Government of Odisha -Finance Department *** 0 0 /**F**, *i* Dated /2011(Pt) ndes-27 RESOLUTION

Sub:- Simplification of procedure for extension of temporary posts under regular establishment and annual review of establishments as per prescribed time schedule.

1. Under the practice prevailing prior to 1978, extension of temporary posts was being sanctioned by the Administrative Department with the concurrence of Finance Department and thereafter the salaries of the incumbents against these temporary posts were being allowed to be drawn. In Finance Department Resolution No. 10806- Codes-1/78/F., dt. 2nd March, 1978 simplification of procedure for extension of temporary posts under regular establishment was outlined. As per the stipulations contained in the aforesaid Resolution of Finance Department, Head of office, Heads of Departments and Secretaries of Administrative Departments are required to furnish annual establishment review by end of February, March and 15th of April each year respectively to the authorities specified therein. Further, instructions were issued in Finance Department Letter No. Codes- 11/97-17343 (40)/F., dt. 4th April, 1997 that the report of annual establishment review furnished by Heads of Departments should be scrutinized by the Administrative Department by associating a representative from Finance Department. Similarly, while undertaking review of staff strength of the Administrative Department and its attached subordinate offices, the Administrative Department is required to associate the representative of Finance Department and finalise the annual review of establishments. This annual review of the strength of



various establishments under the State Government is absolutely necessary in order to enable the State Government to furnish correct position of staff strength and vacancy position to the Planning Commission, Finance Commission and other quarters whenever asked for. s

2. According to the stipulation made by the 12th Finance Commission regarding fiscal consolidation measures to be taken by the States, expenditure on salary is to be contained within 35% of net revenue expenditure i.e. total revenue expenditure less expenditure on payment of interest. Besides this, the Odisha Fiscal Responsibility and Budget Management Act, 2005 mandates the State Government to contain the expenditure on salary within 80% of State's own revenue. In order to comply with the aforesaid stipulations it is essential to have correct estimates of requirement of funds for expenditure on salary as well as pension. For this, it is absolutely necessary to know about the staff strength under different scales of pay/pay band and also about the vacancy position at the end of the year. Instructions were issued in Finance Department Resolution No.199-Codes/97/F, dt.3.1.2000 for submission of Annual Establishment Review. These instructions are now being modified for electronic submission of the information and its compilation annually in the Treasury Portal (iOTMS) for which detailed guidelines are provided in paragraph-7(ii) and Schedule-V. The Director of Treasuries & Inspection may issue further clarifications and instructions regarding up-loading required information in the Treasury Portal as and when necessary in consultation with Finance Department.

3. Action by Head of Office (including those applicable to the Head of the Department and Administrative Department in the capacity of Head of the Office in respect of its own establishment):

The annual establishment review by Head of Office in respect of his/ her own office for which he/ she is responsible for drawal of salary

2

.

is to be furnished by the DDO of that office to the concerned Treasury Officer through the Treasury Portal as well as to his/ her Head of Department/Secretary of the Administrative Department by the end of January each year as in Schedule-I (Group-wise and Scale of Pay-wise sanctioned strength, vacancy position etc.) and Schedule I-A (details of the post to be terminated). Unless the required review report is submitted to the respective Treasury, Head of Department and the Administrative Department, the salary of the staff of the Head of the office including the subordinate attached offices, if any, for the month of February onwards shall not be drawn. For this, the concerned Head of Office (including Head of the Department and Administrative Department as Head of the Office in respect of their own establishment) has to furnish a certificate as in <u>Schedule-IV</u> to be generated from the Treasury Portal which should be attached to the Pay Bill for the month of February to be presented in the month of March. In case of Engineering and Forest Divisions/Irrigation Projects where salary is drawn through Cheque such certificate generated from the Treasury Portal is to be furnished to the concerned Bank where cheques are presented. The concerned DDO of the Heads of Department and Administrative Department are also required to furnish such information in Schedule-I, Schedule-IA and the certificate in Schedule-IV to the concerned Treasury or the Bank, as the case may be, through the Treasury Portal within the time indicated above in respect of their own offices (including attached offices, if any). The DDOs declared as well as designated for drawal of grant-in-aid salary for the approved strength of the grantee institution will submit the information in Schedule I-B in similar manner to their respective grant-in-aid sanctioning authorities i.e. their Head of Department/Administrative Department through the Treasury Portal alongwith a certificate in Schedule-IV, In case any DDO designated

3

.

t

to draw grant-in-aid salary for any of the grantee institutions in respect of the approved strength of the employee is not recognised in iOTMS such DDO shall submit information in Schedule – I-B to the respective grant-in-aid sanctioning authority manually. The concerned <u>Treasury/Special</u> <u>Treasury/Sub-Treasury/Bank</u> shall not process salary bills/cheques of those DDOs (including those of Heads of Department/Administrative Department and Finance Department) through iOTMS from February onwards who fail to submit such information by the end of January each year.

\$

4. Action by Heads of Department:

t

(i) The Head of the Department in the capacity of Head of the Office in respect of its own establishment including attached offices, if any, has to furnish the establishment return in respect of his/her own establishment in Schedule–I and Schedule I-A to their respective Administrative Departments as well as to the concerned Treasury through the Treasury Portal. The consolidated Annual establishment review is to be furnished by the Heads of Department (including those under Finance Department) to his/ her respective Administrative Department by end of February each year with respect to his/ her own office, attached offices and the sub-ordinate District Offices as a whole. This review report should be furnished in <u>Schedule-II</u> (Groupwise, Scale of pay-wise, sanctioned strength, vacancy position etc.) and Schedule II-A (posts to be terminated).

(ii) Similarly, the Head of the Department will submit the consolidated information in Schedule-II-B relating to Institutions receiving grant-inaid for which the concerned DDOs for the Grantee Institutions have furnished information in Schedule-I-B to him/her as grant-in-aid sanctioning authorities.

4

ĩ

(iii) Information in <u>Schedule-II</u> is to be furnished in respect of the posts under Heads of Department, its attached offices and sub-ordinate Dist. offices and information relating to the grantee institutions <u>need</u> <u>not</u> be included in <u>Schedule-II</u>.

(iv) Until the annual establishment review along with the relevant information is furnished (in Schedule-II, II-A and II-B) to the Administrative Department by end of <u>February each year</u>, the salary for the month of the <u>March</u> which is due in April shall not be processed through iOTMS for the month of <u>March</u>. A certificate in <u>Schedule-IV</u> generated from the Treasury Portal has to be attached to the Pay Bill for the month of March. In case of Engineering and Forest Department drawing salary through Cheque system, a certificate in Schedule-IV generated from the Treasury Portal should be submitted by the Cheque Drawing Officer to the concerned Bank along with the Cheque, failing which the concerned Bank shall not entertain the Cheque of those Heads of Department in respect of the salary for the month of March to be presented in April or thereafter.

