



## HEADQUARTERS

कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION

(An ISO 9001-2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

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No.A-27/17/17<sup>th</sup> CPC/2016-E.III

Dated: 26.10.2016

### MEMORANDUM

**Subject: Implementation of the recommendations of the Seventh Central Pay Commission as accepted by the Central Government – Revision of pay scale of the employees of the Corporation- Reg.**

The ESI Corporation in its 169<sup>th</sup> meeting held on 06-09-2016 has given approval to amendment of the First Schedule of the ESIC (Staff and Conditions of Service) Regulations, 1959 giving effect to the implementation of the 7<sup>th</sup> Central Pay Commission's recommendations in the ESI Corporation, as accepted by the Central Government. The said approval of the Corporation has been ratified by the Ministry of Labour & Employment (MoL&E) as communicated vide their letter No.A-11014/01/2016-SS-I dated 25.10.2016.

2. In accordance with the above, the revised level as well as the initial pay in the new pay matrix corresponding to the existing pay in the Pay Band and Grade Pay applicable to various categories of employees of ESI Corporation are given at **Annexure – 1 & 2.**
3. A copy of the Central Civil Services (Revised Pay) Rules, 2016 as notified by the Central Govt. vide Ministry of Finance (Department of Expenditure) Notification No.GSR-721(E) dated 25.07.2016 (**may please be downloaded from Government portal**) may be referred to for the purpose of fixation of pay in the revised level of pay as well as the initial pay in the new pay matrix. The revised level of pay in the new pay matrix along with the CCS (Revised Pay) Rules, 2016 may kindly be brought to the notice of all employees immediately. The employees may exercise their options in writing in the prescribed proforma given at **Annexure – 3** within three months of the issue of this Memorandum as per Rule 5 & 6 of the CCS (Revised Pay) Rules, 2016. It should be ensured that the contents of this order are noted by all employees including those who are on leave and those who have since retired from the services of the Corporation after 01.01.2016 so that the need for extending the date for exercising the option does not arise. The option once exercised shall be final.

4. Following guidelines are given for expediting the fixation of pay in the revised pay matrix regulating the payment of arrears of pay as a result of implementation of the recommendations of the 7<sup>th</sup> Central Pay Commission.

(i) Those employees, who give timely option to switch over to the revised level of pay in the new pay matrix, their pay may be fixed in the level corresponding to the applicable pre-revised Pay Band plus Grade Pay. Pay and allowances for the month of November, 2016 may be drawn and paid on the basis of revised pay matrix and the applicable existing pre-revised allowances **after deduction of enhanced subscription to the Provident Fund**, which will be calculated with reference to the revised basic pay. In so far as the employees who have joined on or after 01.01.2004 are concerned, the enhanced deduction under the New Pension Scheme will be calculated w.r.t. the revised Basic Pay and DA thereon.

(ii) In terms of CCS (Revised Pay) Rules, 2016, there shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation. The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July. For drawing the annual increment, the rule position stated in the respective CCS (RP) Rule, 2016 may be referred to.

For fixation of pay, the Government of India, Ministry of Finance, Department of Expenditure **O.M. No. 1-5/2016-IC dated 29.07.2016 may be referred to (This may please be downloaded from the Government portal)**. In order to ensure correct and systematic fixation of pay in the revised pay matrix, a proforma for the purpose (Statement of Fixation of Pay) annexed with the said Government of India O.M. dated 01.08.2016 is enclosed (**Annexure- 5**). The statement should be prepared in triplicate and one copy thereof should be pasted in the Service Book of the Government servant concerned and another copy made available to the concerned accounting authorities for post-check. Attention is also invited in this connection to the Government decision contained in Government **Resolution No.1-2/2016-IC dated 25<sup>th</sup> July, 2016 (This may please be downloaded from Government portal)**, which may be referred to.

