	47600	53100	67700	78800		
2	17100	17700	18500	20500	22400	24300	26300	30100	36500	46200	49000	54700	69700	81200		
3	17600	18200	19100	21100	23100	25000	27100	31000	37600	47600	50500	56300	71800	83600		
4	18100	18700	19700	21700	23800	25800	27900	31900	38700	49000	52000	58000	74000	86100		
5	18600	19300	20300	22400	24500	26600	28700	32900	39900	50500	53600	59700	76200	88700		
6	19200	19900	20900	23100	25200	27400	29600	33900	41100	52000	55200	61500	78500	91400		
7	19800	20500	21500	23800	26000	28200	30500	34900	42300	53600	56900	63300	80900	94100		
8	20400	21100	22100	24500	26800	29000	31400	35900	43600	55200	58600	65200	83300	96900		
9	21000	21700	22800	25200	27600	29900	32300	37000	44900	56900	60400	67200	85800	99800		
10	21600	22400	23500	26000	28400	30800	33300	38100	46200	58600	62200	69200	88400	102800		
11	22200	23100	24200	26800	29300	31700	34300	39200	47600	60400	64100	71300	91100	105900		
12	22900	23800	24900	27600	30200	32700	35300	40400	49000	62200	66000	73400	93800	109100		
13	23600	24500	25600	28400	31100	33700	36400	41600	50500	64100	68000	75600	96600	112400		
14	24300	25200	26400	29300	32000	34700	37500	42800	52000	66000	70000	77900	99500	115800		
15	25000	26000	27200	30200	33000	35700	38600	44100	53600	68000	72100	80200	102500	119300		
16	25800	26800	28000	31100	34000	36800	39800	45400	55200	70000	74300	82600	105600	122900		
17	26600	27600	28800	32000	35000	37900	41000	46800	56900	72100	76500	85100	108800	126600		
18	27400	28400	29700	33000	36100	39000	42200	48200	58600	74300	78800	87700	112100	130400		
19	28200	29300	30600	34000	37200	40200	43500	49600	60400	76500	81200	90300	115500	134300		
20	29000	30200	31500	35000	38300	41400	44800	51100	62200	78800	83600	93000	119000	138300		
21	29900	31100	32400	36100	39400	42600	46100	52600	64100	81200	86100	95800	122600	142400		
22	30800	32000	33400	37200	40600	43900	47500	54200	66000	83600	88700	98700	126300	146700		
23	31700	33000	34400	38300	41800	45200	48900	55800	68000	86100	91400	101700	130100	151100		
24	32700	34000	35400	39400	43100	46600	50400	57500	70000	88700	94100	104800	134000	155600		
25	33700	35000	36500	40600	44400	48000	51900	59200	72100	91400	96900	107900	138000	160300		
26	34700	36100	37600	41800	45700	49400	53500	61000	74300	94100	99800	111100	142100	165100		
27	35700	37200	38700	43100	47100	50900	55100	62800	76500	96900	102800	114400	146400	170100		
28	36800	38300	39900	44400	48500	52400	56800	64700	78800	99800	105900	117800	150800	175200		
29	37900	39400	41100	45700	50000	54000	58500	66600	81200	102800	109100	121300	155300	180500		
30	39000	40600	42300	47100	51500	55600	60300	68600	83600	105900	112400	124900	160000	185900		
31	40200	41800	43600	48500	53000	57300	62100	70700	86100	109100	115800	128600	164800	191500		
32	41400	43100	44900	50000	54600	59000	64000	72800	88700	112400	119300	132500	169700	197200		
33	42600	44400	46200	51500	56200	60800	65900	75000	91400	115800	122900	136500	174800	203100		
34	43900	45700	47600	53000	57900	62600	67900	77300	94100	119300	126600	140600	180000	209200		
35	45200	47100	49000	54600	59600	64500	69900	79600	96900	122900	130400	144800	185400			
36	46600	48500	50500	56200	61400	66400	72000	82000	99800	126600	134300	149100	191000			
37	48000	50000	52000	57900	63200	68400	74200	84500	102800	130400	138300	153600	196700			
38	49400	51500	53600	59600	65100	70500	76400	87000	105900	134300	142400	158200	202600			
39	50900	53000	55200	61400	67100	72600	78700	89600	109100	138300	146700	162900	208700			
40	52400	54600	56900	63200	69100	74800	81100	92300	112400	142400	151100	167800				