5. Action by Secretary of Administrative Department:

5.1 The annual establishment review by the Secretary of the Administrative Department is to be furnished to the Finance Department and to the concerned Treasury by end of March each year as indicated below.

(i) Schedule – I: In respect of the staff position of the Administrative Department and attached offices directly functioning under the Department as applicable to the Head of the Office in respect of the establishment of the Administrative Department alone (Does not include the staff position of Head of the Department and sub-ordinate District Offices).

5

(ii) Schedule-III : This includes the sanctioned strength of the Department, its attached offices, Head of the Department and subordinate District Offices as a whole functioning under the Administrative Department. This would give an overall picture of staff strength and vacancy position for the Department as a whole. ۶

(iii) Schedule III-A : The information should contain the posts which are to be terminated in respect of the Dist. Offices, Heads of Department and the Administrative Department as a whole.

(iv) Schedule III-B : This would incorporate the sanctioned strength of staff and vacancy position of the institutions receiving grants-in-aid from the Administrative Department as well as Heads of Department as grant-aid-aid sanctioning authorities. In short the information in <u>Schedule III-B</u> would indicate the overall staff position of all the institutions receiving grants-in-aid from the Administrative Department as a whole by consolidating information received in Schedule-II-B from different Heads of Department as well as information received in Schedule-I-B by the Administrative Department in respect of the grantin-aid salary sanctioned by the Administrative Department.

(v) Schedule III-C : This contains the list of Heads of Department from which information in Schedule-II, <u>Schedule II-A</u> and Schedule II-B has been received.

(vi) **Schedule III-D**: This relates to the list of institutions receiving grants-in-aid from Heads of Department who have furnished information in <u>Schedule II-B</u>.

5.2 In case, all relevant information is not received by end of January each year from any of the institutions receiving grant-in-aid in order to enable the Head of the Department to submit consolidated information in Schedule II-B and Administrative Department in <u>Schedule III-B</u>, the concerned Heads of Department and Administrative Department shall

6

.

not release any grant-in-aid to such defaulting institutions for the month of February onwards.

5.3 While submitting the Pay Bill for the month of April for the Administrative Department by the D.D.O. of the Department, the certificate in <u>Schedule-IV</u> generated from the Treasury Portal and duly signed by the Secretary of the Department himself/ herself has to be attached to the Pay Bill for the <u>month of April</u> every year. In the absence of such a certificate the concerned Treasury/ Special Treasury Officer shall not process the Pay Bill for the month of April through iOTMS and for the subsequent months until such certificate is furnished along with all relevant information.

5.4 While taking Annual Establishment Review the Secretary of the Administrative Department may invite one representative from Finance Department, not below the rank of Deputy Secretary as stipulated in F.D. Letter No. Codes-11/97-17343 (40) F., dt.4th April, 1997.

6. Arrangement in the Finance Department as an Administrative Department

Likely any other Administrative Department, Finance Department is required to undertake review of annual establishment in respect of its own organization. In the Finance Department the arrangement for review, collection and compilation of annual establishment return for the Department as a whole would be as specified below:

The branch of the Finance Department responsible for collecting relevant information	The organization which should submit the annual establishment return to the branch	Remarks
1	2	3
C.T. Branch	Commissioner, Commercial Taxes/Chairman, Sales Tax Tribunal	 The Commissioner. Commercial Taxes would furnish information in respect of district offices along with his own office. Chairman, Sales Tax Tribunal would furnish information relating to his own office

7

.

7

The branch of the Finance Department responsible for collecting relevant information	The organization which should submit the annual establishment return to the branch	Remarks
Treasury Branch	Director of Treasuries and Inspection / Controller of Accounts	The Director of Treasuries would furnish information in respect of the subordinate offices as well as his own office. The Controller of Account would furnish information with regard to his own office.
Local Fund Establishment	Director, Local Fund Audit	Director, Local Fund Audit would collect relevant information from the District Offices as well as his own office and on compilation, furnish the required information to the Local Fund Establishment Branch of Finance Department which would furnish the required information to Treasury Branch.
Small Savings	Director, Small Savings	Director, Small Savings would compile the information in respect of district and all sub-ordinate offices (excluding the composite establishment in the Secretariat.)
O.EI Branch	Additional Secretary in charge of O.E.	O.EI branch would be responsible for collecting and compiling the staff strength etc. for the Secretariat Establishment of Finance Department as a whole including the composite establishment of Small Savings and Efficiency Audit/Common Cadre Auditors.
O.F.S. Branch	Director, MDRAFM	Director, MDRAFM would furnish the relevant information to the O.F.S. Branch of Finance Department which would furnish the required information to Treasury Branch.

The Treasury Branch, on receipt of information from the designated officers as indicated in Cl. 2 of the table above, would compile the relevant information in Schedules III, III-A, III-C etc. for the Finance Department as a whole. In respect of annual establishment review by Finance Department itself as one of the Administrative Departments, the Treasury Branch functioning as the administrative branch for Finance Department, shall ensure submission of timely annual establishment review and obtain the approval and signature of Secretary, Finance Department in <u>Schedule-IV</u> generated from the Treasury Portal failing which the pay bill for the month of April, shall not be presented in the

8

Ĵ

Treasury. It is hereby made abundantly clear that the time lines fixed in Para-3, 4 and 5 shall apply to the Head of the Office, Heads of the Department of Fihance Department as well as to itself as an Administrative Department.

7. <u>Action by Treasury Officer/ Special Treasury Officer/ Sub-</u> Treasury Officer/ Banks

.

.

(i) As indicated in Para 3, 4 & 5 the concerned officer of the Treasury organization is to ensure submission of information in Schedule-I, I-A and I-B by Head of the Office/DDO by end of January, Heads of Department in Schedule-II, II-A and II-B by end of February and Administrative Departments in Schedule-III, III-A, III-B, III-C and III-D by end of March alongwith certificate in Schedule-IV generated from the Treasury Portal (applicable for the Head of the Office, Heads of Department as well as Administrative Department) while receiving the Pay Bill for the month of February payable in March in case of Head of Office, for the month of March payable in April in case of Heads of Department and for the month of April payable in May in case of Administrative Department. In absence of such information and certificate in Schedule-IV generated from the Treasury Portal and submitted to the concerned Treasury Officer/ Special Treasury Officer/ Sub-Treasury Officer shall refuse to receive the Pay Bill for the month of February onwards in case of Head of the Office, for the month of March onwards in case of Heads of Department and for the month of April onwards in case of Administrative Department. The concerned Treasury/ Special Treasury/ Sub-Treasury would continue to dishonour the pay bill for the month of February onwards in case of Head of the Office (including the DDO of the Heads of the Department and DDO of the Administrative Department in respect of their own establishment), for

-

the month of March onwards in case of Heads of Department and for the month of <u>April onwards in case of Administrative Department until the certificate in Schedule-IV</u>, complete in all respect, is furnished along with the Pay Bill. This would also be applicable to the concerned Bank from which Engineering/Forest Division and Project authorities are drawing salary through Cheque system.

