

GOVERNMENT OF ASSAM
FINANCE (PAY RESEARCH UNIT) DEPARTMENT
DISPUR ::::::::::: GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM

**RESOLUTION ON THE REPORT OF THE
ASSAM PAY COMMISSION, 2008 AND THE REPORT OF THE COMMITTEE**

NOTIFICATION

Dated 4th February, 2010

No.FPC 85/2009/1 The Government of Assam vide Finance Department Resolution No. FPC.16/2007/16 dated 30 May, 2008 constituted the Assam Pay Commission, 2008 to examine and recommend changes that are desirable in the pay structure, emoluments and conditions of services of different classes of State Government employees, to examine the existing amenities and facilities relating to death-cum-retirement benefit etc., to suggest re-organization of existing services with a view to rationalizing the work load and efficiency etc., to examine and suggest the principles to be followed in granting relief due to increase in consumer price index to the State Government Pensioner and also to examine any other connected and incidental questions as may be referred to the Commission by the Government.

The Commission submitted its report to the Government on 15th October, 2009. Its recommendations covered a large number of issues relating not only to new pay structure, allowances and pension related matters but also issues relating to leave matters, reorganisation of services and specific issues relating to different departments.

The Government of Assam constituted a Committee vide Notification No. FPC.82/2009/1 dated 26th October, 2009 to examine the report of the Assam Pay Commission, 2008 and to concretise the action points and to submit them to the Government. The Committee submitted its report on 30th November, 2009.

After careful consideration of the report of the Assam Pay Commission, 2008 and the report of the Committee thereon, the Government has accepted the major recommendations of the Assam Pay Commission with modifications as suggested by the Committee and any other modifications as have been deemed necessary and is pleased to decide as follows:-

1. Pay Structure:

The new pay structure comprising the system of running Pay Bands and Grade Pay shall be as follows:

Sl. No.	Existing Pay Scale	Pay Bands	Grade Pay
		PB 1	
1	2450 - 3670	4560-15000	1300
2	2490 - 4120	4560-15000	1400
3	2530 - 4390	4560-15000	1600
		PB 2	
4	2610 - 4840	5200-20200	1800
5	2650 - 5200	5200-20200	1900
6	2890 - 5725	5200-20200	2000
7	3010 - 6075	5200-20200	2100
8	3130 - 6600	5200-20200	2200
9	3370 - 7100	5200-20200	2300
10	3850 - 7350	5200-20200	2400
11	3490 - 8100	5200-20200	2500
12	3940 - 8425	5200-20200	2600
13	3580 - 8750	5200-20200	2800
		PB 3	
14	4300 - 9075	8000-35000	4200
15	3760 - 9400	8000-35000	4300
16	4120 - 9725	8000-35000	4500
17	4960 - 10050	8000-35000	4600
18	4210 - 10375	8000-35000	4700
19	5375 - 10700	8000-35000	4900
20	4300 - 11025	8000-35000	5100
		PB 4	
21	4390 - 11425	12000-40000	5400
22	5725 - 11825	12000-40000	5900
23	6600 - 12625	12000-40000	6100
24	8100 - 13025	12000-40000	6300
25	8750 - 13825	12000-40000	6400
26	9075 - 14225	12000-40000	6600
27	9725 - 15100	12000-40000	7200
28	10050 - 15575	12000-40000	7400
29	10375 - 16050	12000-40000	7600
		PB 5	
30	11025 - 17000	26000-45000	8700
		Fixed	55000

There shall be 5 distinct running Pay Bands and 30 Grade Pay corresponding to the pre-revised pay scales. Minimum basic pay is Rs. 5860/- (Rs.4560/- Pay in the Pay Band+ Rs.1300/- Grade Pay) and Maximum basic pay is Rs. 55000/- (Fixed Pay for the post of Commissioner and Secretary). Fixation of pay in the revised pay bands shall be done in the following manner:

- (i) Basic pay shall consist of pay in the Pay Band and Grade Pay. It shall be inclusive of ad hoc fitment benefit, if any, as per provision in Point (v) mentioned below:
- (ii) The basic pay drawn as on 1/1/2006 on the existing pay scales shall be multiplied by a factor of 1.86 and then rounded off to the next multiple of Rs. 10. This shall be taken as the pay in the revised running pay band. If the figure derived from multiplication of existing basic pay by the factor of 1.86 is less than minimum of the pay band, the revised pay in the pay band shall be fixed at the minimum of the pay band.
- (iii) The Grade Pay has been given within the limits of what has been adopted by Government of India with suitable modifications wherever necessary. In some cases, the amount of grade pay has been adjusted so as to maintain a clear differential between successive Grades pays.
- (iv) The detailed fixation chart at APPENDIX VII of Assam Services (Revision of Pay) Rules, 2010 showing stage-wise fixation of existing employees in the revised running Pay Bands should be utilized in every case of fixation of pay of the concerned employees in the revised running Pay Bands.
- (v) It is seen from the fixation chart that bunching is occurring in the chart during the initial stages for some of the pre-revised scales. This is due to the fact that the employees at these stages will have their salaries fixed at the minimum of the pay band as per clause (ii) above. To remove the bunching, an ad-hoc fitment benefit at the rate of 50% of the first increment, rounded off to the nearest Rs. 10, in the particular pre-revised scale shall be given for subsequent stages till the bunching of pay is removed.
- (vi) Fixation in the revised Pay Band and Grade Pay thereon have been done with reference to the pre-revised pay scale in which the employee was actually drawing pay irrespective of whether he/she has been placed in such pay scale on appointment, regular promotion or any other time bound promotion scheme; upgradation of the post, etc.

Fixation of pay in the revised pay bands of existing employees shall be done in the following manner:-

- (i) In cases where employees have been placed in a higher pay scale between 1/1/2006 and the date of notification of the revised Pay Bands on account of promotion, upgradation of pay scale, etc., the employees shall be given the option to switch over to the revised pay band and grade pay from the date of such promotion, upgradation, etc.