(iii) Bills may be drawn separately in respect of arrears of pay and allowance for the period from 1<sup>st</sup> January, 2016 (or the date opted by the employee) to 31<sup>st</sup>



October, 2016. The arrears, computed after deduction of subscription to GPF and NPS on revised Basic Pay, may be paid in one installment. DDOs will ensure that action is taken simultaneously with regard to Corporations' contribution towards enhanced subscription of New Pension Scheme, minimal level of GPF. **Income Tax, as may be due, shall be deducted before payment of arrears.**

- (iv) The revised pay structure effective from 01.01.2016 includes the Dearness Allowance of 125% sanctioned from 01.01.2016 in the pre-revised pay structure. **Thus, Dearness Allowance in the revised pay structure shall be zero from 01.01.2016.** The rate and the date of effect of the first installment of Dearness Allowance in the revised pay structure shall be as per the orders to be issued in this behalf in future, by the Government of India.
- (v) The decision on the revised rates and the date of effect of all Allowances (other than Dearness Allowance), based on the recommendations of the 7<sup>th</sup> Central Pay Commission are yet to be notified by the Government of India. **Until then, all such Allowances shall continue to be reckoned and paid at the existing rates under the terms and conditions prevailing in the pre-revised pay structure as if the existing pay structure has not been revised under the CCS (RP) Rules, 2016 issued on 25.07.2016.**
- (vi) With a view to expediting the authorization and disbursement of arrears, it has been decided that **the arrear claims may be paid without pre-check** of the fixation of pay in the revised pay structure. The facility to disburse arrears without pre-check of fixation of pay, will not, however, be available in respect of those Corporation employees who have relinquished service on account of dismissal, resignation, discharge, retirement, etc., after the date of implementation of the Pay Commission's recommendations but before the preparation and drawl of the arrear claims as well as in respect of those employees who had expired prior to exercising their option for the drawl of pay in the revised pay structure.
- (vii) The requirement of pre-check of pay fixation having been dispensed with, it is not unlikely that the arrears due in some cases be computed incorrectly, leading to overpayments that might have to be recovered subsequently. Therefore, the Drawing and Disbursing Officers should, therefore, make it clear to the employees under their administrative control, while disbursing the arrears, that the payments are being made subject to adjustment from amounts that may be due to them subsequently should any discrepancy is noticed later. For this purpose, an **Undertaking (Annexure-4)** may also be obtained in writing from every employee at the time of disbursement of the arrears upto October, 2016 **to the effect that any excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised pay scales / pay matrix, will be refunded by him /**

her to the Corporation either by adjustment against future payments or otherwise.

- (viii) Officer In charge of Finance and Accounts Branch of each Field Office is hereby authorized to concur the pay fixation for implementation of 7th Central Pay Commission recommendations as accepted by the Central Government, wherever Joint Director (Finance) is not posted. **Pay as per the above instructions is to be fixed and arrear shall be drawn for employees from place of their present posting.** Thereafter, copy of "Due and Drawn" statement may be sent to the concerned offices (where the official has been working since 01.01.16), immediately after release of arrears, for making necessary entries in the relevant registers.
- (ix) Since the funds for payment of October, 2016 salary (second limit) has already been released on 24.10.2016 to all accounting units, requisition of funds in response to this Memorandum may be raised separately with Finance & Accounts Division of Hqrs. Office, for early disbursement of arrears.

Receipt of this Memorandum may kindly be acknowledged.

Hindi version follows.

**Encl.: As above**

  
**(S.K. SINHA)**  
**DIRECTOR**

To,

1. PPS to DG/ PS to FC for information.
2. PS to all Divisional Heads for information.
3. Section Officer, SS-I, MoL&E for information with reference to their letter No.A-11014/01/2016-SS-I dated 25.10.2016.
4. All the Regional Directors/ Dir. (I/c)/ Jt. Dir. (I/c) of ROs/ SROs.
5. Dir. (Med.) Delhi/ NOIDA/ K.K. Nagar.
6. SSMC/ SMC of all States.
7. Dean of all Medical/ Dental Educational Institutions.
8. Medical Superintendents ESI Hospitals/ ESIC Model Hospitals.
9. Jt. Director (Fin.)/ Dy. Director (Fin.) of all Regions/ Sub Regions/ Hospitals/ Medical Educational Institutions/ Medical Directorates.
10. Cash Branch, Hqrs Office/ Fin. & A/c's-III/ VIII of Hqrs.
11. Director, E-V, Hqrs Office.
12. ICT Division for information & necessary action.
13. Website Content Manager with the request to upload it on the website of ESI Corporation.
14. Official Language Cell of Hqrs Office for translation.
15. Guard File/ Spare Copies.