SECOND SCHEDULE

**Application Form for exercising option to come over to the
Revised Scales of Pay, 2017**

1. (i) I _____ holding the post of _____ and drawing pay in the Pay Band and Grade Pay of _____ do hereby elect the revised pay structure with effect from the 1st day of January, 2016.

OR

(ii) I _____ holding the post of _____ and drawing pay in the Pay Band and Grade Pay of _____ do hereby elect to continue on the existing Pay Band and Grade Pay until the date _____ (i.e. the date of my next increment/ promotion/vacate or cease to draw pay in the existing pay structure).

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date : _____

Signature : _____

Designation : _____

Office : _____

Signed before me _____

Head of Office

Signature : _____

Head of Office/Competent Authority

(with seal)

Date : _____

N.B.: Delete whichever is not applicable at Para-1.

THIRD SCHEDULE

Form for Fixation of Pay under the Revised Scales of Pay Rules, 2017

1.	Name of the Employee.	:	
2.	Name of the Head of Office/Principal (Designation only)	:	
3.	Post held by the employee (Substantive/Officiating)	:	
4.	Existing Pay Band and Grade Pay of the Post	:	
5.	Corresponding Level in the Pay Matrix of the Pay Band and Grade Pay of the present Post	:	
6.	Entry grade post and its corresponding Level in Pay Matrix	:	
7.	Number of promotion availed	:	
8.	Existing Basic Pay (Pay + Grade Pay)	:	
9.	Date from which option exercised to come over to revised pay structure	:	
10.	Emoluments in the existing Pay band and Grade pay on the date from which revised pay is opted. (a) Pay (including personal pay) (b) Grade Pay (c) D.A as on 01.01.2016 (d) Total emolument (a to c)	:	
11.	Pay fixed in the revised pay structure by multiplying the existing basic pay (Sl.No.8) by a factor of 2.57 and rounded off to the nearest rupee.	:	

Contd.....

12.	The Pay Cell in the appropriate Level in which the amount arrived at Sl. No.11 is exactly fitted, if no such Cell exact to the amount is available then the next above Cell in that Level. or If the amount so arrived is less than the first Cell in the Level then the pay is fitted at the first Cell of the Level. (Cell No. and the amount of pay be mentioned)	:	
13.	Date of next increment	:	
14.	Any other relevant information	:	

Pay in the Cell in the Level after increment

Date of increment	Cell No.& Pay	Level

Date :

Office :

**Signature & Designation of
Pay Fixation Officer/Competent
Authority/Head of Office**

FOURTH SCHEDULE**FORM FOR EXERCISING OPTION ON THE EVENT OF FIXATION OF PAY ON
PROMOTION**

I _____ holding the post of _____ in the Level _____ in Pay Matrix and drawing pay of Rs. _____ in the Cell _____ do hereby elect to get my pay fixed in the Level _____ under the ORSP Rules, 2017 on _____ i.e. the date of my joining in the promotional post or the date of financial up-gradation / the date of accrual of my next increment.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Signature _____

Designation _____

Office _____

Signed before me _____

Head of Office _____

FIFTH SCHEDULE**UNDERTAKING****[See Rule – 14]**

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature _____**Name :** _____**Designation:** _____**Date :** _____**Place :** _____

Annexure-I

Following procedure shall be followed up for pay fixation of the employees in the revised scale:-