In short, the iOTMS shall not process the salary bills/cheques for the month of February/March/April, if the Establishment Review information of DDO/Controlling Officer (Head of the Department)/Administrative Department is not forwarded to the next level before submission of salary bill/cheques to the respective Treasury/Bank.

(ii) The information on Annual Establishment Review required to be furnished by Head of Office in Schedule-I, I-A and I-B, the consolidated information at the level of the Head of the Department in Schedule-II, II-A and II-B and Administrative Department in Schedule - III, III-A, III-B, III-C and III-D as indicated in Para-3, 4 and 5 above will now be prepared and submitted on-line in a separate module provided for the purpose in the Treasury Portal/iOTMS by the Drawing & Disbursing Officer on their behalf for which operational guidelines are furnished in Schedule-V. On-line submission of the information by the Head of Office/Heads of Department/Administrative Department will eliminate the repetitive process of data entry at all the three levels and facilitate only one time Data Entry by the Head of Offices at all levels. It will also make editing, validation and consolidation of the information submitted by the authorities below the Administrative Departments and Heads of Departments easier. This will also ensure transmission of the information from the Head of Offices to the Heads of Department, Administrative Department and Finance Department on a real time basis. The defaulting authorities can be tracked and made to comply with the requirement of

furnishing Annual Establishment Review for actual head count of men in position and vacant posts as against sanctioned posts for the regular establishment, Work Charged, Job Contract, Contractual employees, employees given temporary status in terms of Finance Department Resolution No.FIN-BUD5-MISC-0009/2012-31715/F., dt.4.9.2012 in respect of Daily Labourers engaged prior to 12.4.1993 and also employees in receipt of Grant-in-Aid and Block Grant.

8. Action by Accountant General/ Deputy Accountant General

(Works), Puri

While scrutinizing the paid vouchers/cheques received from the Accounts return received from Treasury or the concerned Engineering/ Forest Division, in the Office of the Accountant General(A&E)/ Deputy Accountant General (Works), Puri, the concerned officials may make a test check as to whether the certificates in Schedule-IV have been attached to the pay bills for the month of February/March/ April by the Head of the Office/ Heads of Department / Administrative Department respectively. If it is noticed that any Treasury/ Bank has passed the pay bill/ Cheque without such a certificate the concerned officials in the Office of the Accountant General(A&E)/ Deputy Accountant General, (Works) Puri would bring this fact to the notice of the Accountant General (A&E)/Deputy Accountant General (Works), Puri who may in turn bring it to the notice of Secretary to Government, Finance Department immediately in his name cover.

9. Action by Director of Treasuries & Inspection

Ē

In addition to the test check to be made by Accountant General (A&E)/ Deputy Accountant General (Works), Puri, the Director of

Treasuries would also depute his Auditors and other officers of his —Directorate to Treasuries, Banks and office of the Accountant General (A&E) and Deputy Accountant General (Works), Puri to verify the paid vouchers/cheques for the month of February/March/ April in respect of the Head of Office / Heads of Department / Administrative Department respectively as to whether the certificates in Schedule-IV have been generated from the iOTMS and were attached to the respective pay bill / Cheque by the concerned authorities. In case any omission is noticed he should initiate disciplinary action against the defaulting officer of the Treasury/ Special Treasury / Sub- Treasury forthwith. In case any default is noticed in respect of the Engineering / Forest Department he should bring the fact to the notice of the Secretary to Government, Finance Department as well the Secretary of the concerned Administrative Department.

10. Action by Finance Department

t

The Secretary of the Administrative Department (including Secretary, Finance Department) is required to submit the annual establishment review for the Administrative Department as a whole to Finance Department (Treasury Branch) by end of March, all relevant information in the schedules mentioned in Paras-5 and 6. In absence of such information received from the Administrative Department, <u>Finance Department shall refuse to receive any file from the Administrative Department after end of March until such information is received. On receipt of annual establishment review along with all relevant information complete in all respect from the Administrative Department the Treasury Branch of Finance Department shall prepare the consolidated information in respect of all the Administrative Departments including the Finance Department and furnish copies</u>

thereof to all Branches of Finance Department for reference at the time of scrutiny of budget proposals and other proposals of Administrative Department. The compilation of consolidated information in respect of all Departments should be completed by the Treasury Branch by end of May every year.

,

.

11. The procedure, stipulation and time limit outlined in the preceding paragraph as summarised below shall be enforced strictly except for the time limit in respect of the financial year, 2012-13.

SI. No.	The authority who would furnish information	The authority to whom the information is to be submitted	Time-line fixed for submission.	The month for which Pay Bill is not to be accepted in case of default in submission of information
(1)	(2)	(3)	(4)	(5)
1	 (a) The DDO of the Head of the Office in respect of own Estt. (b) DDO of the Heads of Department in respect of own Estt. including attached offices, if any. (c) DDO of the Admn. Deptt. in respect of respective own Estt. including attached offices if any. (In Schedule-I, I-A & IV vide Para-3) 	 (a)Heads of Department. (b)Head of the Department (c) The Secretary of the Department. 	By end of January	For February
2	The DDO for the Grantee Institutions to the grant-in-aid sanctioning authorities in Schedule I-B.	 (i) The Head of the Department from whom Grant-in-Aid is received without intervention of Administrative Department. (ii) The concerned Administrative Deptt. from whom Grant-in- Aid is received directly (does not include those received from Head of the Department as in (i) above. 	By end of January	No release of salary for the month of February onwards in case of default.
3	Heads of Department Consolidated information of Sub- ordinate offices, own Estt. including attached offices, if any, and Grant- in-Aid Institutions receiving Grant- in-Aid directly (In Schedule-II, II- A, II-B & IV vide Para-4)	Administrative Department	By end of February	For March

-

4	The Administrative Department Consolidated information of Sub-	Finance Department	By end of March	April
	ordinate offices, Heads of			
	Department, own Estt. including attached offices and Grant-in-Aid			a an an an Arrana
	Institutions (In Schedule-III, III-A, III-B, III-C, III-D & IV vide Para-5)			
5	Treasury Branch of Finance	The concerned Budget	By end of	
	Department	Expenditure Branch,	May	
	(Consolidated information of all	1 1		
	Departments including that of	Branch etc. of Finance		
	Finance Department (In Schedule-	Department		
L	III, III-A, III-B, III-C, III-D & IV)			

12. The time limit fixed for submission of information for the year 2012-13 by Head of Office, Head Department and Administrative Department is extended by one month i.e. by end of February, March and April, 2013 respectively and accordingly in case of default salary for the month March, 2013, April, 2013 and May, 2013 shall not be processed through iOTMS for the Head of Office, Head of Department and Administrative Department accordingly in that order.