<b>A</b>	<b>STATEMENT SHOWING VARIOUS CATEGORIES OF POSTS IN GROUP 'A','B' &amp; 'C' IN ADMINISTRATIVE SIDE ESI CORPORATION IN THE REVISED LEVEL IN THE REVISED PAY STRUCTURE</b>
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Sl. No.	Name of the Post	Pre-revised Pay Structure (Rs.)			Revised level & minimum Pay / the first Cell in the level in the revised Pay Structure (Rs.)	
		Pay Band	Corresponding Pay Bands	Grade Pay	Level	Minimum Pay
<b>GROUP 'A'</b>						
1.	Insurance Commissioner	PB-4	37400-67000	10000	14	144200
2.	Medical Commissioner/ Commissioner (Medical Education)	PB-4	37400-67000	10000	14	144200
3.	Chief Engineer (Civil)	PB-4	37400-67000	8900	13 A	131100
4.	Superintending Engineer(Civil)	PB-4	37400-67000	8700	13	118500
5.	Actuary	PB-4	37400-67000	8700	13	118500
6.	Additional Commissioner	PB-4	37400-67000	8900	13 A	131100
7.	Regional Director Grade-A/ Director	PB-4	37400-67000	8700	13	118500
8.	Director (HRD)/ Director (System)/ Director (MSU)/ Director (Public Relation)	PB-3	15600-39100	7600	12	78800
9.	Regional Director Grade-B/ Joint Director	PB-3	15600-39100	7600	12	78800
10.	Assistant Actuary/ Assistant Legal Advisor / Joint Director (Work Study)/ Joint Director (HRD)/ Joint Director (System)/ Joint Director (Technical)	PB-3	15600-39100	6600	11	67700
11.	Executive Engineer (Civil / Electrical)	PB-3	15600-39100	6600	11	67700
12.	Deputy Director (STS)	PB-3	15600-39100	6600	11	67700
13.	Deputy Director	PB-3	15600-39100	5400	10	56100
14.	Assistant Executive Engineer (Civil / Electrical)	PB-3	15600-39100	5400	10	56100
<b>GROUP 'B'</b>						
15.	Assistant Director/ Manager Grade-I/ Section Officer	PB-2	9300-34800	4800	8	47600
16.	Assistant Engineer (Civil / Electrical)	PB-2	9300-34800	4600	7	44900
<b>GROUP 'C'</b>						
17.	Social Security Officer/ Manager Grade-II / Superintendent	PB-2	9300-34800	4600	7	44900
18.	Assistant/ Head Clerk	PB-2	9300-34800	4200	6	35400

19.	Artist	PB-2	9300-34800	4200	6	35400
20.	Junior Engineer (Civil / Electrical)	PB-2	9300-34800	4200	6	35400
21.	Upper Division Clerk / Upper Division Clerk (Cashier)	PB-1	5200-20200	2400	4	25500
22.	Lower Division Clerk/ Adrema Operator/ Telephone Operator/ Computor/ Liftman / Senior Gestetner Operator	PB-1	5200-20200	1900	2	19900
23.	Librarian Grade-I	PB-2	9300-34800	4200	6	35400
24.	Librarian Grade-II	PB-1	5200-20200	2800	5	29200
25.	Library Assistant	PB-1	5200-20200	1900	2	19900
26.	Multi Tasking Staff	PB-1	5200-20200	1800	1	18000
<b>OFFICIAL LANGUAGE</b>						
27.	Director (Official Language) (Group 'A')	PB-4	37400-67000	8700	13	118500
28.	Joint Director (Official Language) (Group 'A')	PB-3	15600-39100	7600	12	78800
29.	Deputy Director (Official Language) (Group 'A')	PB-3	15600-39100	6600	11	67700
30.	Assistant Director (Official Language) (Group 'B')	PB-3	15600-39100	5400	10	56100
31.	Senior Hindi Translator (Group 'C')	PB-2	9300-34800	4600	7	44900
32.	Junior Hindi Translator (Group 'C')	PB-2	9300-34800	4200	6	35400
<b>PERSONAL STAFF</b>						
33.	Principal Private Secretary (Group 'A')	PB-3	15600-39100	6600	11	67700
34.	Private Secretary (NFSG) (Group 'B')	PB-3	15600-39100	5400	10	56100
35.	Private Secretary (Group 'B')	PB-2	9300-34800	4800	8	47600
36.	Personal Assistant (Group 'C')	PB-2	9300-34800	4600	7	44900
37.	Stenographer (Group 'C')	PB-1	5200-20200	2400	4	25500
<b>STAFF CAR DRIVER</b>						
38.	Staff Car Driver (Special Grade)	PB-2	9300-34800	4200	6	35400
39.	Staff Car Driver (Grade-I)	PB-1	5200-20200	2800	5	29200
40.	Staff Car Driver (Grade-II)	PB-1	5200-20200	2400	4	25500
41.	Staff Car Driver (Ordinary Grade)/ Despatch Rider/ Three Wheeler Scooter Driver	PB-1	5200-20200	1900	2	19900