- (ii) The detailed fixation chart at APPENDIX VII of Assam Services (Revision of Pay) Rules, 2010 shows stage-wise fixation of pay of existing employees in the proposed bands w.e.f. 1.1.2006. Subject to provisions of (ii) above, pay of employees shall be fixed accordingly.
- (iii) In case of promotion between identical posts in the same cadre, if a senior employee promoted to the higher post before 1/1/2006 draws revised basic pay which is less than that of his/her junior who is promoted to the higher post on or after 1/1/2006, the pay of the senior employee shall be stepped up to make his basic pay (including Grade Pay) equal to the pay of the junior in that higher post, provided the senior employee, at the time of promotion, had been drawing equal or more pay than his/her junior.
- (iv) DA and all other allowances, facilities, pension etc. shall be payable on the sum of Grade Pay and Pay in the Pay Band. (Plus ad hoc fitment benefit, if any)
- (vii) Facilities like Government housing etc. will be governed by the Grade Pay. An employee in the higher Grade Pay will be senior to an employee in a lower Grade Pay. In case of employees drawing same Grade Pay, priority shall be governed by the total emoluments drawn.

Financial upgradation upon reaching the maxima of Pay Bands shall take place as follows:

- i) When a State Government employee reaches the maximum pay in a Pay Band, the employee will spend two years from the date of last increment at that stage without further movement.
- ii) At the end of two years, the employee will be eligible to move into the next higher Pay Band as a measure of financial up-gradation.
- iii) Such an employee will continue to draw the Grade Pay which was drawn in the lower Pay band and will not be entitled to any higher Grade Pay.
- iv) Such an employee will not be eligible to any additional increment on being placed in the higher pay band. There will be no change in the designation or functions of the employee by such a change in Pay Band.

2. Annual Increment

All the running Pay Bands will have annual increments as a percentage of the total of pay in the Pay Band and the corresponding Grade Pay. In the new pay structure, the total of pay in the Pay Band and corresponding Grade Pay would constitute basic pay. All employees will be entitled to an annual increment of 3% of Basic Pay. Thus, annual increments are payable on percentage basis instead of a fixed amount. In the revised scheme, the date of annual increments, in all cases, will be the 1st of July of the year. Employees completing six months and above in the grade as on July 1 will be eligible.

3. Classification of Services and Gradation of Posts

The new classification of services shall be as follows:

Group A	Grade Pay of Rs 5400 and above
Group B	Grade Pay from Rs 4200 to Rs 5100
Group C	Grade Pay from Rs 1800 to Rs 2800
Group D	Grade Pay up to Rs 1600

The new gradation of posts for the purposes of Travelling Allowance/ Daily Allowance and other allowances shall be as follows:

Senior Grade	Grade Pay of Rs 7400 and above
Grade I	Grade Pay from Rs 5400 to Rs 7200
Grade II	Grade Pay from Rs 4200 to Rs 5100
Grade III	Grade Pay from Rs 1800 to Rs 2800
Grade IV	Grade Pay up to Rs 1600

4. Gazetted status

The system of conferment of gazetted status shall be discontinued.

5. Dearness Allowance

The existing provisions regarding grant of Dearness Allowance in accordance with policy followed by the Government of India shall continue.

6. House Rent Allowance

The revised rates of HRA shall be as follows:

Category	Rate of HRA
Employees serving in Guwahati/ Dispur	15% of basic pay with minimum of Rs.1250/- and maximum of Rs. 6000/- per month.
Employees serving in District/ Sub divisional Headquarters	12% of basic pay with minimum of Rs.1000/- and maximum of Rs. 4800/- per month.
Employees serving in other places in Assam	10% of basic pay with maximum of Rs. 4000/- per month.
Employees serving in places outside North East Region	At the rate admissible to Central Government employees or State Government employees, whichever is beneficial to them.

All other provisions remain unchanged.

7. City Compensatory Allowance (CCA)

Henceforth City Compensatory Allowance is abolished.

8. Hill / Remote Area Allowance

Hill / Remote Area Allowance shall be admissible as follows:

- i) Hill/ Remote Area Allowance shall be given to all State Government employees serving in the two hill districts of Assam i.e. North Cachar Hills and Karbi Anglong district as well as remote areas namely, Dhemaji district, Sadiya Subdivision, Majuli Subdivision, Dhakuakhana subdivision, and South Salmara Subdivision.
- ii) This allowance shall be given to employees at the following rates:

Grade	Rate
Senior Grade/ Grade I	Rs. 600 per month
Grade II/III/IV	Rs. 480 per month

9. Daily Allowance

Daily Allowance shall be admissible as follows:

(In Rs.)

Grade	Normal DA	For visit to Guwahati/ Dispur/Other North-Eastern states	For visit outside North-Eastern states	Hotel rates outside North-Eastern states
	I	II	III	IV
Senior Grade	240	360	480	1500
Grade I	210	315	420	1250
Grade II	180	270	360	1000
Grade III	150	225	300	750
Grade IV	120	180	240	500

- i) As shown in Column I above, normal DA shall be applicable for official visits to all the places in Assam except Guwahati.
- ii) Half the rate of Daily Allowance shall be applicable for journey above 40 KM if an employee returns back after such travel on the same day, having spent not less than 6 hours on official visit.

- iii) As shown in Column II above, One and half times normal DA shall be applicable for official visits to Guwahati/ Dispur and other North Eastern states.
- iii) As shown in Column III above, twice the rate of normal DA shall be applicable for official visits outside the North Eastern region.
- iv) During official visits to places outside North Eastern Region, if an employee stays at Assam House/ accommodation provided by the Government, the above rates will apply. If an employee does not get accommodation at Assam Houses and therefore, stays in a hotel, reimbursement shall be made as per actual expenditure on production of hotel receipt up to maximum amount as shown in Column IV above. This will be over and above one Daily Allowance.
- vi) All the other existing provisions remain unchanged.

10. Hazard Allowance

Personnel Department is entrusted with the responsibility of identifying categories of employees who are likely to be exposed to hazards and formulating a Comprehensive Risk Insurance Scheme for them. Till the time such scheme is put in place, as an interim measure, hazard allowance shall be paid at the present rate. Hazard Allowance shall be discontinued once the Comprehensive Risk Insurance Scheme is put in place.