Order:- Ordered that the Resolution be published in the next issue of the Orissa Gazette.

By Order of the Governor

.

 $\begin{array}{cccc} \text{Memo No.} & \underline{3603}^{(\underline{165})} \\ \text{Copy along with copy of enclosures forwarded to all Departments} \end{array}$ of Government / All Heads of Departments / All Collectors / Accountant General (A&E) Odisha, Bhubaneswar / Accountant General (G&SSA), Odisha, Bhubaneswar / Accountant General(E&RSA), Odisha. Bhubaneswar/Deputy Accountant General (Works), Puri for favour of information and necessary action.

Under Secretary to Government

Memo No. 2604 /F., Date $6 \cdot 2 \cdot 2013$ Copy along with copy of enclosures forwarded to the Director of Treasuries and Inspection, Odisha for favour of information and necessary action.

Under Secretary to Government

Memo No. $3605^{(170)}$ /F., Date $6 \cdot 2 \cdot 2013$ Copy along with copy of enclosures forwarded to the Treasury Officers/ Sub-Treasury Officers for information and necessary action.

Under Secretary to Government

.

Memo No. $3606(11^{\circ})/F$, Date $6 \cdot 2 \cdot 2013$ Copy along with copy of enclosures forwarded to the all Officers and Branches of Finance Department for information and necessary action.

Under Secretary to Government

Date 6 · 2 · 2013 Memo No. 3607 /F., Date $6\cdot 2\cdot 20$ Copy along with copy of enclosures forwarded to the Head, Portal Group, Secretariat, Odisha for information and necessary action. It is requested to hoist this Resolution in the website (www.odisha.gov.in/finance/index.htm) of Finance Department for general information.

Under Secretary to Government

SCHEDULE- I (Relating to Head of Office including the Head of Department and

Administrative Department in respect of their own establishment)

ANNUAL ESTABLISHMENT REVIEW TO BE FURNISHED BY HEAD OF OFFICE TO **HEAD OF THE DEPARTMENT**

BY END OFJANUARY EACH YEAR The sanctioned strength of the establishment as on 1st January is as indicated in schedule-I given below.

I have reviewed the staff requirement having regard to the prescribed yardsticks, wherever applicable. I certify that continuance of all the posts except those set out in Schedule I-A is considered necessary.

> Signature Name Designation Date D.D.O. Code: Budget Controlling Officer/ Head of the Department Code: Administrative Department Code:

Categ ory of Emplo yee (Scale	stre	ctione ngth o hers		strei othe (exc	nctioned Total ength of sanctioned hers strength of (cluding teachers and achers) others		Vacancy position of 1 st January			Rema rks			
of Pay wise)	Pl an	No n- Pla n	Tot al	PI an	No n- Pla n	Tot al	PI an	No n- Pla n	Tot al	Plan Teach er/ Other	Non- Plan Teach er/ Other	Total Teach er/ Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

I. Regular Establishment

Group -A

Ċ

(a) Other-than

UGC/ Judiciary/ All India Services

8000-13500	PB-2	9300-34800	+GP 5400
8000-13500	PB-3	15600-39100	+GP 5400 (Group-A entry)
9350-14550	PB-3	15600-39100	+GP 6600
10000-15200	PB-3	15600-39100	+GP 6600
10650-15850	PB-3	15600-39100	+GP 6600
12000-16500	PB-3	15600-39100	+GP 7600
14300-18300	PB-4	37400-67000	+GP 8700
15100-19500	PB-4	37400-67000	+GP 8800
16400-20450	PB-4	37400-67000	+GP 9000
(b) UGC Scale			
8000-13500 (Lect		15600-39100	+AGP 6000 AGP: Academic Grade Pay
	,	15600-39100	+AGP 7000 (Lecturer completing 4 years of service &
		having Ph.D. deg	ree or 5 years of service with M. Phill or completing 6 years of
			aving M.Phill & Ph.D)
10000-15200 (Sr.	Lecturer)	15600-39100	+AGP 7000
12000-420-18300		15600-39100	+AGP 8000 (Reader with less than 5 years of service
(Reader/Associate	e Professo	or)	
		37400-67000	+AGP 9000 (Reader with 5 years of service)
16450-450-20000		37400-67000	+AGP 10000
(Autonomous Gov			
College Professor	r)		
10000 400 40000	`	07400 07000	
12000-420-18300		37400-67000	+AGP 10000
(Principal Degree	Colleges	in the Reader grad	(e)
16400-450-20000	`	27400 67000	
		37400-67000	+AGP 10000
(Fincipal Lead C	olleges Pl	ciessor grade/Prin	cipal-cum-Professor)

.