**B STATEMENT SHOWING VARIOUS CATEGORIES OF POSTS IN GROUP 'A', 'B' & 'C' IN DIRECTORATE (MEDICAL) DELHI/NOIDA, MODEL HOSPITALS AND E.S.I.C.- RUN HOSPITALS WITH PRE-REVISED SCALES AND REVISED PAY STRUCTURE.**

Sl. No.	Name of the Post (Group 'A')	Pre-revised Pay Structure (Rs.)			Revised		
		Pay Band	Corresponding Pay Bands	Grade Pay	Grade Pay corresponding to which revised levels have been recommended	Level	Initial Pay
1	SAG posts in Specialist and GDMO Sub cadre	PB 4	37400-67000	10000		14	144200
2	Specialist Gr.-1 / CMO (NFSG) /CMO (NFSG) (Ayur)	PB 4	37400-67000	8700		13	118500
3	Specialist Gr. II (Sr. Scale) / CMO / Staff Surgeon ( Dental)/ CMO (Ayur)	PB 3	15600-39100	7600		12	78800
4	Specialist Gr. II (Jr. Scale) / IMO Gr. I / SMO (Ayurveda) / Jr. Staff Surgeon (Dental)	PB 3	15600-39100	6600		11	67700
5	IMO Gr. II / MO (Ayurveda) / Dental Surgeon / MO (Homeopathy)	PB 3	15600-39100	5400		10	56100
6	Jr. Bio-Chemist (Non Medical)	PB 3	15600-39100	5400		10	56100
7	Bio-Medical Engineer	PB 3	15600-39100	5400		10	56100
8	Supply Chain Manager	PB 3	15600-39100	5400		10	56100
9	Senior Resident	PB 3	15600-39100	6600		11	67700
10	Junior Resident	PB 3	15600-39100	5400		10	56100
11	Nursing Superintendent	PB 3	15600-39100	6600		11	67700
12	Chief Nursing Officer	PB 3	15600-39100	7600		12	78800
13	Dean / Principal	PB 4	37400-67000	10000		14	144200
14	Director Professor	PB 4	37400-67000	10000		14	144200
15	Professor	PB 4	37400-67000	8700		13	118500
16	Associate Professor	PB 3	15600-39100	7600		12	78800
17	Assistant Professor	PB 3	15600-39100	6600		11	67700
Sl. No.	Name of the Post (Group 'B')	Pre-revised Pay Structure (Rs.)			Revised		
		Pay Band	Corresponding Pay Bands	Grade Pay	Grade Pay corresponding to which revised levels have been recommended	Level	Initial Pay
1	Dy. Nursing Superintendent	PB 3	15600-39100	5400		10	56100
2	Sr. Dietician	PB 3	15600-39100	5400		10	56100
3	Sr. Physiotherapist	PB 2	9300-34800	4200		6	35400