11. Fixed Travelling Allowance

- i) Existing categories of employees who are presently eligible for Fixed TA shall continue to get fixed TA at enhanced rates as follows:

Grade	Fixed TA (Rs.)
Senior Grade/ Grade I	Rs 1000/-
Grade II	Rs 800/-
Grade III	Rs 600/-
Grade IV	Rs 400/-

- ii) Finance Department is entrusted with the responsibility of examining the propriety of extending the benefit of Fixed TA to additional categories as recommended by the Commission in Annex 3.1 of its report on merit of each case and based on detailed justification as submitted by the concerned department.
- iii) Fixed TA is in lieu of regular TA claimed for travelling on duty within the district/ Jurisdiction. All those in receipt of Fixed TA can claim normal TA only for official travel outside their jurisdiction.
- iv) Fixed TA shall not be applicable to employees who travel in allotted car/ pool car.
- v) Other provisions regarding Fixed TA would remain unchanged.

12. Conveyance Allowance

Conveyance Allowance is abolished henceforth for all categories of employees.

13. Journey by Air

Following provisions shall apply for Journey by Air:

- i) All employees in Senior Grade/ Grade I drawing minimum basic pay of Rs. 24000/- shall be entitled to travel on official duty by air in Economy Class within or outside Assam.
- ii) Employees who are hitherto entitled to travel by air shall continue to benefit from this facility.
- iii) No incidental expenses shall be given apart from Daily Allowance as admissible.
- iv) Finance Department shall draw up appropriate procedures to ensure prudent and judicious use of this facility, avoiding infructuous expenditure. In this regard, relevant provisions of Office Memoranda as issued by the Government earlier shall be incorporated while framing the rules.
- v) The aforesaid provisions shall not be applicable for the purpose of LTC for which separate provisions have been given under Clause 28.
- vi) All other provisions remain unchanged.

14. Journey by Train/ Road

Following provisions shall apply for Journey by Train/ Road:

- i) The entitlement for journey by train as per Grade of employees shall be as follows:

Grade	Train Entitlement
Senior Grade	1 st Class/ Executive Class
Grade I	AC 2 Tier
Grade II	AC 3 Tier
Grade III	Sleeper Class
Grade IV	Sleeper Class

- ii) Finance Department shall issue appropriate Office Memorandum taking into account the fact that some trains like Rajdhani, Shatabdi etc. do not have Non-AC sleeper classes.
- iii) Employees in the Senior Grade shall be entitled to hire a vehicle for official journeys by road within or outside the state.

15. Journey on Transfer

Following provisions shall apply for Journey on Transfer:

- i) Provisions regarding Travelling Allowance shall be as follows:
 - a. Travelling Allowance for journey on transfer shall be given at the same rate as applicable for normal TA.
 - b. TA for journey as per entitlement shall be admissible for all members of the family subject to the maximum of actual fares paid.
 - c. Definition of family shall cover spouse, dependent children and dependent parents.
 - d. Travelling Allowance on transfer shall not be admissible if there is no change of place of residence.
 - e. Travelling Allowance admissible to the family members of deceased Government employees shall be same as Travelling Allowance admissible to retiring Government employees.
- ii) Transfer grant shall be given at enhanced rate to employees in different grade as follows:

Grade	Transfer Grant
Senior Grade	Rs. 1800/-
Grade I	Rs. 1500/-
Grade II	Rs. 1200/-
Grade III	Rs. 900/-
Grade IV	Rs. 600/-

- iii) Existing provisions regarding grant of transfer incidentals shall continue. Daily Allowance shall not be admissible if there is no change of place of residence.
- iv) Enhanced rate of Rs 3 per 1000 KG per KM for transportation of personal effect on transfer by rail or road shall be given to all employees. Maximum quantity admissible to employees in different Grades shall be as follows:

Grade	Quantity Admissible
Senior Grade	6000 KG
Grade I	4000 KG
Grade II	3000 KG
Grade III	1500 KG
Grade IV	1000 KG

- v) All India Service Officers when transferred outside the State shall get composite transfer grant as admissible to corresponding posts of Group A Officers of the Government of India.
- vi) All other provisions relating to journey on transfer shall continue without change.

16. Floating Allowance (Inland Water Transport Department)

Floating Allowance shall be given at the rate of 5% of basic pay with a ceiling of Rs.300 per month.

17. Kit Allowance, Messing and Dhobi Allowance (Health and Family Welfare Department)

Existing rates of Kit Allowance, Messing and Dhobi Allowance shall be increased by 50%. (As given at Annexure I)

18. Allowances under the Home Department

Following provisions shall apply for various allowances under the Home Department:

- i) The Present system of supply of ration shall continue and only those categories of Police personnel who were in receipt of ration allowance in cash would continue to get ration allowance. Existing rates of all the fixed allowances including ration allowance shall be increased by 50%. (As given at Annexure II)
- ii) Existing Compensatory Allowance for Police personnel up to the rank of Inspector shall be given at the rate of 5% of basic pay with a ceiling of Rs.750 per month.
- iii) The existing rates of Special Compensatory Allowance to various posts in Fire Service Department shall be doubled. (As given at Annexure III)
- iv) Commando Allowance shall be given at the rate of 15% of basic pay with a ceiling of Rs. 2500 per month.
- v) The provision of different rates of HRA for Police personnel is discontinued. They shall be given HRA as applicable to other State Government employees.

19. Allowances under Jail, Home Guards and Civil Defence, Forest and Excise Department

All the existing allowances to the personnel working in Jail, Directorate of Home Guards and Civil Defence, Forest and Excise Departments shall continue at the enhanced rates as applicable to the corresponding posts in Police department. These allowances shall be applicable only to the posts which are presently eligible for various allowances. (As given at Annexure IV)

20. Training Allowance

Training Allowance shall be given at the rate of 15% of basic pay with a ceiling of Rs.3000 per month to all the Instructional and Directorial staff of all the premiere state level training institutes of all the departments. Administrative Reforms and Training Department shall prepare a proposal regarding eligible state level training institutes and qualifying posts therein and submit the same to Finance Department for further consideration.

21. Special Teaching Allowance

Special Teaching allowance shall be given to the teachers and the Head Masters of the Blind Schools and Deaf and Dumb School and other such special schools for handicapped children at the rate of 15% of the Basic Pay with ceiling of Rs. 3000 per month. This allowance shall be admissible to only those teachers who have undergone special degree/ training courses as identified by the State Government. Details shall be worked out by Education Department in consultation with Social Welfare Department.

22. Technical Status/ Technical Allowance

Existing provisions as applicable in the state shall remain unchanged.