16400-450-20000 37400-67000	+AGP 10000
(Principal Autonomous Colleges Professor gra	
16450-450-20450 37400-67000 (D.P.I carries his scale of pay and grade pay)	+AGP 10000
16400-450-22400 37400-67000 (Prof. of University)	+AGP 10000
25000 (Fixed) (Vice- 75000 (Fixed) Chancellor of University)	
(c) Judiciary Services 9250-250-10750-300-13150-350-14550 Civil Judge (Jr. Divn.), (Entry Level)	27700-770-33090-920-40450-1080-44770/-
10750-300-13150-350-14900 Civil Judge (Jr. Divn.),1st stage ACP Scale	33090-920-40450-1080-45850/- a.
12850-300-13150-350-15950-400-17550 Civil Judge (Jr. Divn.) 2nd Stage ACP Scal	39530-920-40450-1080-49090-1230-54010 e
12850-300-13150-350-15950-400-17550 Civil Judge (Sr. Divn.) Entry Level	39530-920-40450-1230-54010
14200-350-15950-400-18350 Civil Judge (Sr. Division) 1st Stage ACP	43690-1080-39090-1230-56470
16750-400-19150-450-20500 Civil Judge (Sr. Division) 2nd Stage ACP	51550-1230-58930-1380-63070
16750-400-19150-450-20500 District Judge Entry Level	51550-1230-58930-1380-63070
18750-400-19150-450-21850-500-22850	57700-1230-58930-1380-67210-1540-70290
District Judge Selection Grade	
District Judge Selection Grade 22850-500-24850 District Judge (Super time Scale)	70290-1540-76450
22850-500-24850 District Judge (Super time Scale) (d) All India Services	
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) I.A.S. (i) Junior Scale	
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) I.A.S. (i) Junior Scale 8000-275-13500 PB-3 15600-3 (ii) Senior Time scale	70290-1540-76450
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) I.A.S. (i) Junior Scale 8000-275-13500 PB-3 15600-3 (ii) Senior Time scale 10650-325-15850 PB-3 15600-3 (iii) Junior Administrative grade	70290-1540-76450 89100 +GP 5400
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) I.A.S. (i) Junior Scale 8000-275-13500 PB-3 15600-3 (ii) Senior Time scale 10650-325-15850 PB-3 15600-3 (iji) Junior Administrative grade 12750-375-16500 PB-3 15600-3 (iv) Selection grade	70290-1540-76450 89100 +GP 5400 9100 +GP 6600
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) I.A.S. (i) Junior Scale 8000-275-13500 PB-3 15600-3 (ii) Senior Time scale 10650-325-15850 PB-3 15600-3 (iii) Junior Administrative grade 12750-375-16500 PB-3 15600-3 (iv) Selection grade 15100-400-18300 PB-4 37400-6 (v) Super Time scale	70290-1540-76450 39100 +GP 5400 9100 +GP 6600 9100 +GP 7600 37000 +GP 8700
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) J.A.S. (i) Junior Scale 8000-275-13500 PB-3 10650-325-15850 PB-3 (ii) Senior Time scale 10650-325-15850 PB-3 (iii) Junior Administrative grade 12750-375-16500 PB-3 (iv) Selection grade 15100-400-18300 PB-4 37400-6 (v) Super Time scale 18400-500-22400 PB-4 (vi) Above Super Time scale (a) 22400-525-24500(Pr. Secy.) (a) HAC (b) Apex scale 26000 (Fixed)	70290-1540-76450 39100 +GP 5400 9100 +GP 6600 9100 +GP 7600 57000 +GP 8700
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) I.A.S. (i) Junior Scale 8000-275-13500 PB-3 15600-3 (ii) Senior Time scale 10650-325-15850 PB-3 15600-3 (iii) Junior Administrative grade 12750-375-16500 PB-3 15600-3 (iv) Selection grade 15100-400-18300 PB-4 37400-6 (v) Super Time scale 18400-500-22400 PB-4 37400-6 (vi) Above Super Time scale (a) 22400-525-24500(Pr. Secy.) (a) HAG (b) Apex scale 26000 (Fixed) (b) 8000 (c) 30000 (Fixed) (c) 9000 (ii) I.P.S. (i) Junior Scale	70290-1540-76450 39100 +GP 5400 9100 +GP 6600 9100 +GP 7600 37000 +GP 8700 37000 +GP 10000 3 6/000- annual increment @ 3% - 79000 30 (Fixed)
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) J.A.S. (i) Junior Scale 8000-275-13500 PB-3 10650-325-15850 PB-3 (ii) Senior Time scale 10650-325-15850 PB-3 (iii) Junior Administrative grade 12750-375-16500 PB-3 (iv) Selection grade 15100-400-18300 PB-4 37400-6 (v) Super Time scale (a) 22400-525-24500 (Pr. Secy.) (a) HAG (b) Apex scale 26000 (Fixed) (b) 8000 (c) 30000 (Fixed) (c) 9000 (i) Junior Scale 8000-275-13500 (ii) Senior Time Scale 15600-3 (iii) Senior Time Scale 15600-3	70290-1540-76450 39100 +GP 5400 9100 +GP 6600 9100 +GP 7600 37000 +GP 8700 37000 +GP 8700 37000 +GP 10000 3 6/000- annual increment @ 3% - 79000 00 (Fixed) 00 (Fixed)
22850-500-24850 District Judge (Super time Scale) (d) All India Services (i) J.A.S. (i) Junior Scale 8000-275-13500 PB-3 10650-325-15850 PB-3 10650-325-15850 PB-3 (ii) Junior Administrative grade 12750-375-16500 PB-3 (iv) Selection grade 15100-400-18300 PB-4 37400-6 (v) Super Time scale (a) 22400-525-24500(Pr. Secy.) (a) 400-18300 (b) Apex scale 26000 (Fixed) (b) 8000 (c) 30000 (Fixed) (c) 9000 (i) Junior Scale 8000-275-13500 8000-275-13500 PB-3 (ii) Senior Time Scale 15600-3 (iii) Senior Time Scale 10000-325-15200 (iii) Junior Administrative grade 15600-3	70290-1540-76450 89100 +GP 5400 9100 +GP 6600 9100 +GP 7600 57000 +GP 8700 57000 +GP 10000 5 6/000- annual increment @ 3% - 79000 10 (Fixed) 9100 +GP 5400

.

, '

ł

-

(v) Super Timescale (a) 16400-450-20000(DIG (b) 18400-500-22400 (IG)			100-67000 +GP 8900 100-67000 +GP 10000
(vi) Above Super Timesca (a) Addl. D.G. of Police 22400-525-24500	e (a) HÅG (b) HAG	+ 755	000-79000 500-80000 (other than D.G. of Police as Head of the ice Force
(b) D.G. of Police 24050-650-26000	Apex sc	ale (Head of	Police Force) 80000 (Fixed)
(iii) I.F.S. (i) Junior Scale 8000-275-13500	PB-3	15600-3910	0 +GP 5400
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-3910	0 +GP 6600
(iii) Junior Administrative (12000-375-16500	Grade PB-3	15600-3910	0 +GP 7600
(iv) Selection Grade 14300-400-18300	PB-4	37400-6700	0 +GP 8700
(v) Super Time scale (a) Conservator of For 16400-450-20000 (b) Addl. CCF/CCF 18400-500-22400	est PB-4 PB-4	37400-6700 37400-6700	
(vi) Above Super Time sc (a) Addl. Principal CC 22400-525-2450	ale CF	(a) HAG 670	
(b) Principal CCF 24050-650-26000	I	(b) HAG+7	5500-80000 (other than the Head of the Forest Force)
(vii) Apex scale (Head of Fo		e) 80000 (Fixe	d)
Total Group –A (a+b+	<u>c+a)</u>		

Note – (a) Group- A – All posts in the pay scales the maximum of which is less than Rs.13,500

(b) Group-B – All posts in the pay scales the maximum of which is less than Rs.13,500 but not less than Rs.9,000

(c) Group-C – All posts in the pay scales the maximum of which is more than Rs.3,540 and less than Rs.9,000

(d) Group-D – All posts in the pay scales the maximum of which is Rs.3,540 or less.

(As per General Administration Department Resolution No.17655-Gen., dt.7.6.1999)

.

