



GOVERNMENT OF KERALA

Finance (Pay Revision Cell-C) Department

CIRCULAR

No.69/2016/Fin

Dated, Thiruvananthapuram, 12.08.2016

Sub:- Proposals for sanctioning of Pay Revision to Statutory Corporations/
Board/Authorities/PSUs and other semi- autonomous bodies etc-
Incorporation of check list- Instructions -reg

Ref:- 1. G.O (P) No. 07/2016/Fin dated 20/01/2016
2. Circular No. 58/2012/Fin dated 06/10/2012

In the Government Order read as (1) above, orders were issued revising the scale of pay and other allowances of the State Government Employees, Staff of Educational Institutions and Teachers etc. The proposal for revision of High Court, Public Sector Undertakings/ Statutory Corporations/Boards/Development Authorities/Autonomous Bodies/Grant-in-aid institutions has to be examined by Fin (PRC-C) section as per instructions vide reference (2).

2. It has been noticed that the Pay Revision proposals received in this section often lack essential documents required for proper examination of the same. Hence such files have to be retransmitted to the Administrative Departments for furnishing the required details. This process is time consuming and causes delay in disposing the cases. In order to avoid the above situation it is decided to incorporate a checklist along with such files.

3. Therefore all the Administrative Departments are requested to ensure that the checklist is incorporated as facing sheet in all proposals when they are recommended to Finance Department

Proforma of Checklist

1. Copies of Statutes/Acts/Rules/Orders under which the Statutory Corporation /Authority/PSUs/Board/Autonomous Body was created
2. Minutes/decision of the Board/Governing Body/Authority meeting approving pay revision proposals
3. Staff pattern approved by Government issued as Government Order and with details of category, sanctioned strength, existing strength, scale of pay sanctioned at the time of post creation, order by which posts are created, existing scale, method of recruitment, and proposed scale.
4. Details of new posts created/abolished since last pay revision.
5. Details of staff like, name of employee, post held, date of entry in service, qualification prescribed for post, qualification possessed by employee, date from which continuing in the present post, method of appointment and date of retirement, with copy of special rules/orders specifying qualification/method of appointment.
6. Pay fixation details of all employees since last pay revision.
7. EPF Statement in Form 16.
8. DA pattern, variable DA/Percentage DA, adopted with supporting orders by competent authority.
9. Details of DA availed by the employees since last pay revision and the rate of DA taken

for scale formation.

10. Copies of All India Consumer Price index issued by Government of India, followed by the firm with series and base year, conversion factor if any, and order by competent authority adopting the same

OR

Copies of Consumer Price Index issued by Director of Economic and Statistics/base year and series with conversion factor if any and orders by competent authority adopting the same.

11. Copy of memorandum of understanding and Article of Association/bye-law.
12. Rate of DA taken for variable DA calculation.
13. Disposal and copies of previous pay revision order and norms adopted for framing pay scale and DA.
14. Income and Expenditure Statement /Annual Accounts for the last 2 years.
15. Audit report from the Accountant General.
16. Details of Allowance/other benefits with existing and proposed rate with reason for granting the same.
17. Anticipated financial commitment on account of proposed pay revision and means of funding and Government and grant received for last 5 years.
18. Detailed Report of the Head of the institution recommending necessity and viability of pay revision proposals and recommendation by Planning (BPE).
19. Recommendation regarding viability for pay revision proposal by concerned PU Wing at appropriate level.
20. Any other order /Act /Court Order/directions applicable and special factor related to the institution.
21. Details of staff-permanent, contract, daily wages and deputation.
22. Copy of statutory/AG's audit reports.
23. Source of funds-State/Central/other....(furnish details).

4. Before forwarding the proposals relating to Pay Revision to Finance Department, Administrative Department may ensure that all the details mentioned in the check list are forwarded along with the proposal. The proposals without the said details will not be entertained in Finance (PRC-C) Department.

(By order of the Governor)

DR. K.M. ABRAHAM
ADDITIONAL CHIEF SECRETARY (FINANCE)

To

The Principal Accountant General, (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A & E), Kerala, Thiruvananthapuram.
All Administrative Departments.
The Head of all Public Sector Undertakings/ Statutory Corporations/Boards/
Development Authorities/Autonomous Bodies/Grant-in-aid institutions.
✓The Nodal Officer www.finance.kerala.gov.in
The Stock File/Office Copy.

Forwarded/By order


Accounts Officer