23. Rural Service Incentive for Medical and Ayurvedic doctors

"Rural Service Incentive for medical and ayurvedic doctors" shall be given at the rate of Rs 4000 per month for all the medical and ayurvedic doctors who are posted and actually residing and working in medical establishments in rural areas as notified by the Government. Doctors who are posted in rural areas but serve, on attachment, in urban areas shall not be entitled to this allowance. This allowance shall be in lieu of the existing arrangement and shall be effective from 1.4.2010.

24. Disability and Child Care Allowance

"Disability Allowance" shall be given for disabled employees of the State Government at the rate of Rs. 500 per month. Similarly, "Child Care Allowance" shall be given at the rate of Rs. 500 per month only to disabled women employees to take care of child up to attaining the age of two years. This allowance shall be admissible only up to two children.

25. Constant Attendant Allowance

Constant Attendant Allowance shall be given for all those employees who retired due to 100% disability attributable to the service or due to accidents in performance of duty. This allowance shall be given at the rate of Rs. 1500 per month during the lifetime of employees. Finance Department shall refer to detailed guidelines regarding this allowance as operational in Government of India while framing the rules.

26. Special Pay

Special Pay is abolished henceforth for all categories of posts.

27. Interest subsidy for disabled employees

Disabled employees shall be given interest subsidy of 4% on the bank loans to purchase disabled friendly conveyance (car/two wheeler) which costs higher due to modifications.

28. Leave Travel Concession (LTC)

The present system of LTC shall continue with following modifications:

- i) LTC to any place in India shall be given to an employee after completion of ten years of service once during the entire period of service.
- ii) Reimbursement of actual travelling expenses shall be made subject to maximum of entitlement on journey by train irrespective of mode of actual travel.
- iii) The definition of family for the purposes of LTC shall also include dependant parents. The definition of dependency is linked with the minimum family pension for all purposes. Accordingly, all parents whose total income from all sources is less than the minimum family pension prescribed and dearness relief thereon would be included in the definition of family for this purpose.

29. Medical Facilities and benefits

Existing provisions regarding medical facilities and benefits shall continue till the time of further examination and decision on the Commissions' various recommendations in this regard. Health and Family Welfare Department is entrusted with the responsibility of examining the recommendations of the Commission regarding medical facilities and benefits in detail and submit its report to the Finance Department with detailed justification.

30. Group Insurance Scheme (GIS)

The enhanced insurance coverage and revised rate of monthly subscription shall be as follows:

Group	Insurance Coverage	Rate of subscription
Group A	Rs. 4,00,000/-	Rs. 400
Group B	Rs. 3,00,000/-	Rs. 300
Group C	Rs. 2,00,000/-	Rs. 200
Group D	Rs. 1,00,000/-	Rs. 100

All other existing provisions in this regard shall remain unchanged.

31. Advances

Henceforth all advances shall be discontinued.

32. Advance Increment

Existing provisions regarding Advance Increment shall continue till the time of further examination and decision on the Commissions' various recommendations in this regard. Administrative Reforms and Training Department is entrusted with the responsibility of examining the recommendations of the Commission in detail.

33. Pension and other retirement benefits

Following provisions shall apply with regard to pension and other retirement benefits:

I. Superannuation Pension:

1. Existing provision of determining Superannuation Pension at the rate of 50% of average of last 10 months' emoluments shall continue.
2. Qualifying service for receiving full pension shall be 25 years instead of present 33 years. Proportionate pension shall be given to those employees who have completed more than 10 years but less than 25 years of qualifying service.
3. Minimum amount of full pension shall be Rs 3000/- per month. Maximum amount of full pension shall be Rs. 27500/- per month.

II. Family Pension:

1. Existing provisions regarding family pension shall remain unchanged.
2. The revised amount of minimum family pension shall be Rs. 1800/-.

III. Special Family Pension:

Current provisions regarding Special Family Pension shall remain unchanged. Special Family Pension shall be followed by normal family pension later on. In case there is no widow, recommendations of the 6th Central Pay Commission shall be followed.

IV. Gratuity:

Present limit of Death cum Retirement Gratuity is enhanced up to maximum of Rs 7 lakh. Service Gratuity shall be given at present rate if an employee retires before completing 10 years of qualifying service. Other provisions regarding Gratuity shall remain unchanged.

V. Commutation of pension:

Department of Pension and Public Grievances is entrusted with the responsibility of examining the Commissions' recommendations regarding Commutation of Pension. In the meantime, existing provisions shall continue.

VI. Fitment benefit to the past pensioners:

All past pensioners are allowed fitment benefit equal to 40% of the basic pension. The increase will be allowed by taking into account the effect of conversion of 50% of Dearness Relief as Dearness Pension. Consequently, Dearness Relief at the rate of 86% on pension has been taken for the purposes of computing revised pension as on 1/1/2006. The fixation of revised pension, in no case, shall be lower than fifty percent of the sum of the minimum of the pay in the pay band and the Grade Pay thereon corresponding to the pre revised pay scale from which the pensioner had retired. Actual drawl will however be subject to necessary adjustment of Commuted portion of pension, if any.

VII. Disability pension:

Department of Pension and Public Grievances is entrusted with the responsibility of examining the Commissions' recommendation regarding Disability Pension.

VIII. Age of Superannuation:

Current provision of age of superannuation at 60 years shall continue.

IX. Other issues:

All uncovered aspects relating to emoluments, Superannuation Pension, Gratuity, Family pension, Commutation of Pension, Ex Gratia and other retirement benefits, unless specified as above, shall be dealt in accordance with existing provisions. However the recommendations of the 6th Central Pay Commission shall also be referred to, wherever necessary.

34. Leave Matters

Following provisions shall apply with regard to Leave matters:

1. Number of Casual Leave admissible to all the employees of the State Government shall be 12 days in a year instead of present limit of 15 days.
2. Accumulation and encashment of Earned Leave for all the employees of vacation departments is enhanced up to 150 days from the present limit of 80 days. All other existing provisions regarding Earned Leave and Half Pay Leave shall continue.
3. Finance Department is entrusted with the responsibility of examining the recommendations regarding Special Study Leave. In the meantime, existing provisions regarding Study Leave shall continue to be applied to the academic staff.
4. Maternity leave can be combined with leave of any other kind as due up to 45 days in addition to 135 days of Maternity Leave.
5. Current provisions regarding Commuted Leave, Extraordinary Leave, Special Disability Leave, Leave without pay, Study Leave etc. shall continue.