*

	of tead	oned str hers	ength		ioned st ers (exc ers)		and others		January	Rem arks			
wise)	Plan	Non- Plan	Total	Pla . n	Non- Plan	Total	Pla n	Non- Plari	Total	Plan Teacher/ Other	Non-Plan Teacher/ Other	Total Teach er/ Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14

Add. Judges of High Court/ Tribunals etc. (in the rank of High Court Judges and above)26000 (Fixed)8000030000 (Fixed)90000

Total

۰,

,

Grand Total

Group – B

PB-2	9300-34800	+GP 4200
PB-2	9300-34800	+GP 4200
PB-2	9300-34800	+GP 4200
PB-2	9300-34800	+GP 4200
PB-2	9300-34800	+GP 4600
PB-2	9300-34800	+GP 4600
PB-2	9300-34800	+GP 4600
	PB-2 PB-2 PB-2 PB-2 PB-2 PB-2	PB-2 9300-34800 PB-2 9300-34800 PB-2 9300-34800 PB-2 9300-34800 PB-2 9300-34800 PB-2 9300-34800 PB-2 9300-34800

Total Group-B

Group – C			
2650-4000	1S	4440-7440	+ <u>GP 1650 (</u> w.e.f. 1.1.2006)
		<u>4440-14680</u>	+ <u>GP 1650 (</u> w.e.f. 1.7.2010)
		4930-14680	+GP 1750 (w.e.f. 1.10.2012)
2750-4400	PB-1	5200-20200	+GP 1800
3050-4590	PB-1	5200-20200	+GP 1900
3200-4900	PB-1	5200-20200	+GP 2000
3600-5600	PB-1	5200-20200	+GP 2200
4000-6000	PB-1	5200-20200	+GP 2400
5000-7000	PB-1	5200-20200	+GP 2800
4750-7500	PB-2	9300-34800	+GP 4200
5000-8000	PB-2	9300-34800	+GP 4200
5300-8300	PB-2	9300-34800	+GP 4200
Total Group	– C		
Group – D			
2550-3200	1S_	4440-7440	+ <u>GP 1300 (</u> w.e.f. 1.1.2006)
		4440-14680	+GP 1300 (w.e.f. 1.7.2010)
		4750-14680	+GP 1500 (w.e.f. 1.10.2012)
2610-3540	1S	4440-7440	+GP 1400(w.e.f. 1.1.2006)
		4440-14680	+ <u>GP 1400 (w.e.f. 1.7.2010)</u>
		4860-14680	+GP 1600(w.e.f. 1.10.2012)

.

Total Group - D

Total of Regular Estt. (A+B+C+D High Court Judges etc.)

19

Staff position of other Categories

Category	Scale of pay	Consolidated Remuneration	Sanctioned strength, if any	No. of employees – actually working	Remarks
	(2)	(3)	(4)	(5)	(6)
(i) Work Charged Establishment		b			
(ii) Contract Service with regular scale of					
pay					
(iii) Job Contract employees under R&DM Department					
(iv) Employees with consolidated salary					

•

.

(v) No. of employees conferred with		Scale of	Pay	Remarks
Temporary status in terms of Finance Department Resolution No.FIN-BUD5- MISC-0009/2012-31715/F. dt.4.9.2012	Pay	Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)

t

SI. No.	Description of Posts	G.O. No. & [•] Date in which sanctioned	Pay Scale	No. of posts to be terminated	to he	Remarks
------------	-------------------------	-----------------------------------------------------------	--------------	-------------------------------------	-------	---------

er station in

SCHEDULE I-A (Relating to Head of the office)

Signature
Name
Designation
Date

t

grant-in	-aid s	salary	for th	ne app	prove	d stre	ngth d	of the	Gran	tee Insti	tutions.)	Vide Pa	ara-3
Categ ory of Emplo yee (Scale		ctione ngth of hers		strer othe (exc	ctione ngth o rs luding hers)	f	strer	tioned igth o hers a	f	Vacanc on 1 st J	y positio anuary	n as	Rem arks
of Pay wise)	Pl an	No n- Pl an	Tot al	Pl an	No n- Pl an	Tot al	PI an	No n- Pl an	Tot al	Plan Teac her/ Other	Non- Plan Teac her/ Other	Total Teac her/ Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10	(11)	(12)	(13)	(14)
I. Regu Group -/ (a) Other UGC/ Jud 8000-135 8000-135 9350-145 10000-15	-than diciary/ 00 500 550 5200	All Ind PB- PB- PB- PB-	lia Serv 2 9 -3 1 -3 1 -3 1	rices 300-34 5600-3 5600-3 5600-3	39100 39100 39100	+0 +0 +0	SP 660 SP 660	0 (Groi 0 0	גם-A er	itry)			
10650-15 12000-16 14300-18 15100-19 16400-20 (b) UGC	500 3300 9500 9450	РВ- РВ- РВ- РВ- РВ-	-3 1 -4 3 -4 3	5600-3 5600-3 7400-6 7400-6 7400-6	39100 57000 57000	+0 +0 +0	SP 660 SP 760 SP 870 SP 880 SP 900	0 0 0					
10000-1	500 (Le		1 		39100 Ph.D. c withou	+A Jegree t havin	or 5 ye	00 (Le ears of hill & Pl	cturer o service	completing	Grade Pay g 4 years o hill or com	of service	& years of
12000-42 (Reader/			fessor)	15600-3) 37400-(han 5 yea ars of serv		ice
16450-4 (Autonor College	nous G	Govt.	:	37400-	67000	+4	AGP 10	000					
12000-4 (Principa				37400- the Re			AGP 10	0000					
16400-4 (Principa				37400- fessor			AGP 10 al-cum-		sor)				
16400-4 (Principa				37400- ges Pro			AGP 10	000					
16450-4 (D.P.I ca				37400- y and g			AGP 10	000					
16400-4 (Prof. of			:	37400-	67000	+/	AGP 10	0000					
25000 (I Chancel	lor of U	Iniversi	ty)	75000	(Fixed)								
(c) Judio 9250-25 Civil Ju	0-1075	60-300-	13150-			27	7700-7	70-330	090-92 [,]	0-40450-	1080-4473	70/-	
10750-3 Civil Ju					ACP S		3090-9	20-404	450-10	80-45850	/-		
12850-3 Civil Ju							9530-92	20-404 	50-108	0-49090-1	230-54010)	

Schedule I-B (To be furnished by DDOs declared as well as designated for drawal of grant in aid salary for the approved strength of the Grantee Institutions (Wide Para 3)

_

.

۲

.

