

APPENDIX – I**Statement of fixation of Pay under Andhra Pradesh Revised Scales of Pay Rules, 2010
(Circular Memo No. 33327-A/549/A1/PC-I/2009 dated: 13.03.2010)**

- Note: 1. Separate statement should be prepared for fixation of pay in respect of substantive and officiating post.
2. In respect of employees holding Special Grade / Special Promotion Post / Special Ad-hoc Promotion Post, fixation shall be in the corresponding relevant Revised Scales assigned to the post

1.	Name of the employee	:	
2.	Designation of the post in which pay is to be fixed (the actual nomenclature of the post i.e., Ordinary / Special Grade / SPP / SAPP held by the employees is to be only mentioned)	:	
3.	Whether substantive or officiating	:	
4.	a) Whether the employee has opted to the Revised Pay Scales, 2010. b) Date on which option was exercised c) Date from which option was exercised to come over to the Revised Pay Scales, 2010 from 01.07.2008/ the date of next increment.	:	
5.	(a) Existing Scale of Pay of the post on the date of entry into the Revised Pay Scales, 2010.	:	
	b) Pay in the existing Scale (i.e., RPS, 2005)	:	
	c) Special Pay, if any in the existing Scale (i.e.,RPS, 2005)	:	
6.	(a) whether this case attracts first Proviso to Rule 6(b) of the Andhra Pradesh Revised Scales of Pay Rules, 2010	:	
	(b) If so, the stepped up pay (attach CHECK LIST)	:	
7.	Existing emoluments on the date of entry into Revised Pay Scales, 2010.	:	
	a) 'Basic Pay' i.e., pay as defined in Fundamental Rule 9 (21) (a) (i) including stagnation increments / Pay as per 6 (b) above	:	
	b) Personal Pay under Rule 9 (23) (a) of the Fundamental Rules or Rules or Rule 7 (40) (a) of the Hyderabad Civil Service Regulations	:	
	c) Personal Pay sanctioned under A.P. Revised Scales of Pay Rules, 2005.	:	
	d) Dearness Allowance admissible at the rate which existed on 1 st July, 2008 appropriate to 'Basic Pay' referred to at sub-item (a) above	:	
	Total 7 (a to d)	:	
8.	Fitment benefit 39% of Basic Pay referred to in item 7 (a)	:	
9.	Total of items 7 and 8	:	

10.	Revised Scale of Pay, 2010 for the post in which the Pay is fixed now.	:				
11.	Revised Pay as fixed in the Revised Scale at the stage next above the amount referred to in item 9 above irrespective whether, the amount is a stage or not, in the Revised Scale.	:				
12.	Increase in emoluments		<table border="1"> <tr> <td></td> <td>In the existing Pay Scales, 2005 'X'</td> <td>In the revised Pay Scales, 2010 'Y'</td> </tr> </table>		In the existing Pay Scales, 2005 'X'	In the revised Pay Scales, 2010 'Y'
	In the existing Pay Scales, 2005 'X'	In the revised Pay Scales, 2010 'Y'				
i)	Basic Pay	:				
ii)	Special Pay*	:				
iii)	Personal Pay* (under FR/AP.RSPR, 2010)	:				
iv)	Family Planning Increment*	:				
v)	Advance increment*	:				
vi)	Dearness Allowance	:				
vii)	House Rent Allowance	:				
viii)	City Compensatory Allowance	:				
ix)	Other Compensatory Allowance	:				
x)	Interim Relief	:				
Total		:				
Net Increase Y – X						
13.	(a) The amount of pay fixed in the Revised Pay Scales, 2010 in the lower / substantive post	:				
	(b) The amount of pay fixed in Revised Pay Scales, 2010 (vide item 11 above)	:				
	(c) The pay fixed in the Revised Pay Scales, 2010 in officiating post as per Rule 6 (g) (i) of the Andhra Pradesh Revised Scales of Pay Rules, 2010 in case where the Pay in item 13 is equal or less than Pay in item 13 (a) above (i.e., next stage to the amount of the substantive pay as per item 13 (a) above)	:				
14.	Date of next increment	:				
15.	Any other relevant information	:				
Station :						
Date :						
			Signature of the Head of the Office/Drawing and Disbursing Officer			

* Shall not be reckoned as pay for purpose of calculation of Dearness Allowance, House Rent Allowance and City Compensatory Allowance.

CHECKLIST
For stepping up of Pay (Refer Rule 6 of Appendix I)
(Circular Memo No. 33327-A /549/A1/PC-I/2009 dated: 13.03.2010)

Sl. No.	Details/Parameter	Senior	Junior
1.	Name of the employee	:	
2.	Designation (a) Feeder Post (b) Promotion Post	:	
3.	Date of appointment to the Feeder Post	:	
4.	Unit of appointment of the Feeder Post	:	
5.	Mode of Recruitment to the Feeder Post	:	
6.	Date of appointment to Automatic Advancement Grades in the Feeder post Special Grade Special Promotion Post I Special Promotion Post II	: : :	
7.	Date of Promotion	:	
8.	Pay in the Lower Category as on date of promotion of senior	:	Rs.
9.	Pay fixed on Promotion	:	Rs.
10.	Pay as on 1.7.2008	:	Rs.
11.	Fulfillment of conditions	:	
	<u>Conditions</u>		<u>Fulfilled or not</u>
	a) both the senior and junior should have been drawing pay in an identical pay scale in the existing scales of pay;		Yes / No
	b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay, under the same mode of recruitment and from the same unit of appointment in the lower category;		Yes / No
	c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;		Yes / No
	d) the anomaly should have arisen directly as a result of the fixation of pay in the existing scales under automatic advancement scheme and continued as on 01.07.2008.		Yes / No
	*Stepping is admissible if all conditions are 'Yes'		
12.	Pay fixed on stepping up of pay .		

APPENDIX – II

**As per para 2(c) (iv) of Circular Memo No. 33327-A/549/A1/PC-I/2009
dated: 13.03.2010**

1. Name of the Office :
2. Designation of Drawing and Disbursing Officer :
3. Name and Designation of the employee :
4. Amount of arrears of fixation of pay in the Revised Pay Scales, 2010.
 - i) From 01.07.2008 to 31.01.2010 (Notional) : Rs.
 - ii) a) for the month of February, 2010 (credited to the GPF Accounts of the employee) : Rs.
 - b) From March, 2010 to (paid in cash) :
 - iii) From 1st March, 2010 till the date of fixation of pay in the Revised Pay Scales, 2010 (paid in cash) :

Signature of the Drawing and Disbursing Officer

Station :

Official Seal :

ANNEXURE – I
(Circular Memo No. 33327-A/549/A1/PC-I/2009 dated: 13.03.2010)

List of Staff Members working in the office of _____

Sl. No	Name	Designation / Category	Whether on Duty/ Suspension/ Leave / Training / Deputation	Results of verification
(1)	(2)	(3)	(4)	(5)
Signature of Drawing and Disbursing Officer				
Signature of Sub-Treasury Officer/ District Treasury Officer/ Pay and Accounts Officer/ Pay and Accounts Officer of the Projects/ District Audit Officer, State Audit				

ANNEXURE – II
(Circular Memo No. 33327-A/549/A1/PC-I/2009 dated: 13.03.2010)

Office of _____

Sl. No	Name and Designation	Defects noticed in verification of pay fixation statement	Reference No. in which the matter is reported to the Drawing and Disbursing Officer	Final Result (i.e.,) whether the Revised Pay Fixation is admitted or not.
(1)	(2)	(3)	(4)	(5)

Signature of the Checking Authority