35. Holidays and Office Timings

Following provisions shall apply with regard to Holidays and Office Timings:

1. In respect of the offices of Assam Government, office timings shall be 9 AM to 5 PM from 1st March to 31st October and 9:30 AM to 4:30 PM from 1st November to 28th February.
2. There shall be a cap on the number of holidays. There shall be only 17 gazetted holidays including 3 national holidays. All the erstwhile gazetted holidays which do not find mention in the new list shall be transferred to the list of restricted holidays. Number of restricted holidays is increased to 4 days instead of present 2 days. General Administration Department is entrusted with the responsibility of bringing out a proposal in this regard.
3. Practise of declaring local holidays in case of VIP/VVIP visits is discontinued.
4. The practice of grant of Special Casual Leave for various purposes is discontinued. Employee may avail Casual Leave available to them for such purposes.

36. Date of effect and payment of arrear

The revised pay structure shall be effective from 1.4.2009 but the revised pay for the employees shall be notionally fixed as on 1.1.2006. The pay of the employees would be fixed along with increments at the rate of 3% of basic pay, Dearness Allowance etc. with effect from 1.1.2006. Arrear amount with effect from 1.4.2009 shall be paid in a single instalment through bank accounts of the employees. All recommendations regarding allowances and other benefits will take effect only prospectively.

37. Change in Pay Band/ enhanced Grade Pay/ Higher Band Pay for some of the posts in various departments

Some of the posts in various departments shall be given Higher Band Pay/ enhanced Grade Pay/ change in Pay Band as follows:

Post	Pay Band corresponding to existing Pay scale	Grade Pay corresponding to existing Pay scale	Revised Pay Band	Revised Grade Pay
APS Junior	PB 3	5100	PB 4	5400
District Transport Officer	PB 3	5100	PB 4	5400
Superintendent of Taxes	PB 3	5100	PB 4	5400
Assistant Conservator of Forest	PB 3	5100	PB 4	5400
Assistant Instructor in NE Forest College/ Botanist	PB 3	5100	PB 4	5400
Superintending Engineer of T&CP	PB 4	6400	PB 4	6600
ACS Junior at entry level	PB 4	5400	Higher Band Pay of Rs. 12500 in PB 4	5400
Trained Graduate Teachers in Primary, ME/ MV and equivalent schools	PB 2	2000/ 2100/ 2200	PB 2	2300

Forest Guard	PB 2	1800	PB 2	2000
Forester II	PB 2	1900	PB 2	2100
Forester I	PB 2	2000	PB 2	2200
Deputy Ranger	PB 2	2200	PB 2	2600
Forest Ranger	PB 3	4300	PB 3	4500
Police Constables and equivalent	PB 2	1900	PB 2	2000
Police Head Constables and equivalent	PB 2	2000	PB 2	2100
ASI and equivalent	PB 2	2100	PB 2	2200
Supervisory Kanango	PB 2	2200	PB 2	2300
Rangers of Soil Conservation department	PB 3	4300	PB 3	4500
Labour Officer	PB 3	5100	PB 4	5400
Superintendent of Excise	PB 3	5100	PB 4	5400
ARCS	PB 3	5100	PB 4	5400

Concerned departments shall also submit list of posts equivalent to the aforesaid posts in case of which the Cabinet has accepted Higher Band Pay/ enhanced Grade Pay/ change in Pay Band to the Finance (PRU) Department for further action.

Regarding some more posts in case of which the Commission has recommended Higher Band Pay/ enhanced Grade Pay/ change in Pay Band, the concerned departments shall conduct detailed examination as suggested by the Committee and submit report with detailed justification to Finance department for further consideration.

38. Other department wise issues

Other department-wise recommendations as given in Chapter 10 of the Commissions' report as agreed to by the Committee (with or without modifications) along with suggestions made by the Committee were approved by the Cabinet. Concerned administrative departments may take action by issue of Office Memorandum etc. on those issues.

39. Further examination by concerned departments

The concerned departments shall examine and take further action on various recommendations as mentioned below:

Sl. No.	Department	Issue of examination and points of action as per recommendations of the Assam pay Commission, 2008
1	All concerned departments	<ul style="list-style-type: none">i. To implement various recommendations regarding Service Rules of employeesii. To undertake a comprehensive review of existing promotion policies and decide a certain percentage as the limit beyond which the members of subordinate services will not be promoted.iii. To build up a dedicated cadre of trainers as recommended by the Commission and in the light of the Committees' suggestion.iv. To set up Training Institutes to provide specialised training to its employeesv. To take necessary action regarding points of action pertaining to them as recommended by the Commission in Chapter 9 of its report.vi. To conduct detailed examination of the recommendations in Chapter 10 of the Commissions' report related to their department in the light of past references, judicial pronouncements in this regard, effect on present equilibrium between different posts etc. and submit a proposal to the Finance department with detailed justification for implementation of those recommendations.vii. To examine recommendation of the Commission in Chapter 10 of its report regarding graduation as minimum qualification for entry into various services by taking into account the optimum qualification required for efficient discharge of functions assigned to the job and the availability of sufficient number of candidates for the same.viii. To examine feasibility of the recommendation regarding minimum higher secondary qualification for constables and equivalent categories.ix. To examine and initiate action on various recommendations pertaining to their department as given in Chapter 10 of the Commissions' report and in the light of the Committees' views thereon.