٠

12850-300-13150-350-159 Civil Judge (Sr. Divn.) Er			39530-9	920-40450-1230-54010
14200-350-15950-400-18 Civil Judge (Sr. Division)	1st Stag	e ACP	43690-	1080-39090-1230-56470
16750-400-19150-450-20 Civil Judge (Sr. Division)		je ACP	51550-	1230-58930-1380-63070
16750-400-19150-450-20 District Judge Entry Leve			51550-	1230-58930-1380-63070
18750-400-19150-450-21 District Judge Selection (22850	57700-	1230-58930-1380-67210-15 40-70290
22850-500-24850 District Judge (Super time (d) All India Services (i) I.A.S. (i) Junior Scale	e Scale)		70290-	1540-76450
8000-275-13500	PB-3	15600-3	39100 +G	P 5400
(ii) Senior Time scale 10650-325-15850	PB-3	15600-3	9100 +GI	P 6600
(iii) Junior Administrative (12750-375-16500	grade PB-3	15600-3	9100 +GI	P 7600
(iv) Selection grade 15100-400-18300	PB-4	37400-6	67000 +G	P 8700
(v) Super Time scale 18400-500-22400	PB-4	37400-6	67000 +G	P 10000
 (vi) Above Super Time sc; (a) 22400-525-24500((b) Apex scale 26000 (I (c) 30000 (Fixed) (ii) I.P.\$. 	Pr. Secy.)	(b) 8000	6 67000- (00 (Fixed) 00 (Fixed)	
(i) Junior Scale 8000-275-13500	PB-3	15600-3	39100 +G	P 5400
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-3	39100 +G	P 6600
(iii) Junior Administrative g 12000-375-16500 (iv) Selection grade	grade PB-3	15600-3	39100 +G	P 7600
14300-400-18300	PB-4	37400-6	57000 +G	P 8700
(v) Super Timescale (a) 16400-450-20000(DI0 (b) 18400-500-22400 (IG			57000 +G 57000 +G	
(vi) Above Super Timesca (a) Addl. D.G. of Police 22400-525-24500	(a) HAG	67000-7 +75500-1		her than D.G. of Police as Head of the Police Force
(b) D.G. of Police 24050-650-26000	Apex sc	ale (Head	d of Polic	e Force) 80000 (Fixed)
(iii) I.F.S. (i) Junior Scale 8000-275-13500	PB-3	15600-3	39100	+GP 5400
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-3	39100	+GP 6600
(iii) Junior Administrative (12000-375-16500	Grade PB-3	15600-3	9100	+GP 7600
(iv) Selection Grade 14300-400-18300	PB-4	37400-6	7000 -	+GP 8700

,

 24050-650-26000 Total Group -A (a+b+c+d)		80000 (Fixed)		·
(vii) Apex scale (Head of Fo	orest Fo	rce)		
(b) Principal CCF 24050-650-26000)	(b) HAG+7550	0-80000 (other than the Head of the Forest Force)	
(vi) Above Super Time sc (a) Addl. Principal CC 22400-525-24500	CF	(a) HAG 67000-	79000	
(b) Addl. CCF/CCF 18400-500-22400	PB-4	• 37400-67000	+GP 10000	
(v) Super Time scale (a) Conservator of For 16400-450-20000			+GP 8900	

Note – (a) Group- A – All posts in the pay scales the maximum of which is less than Rs.13,500

(b) Group-B – All posts in the pay scales the maximum of which is less than Rs.13,500 but not less than Rs.9,000

(c) Group-C – All posts in the pay scales the maximum of which is more than Rs.3,540 and less than Rs.9,000

(d) Group-D – All posts in the pay scales the maximum of which is Rs.3,540 or less.

(As per General Administration Department Resolution No.17655-Gen., dt.7.6.1999)

.

t

y of st	anctior trength eachers	of .	Sanctione _(excluding	-		ers		sanctioned ers and oth	strength of ers	Vacancy po	osition of 1 st N	March	R R
e (Scale of Pay	Plan	Non- Pian	Tota!	Plan	Non -	Tota I	Plan	Non- Plan	Total	Plan Teacher/	Non-Plan Teacher/	Total Teacher/	+
wise)					Plan					Other	Other	Other	₊
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
۸.d.d. I.	Idaaa	ofligh	Court T	rihunal	a ata d	in the	conk o		مرامد المسر				
26000			80000	IDulla	S ELC.	in the	Iank U		Jun Juage	es and abo	jve]		
30000			90000										
Total	<u>ti ivec</u>	A)											_
Grand	Total							· · · · · · · · · · · · · · · · · · ·					
							••••	· · · · · · · · · · · · · · · · · · ·					
Group	– B												
5500-900		PB-2		9300-3	4800	+0	SP 4200						
5900-970	00	PB-2		9300-3	4800	+G	SP 4200						
5700-990	00	PB-2		9300-3	4800	+6	SP 4200						
6500-990	00	PB-2		9300-3	4800	+6	SP 4200						
6500-10	500	PB-2		9300-3	4800	+6	SP 4600						
7300-10	500	PB-2		9300-3	4800	+0	SP 4600						
7300-10	900	PB-2		9300-3	4800	+0	SP 4600						
Total C	Group	э-В											
Group	– C												
2650-40	00	1S		<u>4440-7</u>	440	+ <u>G</u>	<u> 9 1650 P 1650 </u>	(w.e.f. 1.1.	2006)				
				<u>4440-1</u>	4680	+ <u>C</u>	SP 1650	(w.e.f. 1.7.	2010)				
				4930-1	4680	+0	SP 1750	(w.e.f. 1.10).2012)				
2750-44	00	PB-1		5200-2	20200	+0	SP 1800						
3050-45	90	PB-1		5200-2	20200	+0	SP 1900						
3200-49	00	PB-1		5200-2	20200	+0	SP 2000						
3600-56	00	PB-1		5200-2	20200	+0	SP 2200						
4000-60	00	PB-1		5200-2	20200	+0	SP 2400						
5000=70	00	PB-1		5200-2	20200	+0	SP 2800						
4750-75	00	PB-2		9300-3	34800	+0	SP 4200						
5000-80	00	PB-2		9300-3	34800	+0	SP 4200						
5300-83	00	PB-2		9300-3	34800	+0	SP 4200						
Total (Group	0 – C											
Group	. n												
2550-3		10		4440-7	7440		1200	140511	2006)				
2000-0	3200	1S_		4440-				(w.e.f. 1.1. (w.e.f. 1.7.					
				4750-									
2610-3	540	1S		4440-1				(w.e.f. 1.10)					
2010-3	040	15						(w.e.f. 1.1.2					
				<u>4440-</u> 4860-				<u>(w.e.f. 1.7.</u> (w.e.f. 1.10					
				4000-	14000		31 1000	(W.C.I. I.IU	.2012)				

,

25

.