Sl. No.	Name of the Post (Group 'C')	Pre-revised Pay Structure (Rs.)			Revised		
		Pay Band	Corresponding Pay Bands	Grade Pay	Grade Pay corresponding to which revised levels have been recommended	Level	Initial Pay
1.	Nursing Orderly	PB 1	5200-20200	1800		1	18000
2.	Dresser	PB 1	5200-20200	1800	2000 This is subject of revision of the entry level qualification of Dressers to provide for Class XII with three years' experience of dressing of wounds. The existing incumbents not possessing the revised qualification may be granted replacement pay level for the time being. They may be granted the Level 3 after acquiring the revised qualification or on completion of five years in the pay level corresponding to Grade Pay 1800, whichever is earlier.	3	21700
3.	Selection Grade Dresser	PB 1	5200-20200	1800		1	18000
4.	Cook / Cookmate cum Bearer cum Masalchi	PB 1	5200-20200	1800		1	18000
5.	Laundry Operator	PB 1	5200-20200	1800		1	18000
6.	Tailor	PB 1	5200-20200	1800		1	18000
7.	Mazdoor	PB 1	5200-20200	1800		1	18000
8.	Dai	PB 1	5200-20200	1800		1	18000
9.	Aya	PB 1	5200-20200	1800		1	18000
10.	Sweeper	PB 1	5200-20200	1800		1	18000
11.	Head Zamadaar	PB 1	5200-20200	1800		1	18000
12.	Head Cook	PB 1	5200-20200	1900		2	19900
13.	Head Laundry Operator	PB 1	5200-20200	1900		2	19900
14.	Jr. Medical Record Tech.	PB 1	5200-20200	1900		2	19900



15.	Linen Keeper	PB 1	5200-20200	1900		2	19900
16.	Dark Room Assistant	PB 1	5200-20200	1900		2	19900
17.	Electrician	PB 1	5200-20200	1900		2	19900
18.	Jr. Tech. (Orthotic)	PB 1	5200-20200	1900		2	19900
* 19.	Havaldar (Supervisor for Nursing Orderlies)	PB 1	5200-20200	1900		2	19900
20.	CSR Asstant	PB 1	5200-20200	2000		3	21700
21.	O. T. Assistant	PB 1	5200-20200	2000		3	21700
22.	Lab. Assistant	PB 1	5200-20200	2000		3	21700
23.	Plaster Assistant	PB 1	5200-20200	2000		3	21700
24.	Jr. Radiographer	PB 1	5200-20200	2000		3	21700
25.	CSR Technician	PB 1	5200-20200	2400		4	25500
26.	O. T. Technician	PB 1	5200-20200	2400		4	25500
27.	Plaster Technician	PB 1	5200-20200	2400		4	25500
28.	ECG Technician	PB 1	5200-20200	2400		4	25500
29.	Steward	PB 1	5200-20200	2400		4	25500
30.	Sr. Medical Record Technician	PB 1	5200-20200	2400		4	25500
31.	Respiratory Lab. Assistant	PB 1	5200-20200	2400		4	25500
32.	Boiler Attendant	PB 1	5200-20200	2400		4	25500
33.	Social Guide / Social Worker	PB 1	5200-20200	2400		4	25500
34.	House Keeper	PB 1	5200-20200	2400		4	25500
35.	Auxiliary Nurse Midwife	PB 1	5200-20200	2400		4	25500
36.	Dental Technician and Dental Mechanics	PB 1	5200-20200	2400	2800	5	29200
37.	Sr. CSR / CSSD Technician	PB 1	5200-20200	2800		5	29200
38.	Sr. O. T. Technician	PB 1	5200-20200	2800		5	29200
39.	Lab. Technician	PB 1	5200-20200	2800		5	29200
40.	Blood Bank Technician	PB 1	5200-20200	2800		5	29200
41.	Sr. ECG Technician	PB 1	5200-20200	2800		5	29200
42.	Laundry Supervisor	PB 1	5200-20200	2800		5	29200
43.	Pharmacist (Allopathic / Homeopathic / Ayurvedic)	PB 1	5200-20200	2800		5	29200
44.	Respiratory Lab. Technician	PB 1	5200-20200	2800		5	29200
45.	Radiographer	PB 1	5200-20200	2800		5	29200
46.	Dialysis Technician	PB 1	5200-20200	2800		5	29200
47.	Lady Health Visitor	PB 1	5200-20200	2800		5	29200
48.	Selection Grade Lady Health Visitor	PB 1	5200-20200	2800		5	29200
49.	Audiometric Technician	PB 1	5200-20200	2800		5	29200
50.	Store Keeper / Pharmacist cum Clerk	PB 1	5200-20200	2800		5	29200
51.	Optometrist / Refractionist	PB 2	9300-34800	2800	4200	6	35400
52.	Sr. Tech. Assistant ( OT/CSSD/CSR/Lab./ECG/Radiology)	PB 2	9300-34800	4200		6	35400
53.	Sr. Blood Bank Technician	PB 2	9300-34800	4200		6	35400
54.	Sr. Pharmacist	PB 2	9300-34800	4200		6	35400
55.	Medical Record Officer	PB 2	9300-34800	4200		6	35400
56.	Physiotherapist	PB 2	9300-34800	4200		6	35400
57.	Occupational Therapist	PB 2	9300-34800	4200		6	35400