		<p>x. To conduct comprehensive review of all the posts in the light of their functional utility and take time bound action for restructuring.</p>
2	Personnel Department	<p>i. To identify categories of employees who are likely to be exposed to hazards and formulating a comprehensive risk insurance scheme for them.</p> <p>ii. Implementation of Visakha Guidelines</p> <p>iii. To examine the concept paper on creation of Assam Administrative Service in detail for further consideration.</p> <p>iv. To formulate detailed guidelines regarding regular office inspections, provisions like FR (56), departmental proceedings and other issues as mentioned in the report and also to come out with detailed action plan regarding the Commissions' various recommendations with respect to Service Rules.</p> <p>v. To examine the recommendations regarding appointment of all employees and come out with a comprehensive action plan for implementation of the same.</p> <p>vi. To examine the model application form as given at Annex 8.1 of the Commission's report and suggest necessary changes therein to make it suitable for using it in recruitment process in future. The Committees' suggestion may also be incorporated.</p> <p>vii. To formulate a detailed action plan for setting up permanent statutory commissions for recruitment to various posts like teachers etc.</p>
3	Finance department	<p>i. To examine the propriety of extending the benefit of Fixed TA to additional categories as recommended by the Commission, on merit of each case and based on detailed justification as submitted by the concerned department</p> <p>ii. To work out detailed procedures regarding interest subsidy for disabled employees</p> <p>iii. To examine the recommendations regarding Special Study Leave for teachers etc.</p> <p>iv. To conduct training programmes for concerned employees for smooth implementation of the new system of revised pay structure and other relevant aspects of the Commission's report.</p> <p>v. To examine the recommendation regarding</p>

		giving higher Grade Pay to those promotion posts which are presently in the same pay scale as that of junior posts. Such cases shall be examined for further consideration.
4	General Administration Department/ Secretariat Administration Department	<ul style="list-style-type: none"> i. To examine the recommendation regarding working women's hostel and 15% reservation in Government quarters in the light of functional requirement of different departments and other relevant aspects ii. To implement the recommendation regarding user friendly office environment for the disabled employees iii. To bring out a proposal for putting a cap on the number of holidays in the light of the Committees' suggestion iv. To formulate detailed action plan and guidelines regarding outsourcing various functions like cleaning, plumbing, gardening etc. on contract basis
5	Department of Pension and Public Grievances	<ul style="list-style-type: none"> i. To examine the recommendation regarding Disability Pension ii. To examine the recommendations regarding Commutation of Pension
6	Social Welfare Department	<ul style="list-style-type: none"> i. To examine the recommendations regarding disabled employees namely, a. 3% quota for disabled candidates b. places of posting c. Other service matters
7	Health and Family Welfare Department	<ul style="list-style-type: none"> i. To work out detailed procedures regarding provision of aids and appliances for the disabled employees and submit the same to the Finance department for further consideration ii. To examine the recommendations regarding medical facilities and benefits in detail and submit report to the Finance department with detailed justification
8	Administrative Reforms and Training Department	<ul style="list-style-type: none"> i. To prepare a proposal regarding eligible state level training institutes and qualifying posts therein for grant of Training Allowance and submit the same to Finance Department for further consideration. ii. To examine the recommendations regarding advance increments for acquiring higher academic qualification in detail iii. To examine the recommendations regarding two levels of Directorates in detail iv. To examine closing down some directorates which have outlived their utility, as mentioned in the Commissions' report v. To examine the recommendation regarding

		<p>pyramidal structure for all the departments and suggested ratio thereof in detail in the light of Committees' views and formulate guidelines regarding the same</p> <p>vi. To examine the recommendation regarding enrichment of jobs performed by present Class IV employees in detail.</p> <p>vii. To formulate a comprehensive action plan jointly with IT department for implementation of various recommendations regarding use of Information Technology in Government offices, Paperless office etc.</p> <p>viii. To formulate a Training Policy for all the State Government employees. Recommendations regarding Training Needs Analysis (TNA), Induction Training etc. may also be incorporated therein.</p> <p>ix. To formulate a detailed action plan on the Commission's recommendation regarding restructuring of some departments in Chapter 9 of its report.</p> <p>x. To examine the recommendation regarding bringing about uniformity in the designations of various district officers in detail and initiate action.</p>
9	Planning and Development Department	<p>i. To examine the recommendation regarding common cadre for statistical services in detail and formulate guidelines regarding the same</p> <p>ii. To examine the recommendation regarding a common cadre for various posts and services dealing with Plan/ Planning matters in detail and formulate guidelines regarding the same</p> <p>iii. To examine the recommendation regarding allocation of specific percentage of Plan Budget for training of the employees.</p>
10	Directorate of Information and Public Relations	<p>i. To examine the recommendation regarding common cadre for Information and Publicity services in detail and formulate guidelines regarding the same</p>
11	Directorate of Library Services	<p>i. To examine the recommendation regarding common cadre for library services in detail and formulate guidelines for the same.</p>
12	IT department	<p>i. To formulate a comprehensive action plan jointly with AR&T department for implementation of various recommendations regarding use of Information Technology in Government offices, Paperless office etc.</p> <p>ii. To initiate action regarding the recommendation with respect to setting up</p>

		of a common cadre for posts such as Programmer etc., in consultation with other concerned departments.
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40. Miscellaneous

Finance department shall decide procedural issues, elaborate details and other associated aspects of the aforesaid issues as approved by the Cabinet.

41. Anomaly Committee

An anomaly committee has been constituted to address anomalies that may be reported.

42. General decisions

1. The revised pay structure for different services/posts under the State Government, as approved, has been indicated in the Schedule annexed to the Assam Services (Revision of pay) Rules, 2010 issued under Finance Department Notification No.FPC.85/2009/2 Dated 4th February, 2010. The procedure for fixation of pay of the existing Government employees in the revised pay structure has also been laid down in the aforesaid rules.
2. The revised pay structure which will have notional effect from 1st January, 2006 will apply to the Government employees who are in service on 31st December, 2005 as well as to those who entered service on or after 1st January, 2006.
3. The existing Dearness Allowance granted vide O.M. No. FEG 15/1998/Part I/ 46 dated 21st July, 2006 has been fully merged in the revised pay as on 1.1.2006 and this will no longer be admissible over the revised pay. Similarly, the existing Dearness Relief, sanctioned vide O.M. No.FEG 15/1998/Part I/ 46 dated 21st July, 2006 as on 1.1.2006 has been fully merged in the revised pension and this will no longer be admissible over the revised pension.
4. The Interim Relief sanctioned vide O.M. No. FPC 6/2008/13 dated 30.5.2008/ O.M. No. FPC 6/2008/Part/4 dated 2.1.2009 and O.M. No. FPC 6/2008/30 dated 4.9.2009 to the employees and the pensioners including family pensioners will no longer be admissible with effect from 1st February, 2010. The Interim Relief drawn from 1.4.2009 will be adjusted (deducted) from the arrears arising out of the revision of pay, pension which will be paid with effect from 1.4.2009.
5. Although the revised pay structure shall notionally come into effect from the 1st January 2006, an employee who is in service on the 31st December, 2005 has been given an option to continue in the existing scale of pay till his next or any subsequent increment(s) in that scale or until he vacates the post or ceases to draw pay in that scale. An employee who has entered service on or after 1st January, 2006 but before publication of the Assam Services (Revision of Pay) Rules, 2010 has also been given a similar option. It is to be noted that if the option is not exercised within the prescribed time limit of 60 days, the revised pay structure will apply from the 1st January, 2006 to an employee who was in

service on the 31st December, 2005 or from the date of appointment in the case of an employee who entered service on or after 1st January, 2006. It should also be noted that mere exercise of an option within the specified time limit by a Government servant is not sufficient. It will be personal responsibility of the employee to ensure that it reaches the competent authority within the time limit and he obtains an acknowledgement to that effect.

