

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

MEMORANDUM

No. F. 15(1)FD(Rules)/2017

Jaipur, dated : 30th October, 2017

Subject : - Fixation of pay of Government servants in the Rajasthan Civil Service (Revised Pay) Rules, 2017.

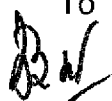
The undersigned is directed to invite attention to this Department Notification No. F. 15(1)FD/Rules/2017 dated 30.10.2017 under which the Rajasthan Civil Services (Revised Pay) Rules, 2017 have been promulgated. The Part 'A' & Part 'B' of Schedule-I and Section 'A', 'B' & 'C' of Schedule -II have been appended to the aforesaid rules with a view to facilitating and expediting fixation of pay in the Pay Matrix.

2. The rules provide that the Government servants should exercise option within three months from the date of publication of these rules indicating whether they desire to come over to the prescribed Level in the Pay Matrix or to retain existing running pay band and grade pay. In the case of Government servants who does not exercise option to retain the existing Running Pay Band and Grade Pay within the prescribed time, he will be deemed to have opted for the Rajasthan Civil Services (Revised Pay) Rules, 2017 and thereupon his pay shall be fixed in Level in the Pay Matrix. The option given by the Government servant may be pasted in his Service Book and a true copy of it be placed in his personal file. The fixation of pay in Level in the Pay Matrix of the individual Government servant may, therefore, be done as and when option is received. The Heads of Departments/Offices should not wait or postpone action in this respect until options from all Government servants serving under them are received.

3 (i) The pay of Government servants may be drawn in Level in the Pay Matrix thereon after pay fixation statements have been checked by the Accounts officer(s)/ Assistant Accounts officer-I of the Department or the officer(s) specially authorized in this connection. A Proforma for the purpose of fixation of pay in Level in the Pay Matrix is enclosed.

(ii) The Head of Offices/ Departments shall prepare pay fixation statements of each Government servant in the prescribed Proforma in triplicate and send the same to the authorities as specified in para 5 of this Memorandum. The original and duplicate copy of the fixation statement, after checking by Accounts Officer/ Assistant Accounts Officer-I or Treasury Officer/ Assistant Treasury Officer as the case may be, shall be returned to the concerned Head of Office/ Department of the employee. The triplicate copy shall be retained by the checking authority for record of his office. The Head of Office shall attach original copy of the pay fixation statement with the arrear bill and retain duplicate copy in his office in the personal file of the respective employee.

4. In the absence of pre-audit, there is a possibility of fixation of pay being done wrongly resulting in over-payments which shall have to be recovered subsequently. To safeguard against such a contingency, the disbursing officers shall obtain



undertaking from each Government servant that in the event of overpayment as a result of incorrect fixation of pay, recovery may be made from his pay.

5. The Accounts Officer(s)/ Assistant Accounts Officers-I(s) are hereby authorized to check the pay fixation statements of employees serving in their respective Departments. Where there is no Accounts Officer/Assistant Accounts Officer-I in a Department the fixation statement for checking will be sent by the Head of Office to the Treasury Officer who passes salary claims of that office. The Treasury officer(s) and Assistant Treasury Officer(s) of such Treasuries are authorized to check such fixation statements.

6. The fixation of pay of Government servants on deputation to various undertakings, autonomous bodies etc. in Level in the Pay Matrix under Rajasthan Civil Services (Revised Pay) Rules, 2017 shall be done by the Accounts Officers/Assistant Accounts Officer-I of their parent departments to which they belong. In case of members of Rajasthan Administrative Service and Rajasthan Accounts Service and Rajasthan Subordinate Accounts Services, fixation of pay of deputationists in Level in the Pay Matrix, shall be done by the Department of Personnel, Government of Rajasthan and Director, Treasuries & Accounts, Rajasthan, Jaipur respectively.

7. (i) Fixation of pay in Level in the Pay Matrix under Rajasthan Civil Services (Revised Pay) Rules, 2017 in respect to left out posts which do not find place in the department-wise Schedule-II, appended to these rules, may not be done until the posts have been included in Section 'A', 'B' and 'C' of Schedule-II of the rules.
- (ii) No payment of Special Pay be made in any case where the entry of Special Pay has not been included in Schedule-III appended to these rules, regardless of drawal of Special Pay in the existing running pay band and grade pay.

8. The Heads of Offices/Departments will ensure that entries with respect to fixation of pay in Level in the Pay Matrix are made on the basis of fixation statements approved by the Accounts Officer/ Treasury Officer/ Assistant Accounts Officer-I/ Assistant Treasury Officer in the Service Book of the employees under his attestation.

9. The fixation statement checked and approved by the authorities specified in para 5 & 6 above will be subject to check by the audit parties of the Accountant General's Office and internal check/ audit parties of the State Government when they visit Offices/Departments for conducting normal audit.

By order of the Governor,


(Manju Rajpal)

Secretary to the Government
Finance (Budget)

**STATEMENT OF FIXATION OF PAY UNDER
RAJASTHAN CIVIL SERVICES (REVISED PAY) RULES, 2017**

Name of Department/Office :

1.	Name and Designation of the Government Servant :	
2.	For substantive/officiating post:	
	(i) Existing Running Pay Band	
	(ii) Existing Grade Pay	
	(iii) Existing Grade Pay No.	
3.	Date of Last increment in the Running Pay Band & Grade Pay	
4.	Date from which Rajasthan Civil Services (Revised Pay) Rules, 2017 Opted (permissible as per rules)	
5.	Existing Emoluments as defined in Rule 5(iv)	
	(A) Basic Pay as defined in Rule 5(i)	
	(B) Personal Pay, if any	
	(C) Dearness Allowance at the rate of 125% of Basic Pay	
	(D) Total Emoluments (A+B+C)	
6.	Applicable Level in the Pay Matrix corresponding to Running Pay Band and Grade Pay shown at Sl.No. 2	
7.	Amount arrived at by multiplying basic pay as at Sl.No. 5(A) by 2.57 (rounded in Rs.)	
8.	Revised emoluments: Pay in the Level in the Pay Matrix	
9.	Difference of existing emoluments and revised emolument:	
	(i) Existing emoluments as at Sl.No.5	
	(ii) Revised emoluments as at Sl. No.8	
	(iii) Personal Pay under Rule 11(6) i.e difference of item (i)-(ii) (To be absorbed in future increases in Pay)	
10.	Date of next increment under Rule 13	
11.	Remarks :	

Day

Certified that :-

- (i) Pay in the Level in the Pay Matrix has been fixed Rs.as above in accordance with the Rajasthan Civil Services (Revised Pay) Rules, 2017
- (ii) The entry of the post is appearing in the aforesaid rules at Sr. No.of Schedule -II Section 'A'/'B'/'C' under :-
- (a) Name of Department:
- (b) Name of Service :
- (iii) An undertaking has been obtained from the employee to refund overpayments, if any, which may subsequently detected.

Place :

Date :

**Signature & Designation of
Head of Office/ Head of Department**

Checked and Approved

Accounts officer/ Asstt. Accounts Officer - I

Date :

No. : F

Date :

Copy to :-

- 1 Head of office/Department
- 2 Accounts officer/ Asstt. Accounts officer-I
- 3 Employee concern Sh./Smt./Kumari.

Accounts officer/ Asstt. Accounts Officer - I

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