58.	Dental Hygienist	PB 2	9300-34800	2400	4200 This is subject to the administrative ministry taking steps to bring uniformity in the entry level qualifications on the patterns of those in Central Government hospitals.	6	35400
59.	Sr. Optometrist / Refractionist	PB 2	9300-34800	4200	4600	7	44900
60.	Laundry Manager	PB 2	9300-34800	4600		7	44900
61.	Technical Supervisor (Ophthalmology)	PB 2	9300-34800	4600		7	44900
62.	Dietician	PB 2	9300-34800	4600		7	44900
63.	Staff Nurse	PB 2	9300-34800	4600		7	44900
64.	Nursing Sister	PB 2	9300-34800	4800		8	47600
65.	Assistant Nursing Superintendent	PB 3	15600-39100	5400		10	56100

<b>C</b>	<b>OTHER POSTS NOT HAVING RECRUITMENT REGULATIONS</b>
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For all other isolated posts for which Recruitment Regulations are under finalization, normal replacement of existing scales approved by 7<sup>th</sup> CPC shall be granted.



**Form of Option  
[See Rule 6(2)]**

\*1. I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2016.

\*2. I \_\_\_\_\_ hereby elect to continue on the Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

\* the date of my next increment/ the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion / upgradation to the post of \_\_\_\_\_.

Existing Pay Band and Grade Pay \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

\*To be scored out, if not applicable.

Date:

Place:

**UNDERTAKING**

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in the these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date:

Place:



**Statement of fixation of pay under Central Civil Service (Revised Pay) Rules, 2016**

1. Name of the Employee :
2. Designation of the post in which pay is to be Fixed as on January 1, 2016 :
3. Status (substantive/ officiating) :
4. Pre-revised Pay Band and Grade Pay or Scale :
5. Existing Emoluments
  - a. Basic Pay (Pay in the applicable Pay Band plus applicable Grade Pay or basic pay in the applicable scale) in the pre-revised structure as on January 1, 2016 :
  - b. Dearness Allowance sanctioned w.e.f. 01.01.2016 :
  - c. Existing emoluments (a+b) :
6. Basic pay ( Pay in the applicable Pay Band plus applicable Grade Pay or basic pay in the applicable scale) in the pre-revised structure as on January 1, 2016: :
7. Applicable Level in Pay Matrix corresponding to Pay Band and Grade Pay or scale shown at S.No 4 :
8. Amount arrived at by multiplying basic pay as at SI.No. 6 by 2.57 :
9. Applicable Cell in the Level either equal to or just above the Amount at SI. No. 8 :
10. Revised Basic Pay (as per SI. No. 9) :
11. Stepped up pay with reference to the revised Pay of Junior, if applicable [Rule 7(8) and 7(10) of CCS (RP) Rules, 2016]. Name and pay of the junior also to be indicated distinctly. :

Contd...

- 12. Revised pay with reference to the Substantive Pay in cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post if applicable [Rule 7(11)] :
- 13. Personal Pay, if any [Rule 7(7) and 7(9)] :
- 14. Non-Practicing Allowance as admissible at present in the existing pre-revised structure (in terms of para 4 of this OM) :
- 15. Date of next increment (Rule 10) and pay pay after grant of increment :

Date of Increment      Pay after increment in applicable Level of Pay Matrix

- 16. Any other relevant information :

Date:  
Office:

Signature & Designation of Head of Department