6. As the revised pay structure will be notionally effective from the 1st January, 2006 and thereafter, all new posts created or to be created on or after that date should be on the revised pay structure. Sanction to the continuance of temporary posts, the existing sanction which expires on or after that date should be accorded in the revised pay structure. In case of a Government employee who prefers to retain the existing scale under Rule 5 of the Assam Services (Revision of Pay) Rules, 2010, the same scale will continue for the period for which the option is operative, as personal to him.
7. In the revised pay structure, 5 distinct Pay Bands and 30 Grade Pays have been prescribed. The pay structure as accepted by the Government is incorporated in the Schedule. As such, proposals in respect of the pay structure of the new posts to be created hereafter are to be based on this standard pay structure consistent with the nature of duties and responsibilities attached to them.
8. In the revised pay structure, no confirmatory stages have been indicated. The period of probation, pay during the period of probation and confirmation in the revised pay structure will be regulated as provided in the respective service rules or as laid down by the competent authority under general or special orders.
9. Some revised Grade Pays have been sanctioned specifically stating the required minimum qualification. These will not be admissible to persons who do not possess that qualification. In such cases, corresponding Grade Pay to the pre-revised scale will continue unless there is a specific mention to the contrary. In future only qualified persons should be appointed to such posts/services.
10. The Accountant General, Assam will calculate the first pay proposed to be drawn in the revised Pay Structure by the gazetted Government employees other than those whose pay is drawn in establishment bill and issue pay slips accordingly. As regards non gazetted Government employees and the gazetted Government employees whose pay is drawn in establishment pay bill, the head of office shall draw on their own responsibility the revised pay and keep the service book of the Government employees and the initial pay fixation statements in duplicate ready for checking of the same by the Audit staff of the Office of the Accountant General, Assam locally.
11. Till the fixation of pay is finally checked by the Accountant General, Assam, the fixation of pay done in the revised pay structure by the head of Office will be treated as provisional and the head of office will draw the arrear and monthly pay of the staff/Officers on the basis of the provisional fixation of pay in the revised pay structure.
12. It has been decided that the arrears arising out of pay revision in respect of Government employees for the period from 1st April, 2009 to 31st January, 2010 shall be credited to their Bank Account in a single

instalment. This shall be done after adjustment of interim relief drawn as per O.M. mentioned in Para 4 above.

A. Arrear in respect of Retired/to be Retired Employees

(i) In respect of employees who retired in the period from 1.1.2006 to 31.3.2009, no arrears shall be paid. In respect of employees who retired in the period from 1.4.2009 to 31.1.2010, arrears shall be credited to their Bank Account in a single instalment after adjustment of Interim Relief as per O.M. mentioned in Para 4 above.

(ii) Clause 33(VI) may be referred for employees who have retired prior to 1.1.2006.

B. Bill for arrear pay and allowances from 1.4.2009 To 31.1.2010 to be credited to Bank account in a single instalment.

(i) In drawing the arrear bills of the non-gazetted Government employees and the Gazetted Government employees whose pay is drawn in the establishment pay bill it shall be ensured that the arrears for the period from 1.4.2009 to 31.1.2010 is credited to the bank account of the Government servant after adjustment of Interim Relief. An undertaking shall be obtained from the Government employee concerned to the effect that as a result of check of the initial pay statement by the Accountant General, Assam, if any over payment is detected, the same will be refunded by him.

(ii) Government employees, other than self drawing officers, may be informed of the amount of the arrear deposited in their bank account by the head of office concerned.

(iii) Each Treasury/Sub-Treasury will maintain a separate account department-wise about the actual deposit of the amount of arrear in respective bank accounts of the employees. This will apply also to authorities drawing the amounts in cheques without intervention of the Treasury.

(iv) In drawing the pay bill in the revised pay structure the certificate mentioned below shall be furnished on the body of such bill:-

“Certified that the Initial Pay Statements in the prescribed form in the case of those employees whose pay has been drawn in the revised pay structure under the Assam Services (ROP) Rules, 2010 have been kept ready for check by the Accountant General, Assam”.

C. Bill for arrear of pay and allowances from 1st April, 2009 onwards to be credited to bank account.

In drawing the arrear pay bill in the revised pay for the period from 1st April, 2009 onwards it should contain the following certificates:-

(i) "Certified that initial pay statements in the prescribed form in the case of those persons whose pay have been drawn in the revised pay structure under the Assam Services (ROP) Rules, 2010 have been kept ready for check by the Accountant General, Assam".

(ii) "Certified further that the arrear for the period from 1st April, 2009 to 31st January, 2010 has been drawn/is being drawn and deposited after adjustment (deduction) of Interim Relief drawn with effect from 1.4.2009 vide O.M. No. FPC 6/2008/13 dated 30.5.2008/ O.M. No. FPC 6/2008/Part/4 dated 2.1.2009 and O.M. No. FPC 6/2008/30 dated 4.9.2009, in bank account of the Government employees whose pay has been drawn in this bill."

D. For the first regular pay bill to be drawn in the revised pay structure.

(i) The bill for first regular drawal in the revised pay structure should contain the following certificate:-

"Certified that initial pay statements in the prescribed form in the case of those employees whose pay has been drawn in the revised pay structure under the Assam Services (Revision of Pay) Rules, 2010 have been kept ready for check by the Accountant General, Assam".

(ii) In respect of self drawing Gazetted Government employees, the Accountant General, Assam will take action and incorporate similar provisions in the pay slips.