1. The pay of the employees covered under this resolution shall first be fixed by the *Pay Fixation Officer* in the Third Schedule on the basis of option, if any, exercised by the employee in the Second Schedule submitted before the Head of Office. Head of Office shall sign the option form as token of acceptance on receipt of the option form from the employee and remit it along with Service Book to the Office where pay of the employee shall be fixed by the *Pay Fixation Officer*.
2. *Pay Fixation Officer* shall fix the pay of the employee within one month from the date of receipt of the records from the Head of Office. After fixation of pay in the Third Schedule, he shall send it to the *Checking Officer* in the same office along with relevant records for checking.
3. *Checking Officer* shall check the pay fixation statement in Third Schedule within 15 days from the date of receipt from the *Pay Fixation Officer*. The *Checking Officer* finding all correctness in the Third Schedule shall sign on it with Checked Seal. Thereafter, the same shall be sent to the *Verifying Officer*.
4. *Verifying Officer* shall verify the pay fixation statement of 10 percent (minimum of 10 employees) of the establishment within 15 days from the date of receipt and shall furnish a certificate to this extent with name of the employees whose pay fixation statement has been verified.
5. After completion of all such work, the salary of the current month shall be drawn immediately in the revised rate, thereafter, arrear accrued from the month of October, 2017 shall be drawn and disbursed.

The Table below shows the detail about *Pay Fixation Officer*, *Checking Officer* and *Verifying Officer*.

Sl.No.	Officers	Office	Remarks
1.	<i>Pay Fixation Officer</i>	Regional Director of Education, Bhubaneswar	To whom the Director may declare
2.	<i>Checking Officer</i>	Regional Director of Education, Bhubaneswar	To whom the Director may declare
3.	<i>Verifying Officer</i>	Higher Education Department	To whom the Secretary may declare

N.B- In case of need, the authority may declare more than one *Pay Fixation Officer*, *Checking Officer* and *Verifying Officer* to complete the work in scheduled period. Authority should ensure that there should be no delay on completion of such pay fixation.

Memo No. 35169 /HE., Dated 22.12.17

Copy forwarded to the Under Secretary to Government, Commerce Department/Director, Printing, Stationary & Publication, Odisha, Cuttack for information and necessary action, with a request to publish the Resolution in the next issue of Odisha Gazette.


Addl. Secretary to Government

Memo No. 35170 /HE., Dated 22.12.17

Copy forwarded to Accountant General (A&E), Odisha, Bhubaneswar/Accountant General (Audit), Odisha, Bhubaneswar/Finance Department/School & Mass Education Department/Registrar of all Universities/Chairman, Council of Higher Secondary Education, Odisha, Bhubaneswar/President, State Selection Board, Odisha, Bhubaneswar/Presiding Officer, State Education Tribunal, Odisha, Bhubaneswar for information.


Addl. Secretary to Government

Memo No. 35171 /HE., Dated 22.12.17

Copy forwarded to the Secretary to the Governor, Odisha/Principal Secretary to Chief Minister, Odisha/Private Secretary to Minister, Higher Education, Odisha/Private Secretary to Addl. Chief Secretary, Department of Higher Education, Odisha for information.


Addl. Secretary to Government

Memo No. 35172⁽⁵⁾ /HE., Dated 22.12.17

Copy forwarded to the Director, Higher Education, Odisha, Bhubaneswar/Director, Vocational Education, Odisha, Bhubaneswar/Regional Directors of Education, Bhubaneswar/Sambalpur/Berhampur for information and necessary action.


Addl. Secretary to Government

Memo No. 35173 /HE., Dated 22.12.17

Copy forwarded to the Principal of all Aided Colleges/Sanskrit Colleges for information and necessary action.


Addl. Secretary to Government

Memo No. 35174⁽⁵⁾ /HE., Dated 22.12.17

Copy forwarded to Finance Section/Audit Section/Section-IV(A)/(B)/VI (Guard File) for information.


Addl. Secretary to Government