43. All the concerned administrative departments shall take action accordingly.

(H.S. Das, IAS)
Principal Secretary,
Finance Department,
Government of Assam

Annexure I

Revised rates of Kit Allowance, Messing and Dhobi Allowance to the Nursing Staff

(In Rs. per year)

(a)	Kit Allowance	Existing Rate	Revised rate
1.	Kit allowance for the 1 st year	1000/-	1500/-
2.	Kit allowance for each subsequent year	500/-	750/-

(In Rs. per month)

(b)	Messing and Dhobi Allowance	Existing Rate	Revised rate
1.	Nursing staff under Nursing organization	250/-	375/-
2.	Sister Tutor/Ward Sister/Public Health Nurse etc. up to the rank of Matron.	350/-	525/-

Annexure II

Revised rates of Ration and other allowances to the police personnel under the Home Department

(In Rs. per month)

(a)	Ration Allowance	Existing Rate	Revised rate
1.	Inspector/ Sub Inspector/ ASI/ Havildar/ Constable/ Follower	200/-	300/-
2.	District Armed Branch police personnel	50/-	75/-
3.	Assam Police Battalion personnel	75/-	115/-

(In Rs. per month)

(b)	Rifle Allowance	Existing Rate	Revised rate
1.	Armed Branch Constable/ Havildar	20/-	30/-

(In Rs. per month)

(c)	Batta Allowance	Existing Rate	Revised rate
1.	Inspector	230/-	345/-
2.	Sub-Inspector	190/-	285/-
3.	Assistant Sub-Inspector/Havildar	150/-	225/-
4.	Constable	130/-	195/-
5.	Follower	90/-	135/-

(Per month)

(d)	Compensatory Allowance	Existing Rate	Revised rate
1.	Police personnel up to the rank of Inspector	5% of Basic Pay	5% of revised Basic Pay with a ceiling of Rs. 750/-

(In Rs.)

(e)	Kit Allowance	Existing Rate	Revised rate
1.	Assam Police Service (Senior)	Rs.3000/- initially and Rs.2000/- after every 3 years.	Rs.4500/- initially and Rs.3000/- after every 3 years.
2.	Assam Police Service (Junior)	Rs.2500/- initially and Rs.1500/- after every 3 years	Rs.3750/- initially and Rs.2250/- after every 3 years
3.	Inspector	Rs.1200/- initially and Rs.600/- every year	Rs.1800/- initially and Rs.900/- every year
4.	Sub-Inspector	Rs.1200/- initially and Rs.600/- every year	Rs.1800/- initially and Rs.900/- every year

(In Rs.)

(f)	Kit Maintenance Allowance	Existing Rate	Revised rate
1.	Gazetted Officer	130/-	195/-
2.	Inspector	110/-	165/-
3.	(i) Sub Inspector (ii) Assistant Sub-Inspector	90/-	135/-
4.	Havildar/Head Constable/ Constable	70/-	105/-
5.	Note:- The Police personnel working in the Traffic Branch will get the allowance at 50 percent higher rate than the revised rate for aforesaid categories.		

(Per month)

(g)	Commando Allowance	Existing Rate	Revised rate
1.	All the Police personnel including Class-IV service of the Commando Battalion. This allowance is admissible to them only during the period they serve in the Battalion.	15% of Basic Pay	15% of revised Basic Pay with a ceiling of Rs. 2500/-

Annexure III

Revised rates of Special Compensatory Allowance to the Fire Service Personnel under the Home Department

(In Rs. per month)

SI No.	Special Compensatory Allowance	Existing Rate as per Resolution 1998	Revised rate
1.	Station Officer (rank of Sub-Inspector)	70/-	140/-
2.	Sub-Officer (rank of Assistant Sub-Inspector)	50/-	100/-
3.	Leading Fireman (rank of Havildar)	40/-	80/-
4.	Fireman/Driver (rank of Constable)	20/-	40/-
5.	Mechanic	50/-	100/-

Annexure IV

Revised rates of Ration and other allowances to the personnel under the Jail, Home Guards and Civil Defence, Forest and Excise Department

Home (Jail) Department

(In Rs.)

(a)	Kit Allowance	Existing Rate	Revised rate
1.	Superintendent of Jail (Grade-I and Grade-II)	Rs.2500/- initially and Rs.1500/- after every 3 (three) years.	Rs.3750/- initially and Rs.2250/- after every 3 years
2.	Jailor	Rs.1200/- initially and Rs.600/- every year	Rs.1800/- initially and Rs.900/- every year
3.	Assistant Jailor	Rs.1200/- initially and Rs.600/- every year	Rs.1800/- initially and Rs.900/- every year

(In Rs.)

(b)	Kit Maintenance Allowance	Existing Rate	Revised rate
1.	Gazetted Officer	130/-	195/-
2.	Jailor	110/-	165/-
3.	Assistant Jailor	90/-	135/-
4.	Chief Head Warder	90/-	135/-
5.	Head Warder and Warder	70/-	105/-

(In Rs. per month)

(c)	Ration Allowance	Existing Rate	Revised rate
1.	Chief Head Warder/Head Warder and Warder.	200/-	300/-

Directorate of Home Guards and Civil Defence

The Kit Allowance/ Kit Maintenance Allowance/ Rifle Allowance/ Compensatory Allowance/ Batta Allowance as admissible to the Police personnel (Annexure II) will also be admissible to the corresponding classes of personnel under the Directorate of Home Guards and Civil Defence.

Forest Department

(In Rs.)

(a)	Kit Allowance	Existing Rate	Revised rate
1.	Forest Ranger	Rs.1200/- initially and Rs.600/- every year	Rs.1800/- initially and Rs.900/- every year

(In Rs.)

(b)	Kit Maintenance Allowance	Existing Rate	Revised rate
1.	Forest Ranger	110/-	165/-
2.	Deputy Ranger	90/-	135/-
3.	Forester-I, Forester-II and Forest Guard	70/-	105/-

Excise Department

(In Rs.)

(a)	Kit Allowance	Existing Rate	Revised rate
1.	Inspector of Excise	Rs.1200/- initially and dRs.600/- every year	Rs.1800/- initially and Rs.900/- every year

(In Rs.)

(b)	Kit Maintenance Allowance	Existing Rate	Revised rate
1.	Inspector of Excise	110/-	165/-
2.	Assistant Inspector of Excise	90/-	135/-
3.	Excise Head Constable/ Constable.	70/-	105/-