-

Staff position of other Categories Consolidated Sanctioned No. of Remarks Scale employees of pay Remuneration strength, if actually any working (1) (i) Contract (3) (4) (6) (2) (5) Service with regular scale of pay (ii) Employees with consolidated salary (iii) Employees under Block Grant (iv) No. of employees conferred with Scale of Pay Remarks temporary status in terms of Finance Pay Pay Grade Pay Department Resolution No.FIN-BUD5-Band MISC-0009/2012-31715/F. dt.4.9.2012 (1) (2) (3) (4) (5)

۲

.

.

SCHEDULE - II

(Relating to Head of the Department, its attached Office & Sub-ordinate District Offices) ANNUAL ESTABLISHMENT REVIEW TO BE FURNISHED BY HEADS OF DEPARTMENT TO THE ADMINISTRATIVE DEPARTMENT BY END OF FEBRUARY EACH YEAR

The sanctioned strength of the Orgnisation including all its sub-ordinate offices as on the 1st January is as indicated schedule-I relating to my own establishment as Head of the Office and in Schedule-II relating to all the establishments under my control as budget Controlling Officer.

I have reviewed the staff requirement having regard to the prescribed yardsticks, wherever applicable. I certify that continuance of all the posts except those set out in Schedule II-A is considered necessary. I further certify that orders have been issued terminating such of the posts which need not continue beyond specified dates.

Signature Name Designation Date

D.D.O. Code: Budget Controlling Officer/ Head of the Department Code: Administrative Department Code:

	Administrative Department Cot													
Categ	Sand	ctione	d	San	ctione	d	Tota	d i		Vacano	y positio	n of 1 st	Rem	
ory of	strer	ngth of	f	strer	ngth o	f	sanc	ctioned	t	Januar	/		arks	
Emplo	teac	hers		others		strer	strength of							
yee				(excluding			teac	hers a	Ind					
(Scale				teachers)			othe	rs						
of Pay	PI	No	Tot	PI	No	Tot	PI	No	Tot	Plan	Non-	Total		
wise)	an	n-	al	an	n-	al	an	n-	al	Teac	Plan	Teac		
-		ΡI			PI			PI		her/	Teac	her/		
		an		ł	an			an		Other	her/	Other		
						ļ					Other			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10	(11)	(12)	(13)	(14)	
	`´			` '	` ´				`)					
				<u>ــــــــــــــــــــــــــــــــــــ</u>	•		L	·	<u> </u>	4	1	<u>ــــــــــــــــــــــــــــــــــــ</u>	L	

I. Regular Establishment

Group –A (a) Other-than

UGC/ Judiciary/ All India Services

USC/ Judiciary			
8000-13500	PB-2	9300-34800	+GP 5400
8000-13500	PB-3	15600-39100	+GP 5400 (Group-A entry)
9350-14550	PB-3	15600-39100	+GP 6600
10000-15200	PB-3	15600-39100	+GP 6600
10650-15850	PB-3	15600-39100	+GP 6600
12000-16500	PB-3	15600-39100	+GP 7600
14300-18300	PB-4	37400-67000	+GP 8700
15100-19500	PB-4	37400-67000	+GP 8800
16400-20450	PB-4	37400-67000	+GP 9000
(b) UGC Scale			
8000-13500 (Lectu	urer)	15600-39100	+AGP 6000 AGP: Academic Grade Pay
		15600-39100	+AGP 7000 (Lecturer completing 4 years of service &
		having Ph.D. degr	ree or 5 years of service with M.Phill or completing 6 years of
		service without ha	iving M.Phill & Ph.D)
10000-15200 (Sr.	Lecturer)	15600-39100	+AGP 7000
12000-420-18300		15600-39100	+AGP 8000 (Reader with less than 5 years of service
(Reader/Associate	e Professo		
		37400-67000	+AGP 9000) (Reader with 5 years of service)
16450-450-20000		37400-67000	+AGP 10000
(Autonomous Gov			
College Professor)		
40000 400 40000		27400 07000	+AGP 10000
12000-420-18300		37400-67000	
(Principal Degree	Colleges	in the Reader grade	
16400 450 20000		37400-67000	+AGP 10000
16400-450-20000		3/400-0/000	

t

(Principal Lead Colleges Professor grade/Principal-cum-Professor)

16400-450-20000 (Principal Autonomous Colle	37400-67 eges Profe		+AGP 10000 de)
16450-450-20450 (D.P.I carries his scale of pa	37400-67 ay and gra		+AGP 10000
16400-450-22400 (Prof. of University)	37400-67	7000	+AGP 10000
25000 (Fixed) (Vice- Chancellor of University)	75000 (F	ixed)	
(c) Judiciary Services 9250-250-10750-300-13150 Civil Judge (Jr. Divn.), (E			27700-770-33090-920-40450-1080-44770/-
10750-300-13150-350-1490 Civil Judge (Jr. Divn.),1st		CP Scale	33090-920-40450-1080-45850/-
12850-300-13150-350-1595 Civil Judge (Jr. Divn.) 2nd			39530-920-40450-1080-49090-1230-54010 e
12850-300-13150-350-1599 Civil Judge (Sr. Divn.) En		550	39530-920-40450-1230-54010
14200-350-15950-400-18 Civil Judge (Sr. Division)		e ACP	43690-1080-39090-1230-56470
16750-400-19150- 450-2 0 Civil Judge (Sr. Division)		e ACP	51550-1230-58930-1380-63070
16750-400-19150-450-20 District Judge Entry Leve			51550-1230-58930-1380-63070
18750-400-19150-450-21 District Judge Selection (22850	57700-1230-58930-1380-67210-1540-70290
22850-500-24850 District Judge (Super tim (d) All India Services (i) I.A.S.	e Scale)		70290-1540-76450
(i) Junior Scale 8000-275-13500	PB-3	15600-3	39100 +GP 5400
(ii) Senior Time scale 10650-325-15850	PB-3	15600-3	9100 +GP 6600
(iii) Junior Administrative 12750-375-16500	grade PB-3	15600-3	9100 +GP 7600
(iv) Selection grade 15100-400-18300	PB-4	37400-6	57000 +GP 8700
(v) Super Time scale 18400-500-22400	PB-4	37400-6	57000 +GP 10000
 (vi) Above Super Time sc (a) 22400-525-24500((b) Apex scale 26000 ((c) 30000 (Fixed) (ii) I.P.S. 	Pr. Secy.	(b) 8000	G 67000- annual increment @ 3% - 79000 00 (Fixed) 00 (Fixed)
(i) Junior Scale 8000-275-13500	PB-3	15600-3	39100 +GP 5400
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-3	39100 +GP 6600
(iii) Junior Administrative 12000-375-16500	grade PB-3	15600-:	39100 +GP 7600
(iv) Selection grade 14300-400-18300	PB-4	37400-	67000 +GP 8700
(v) Super Timescale	:		

.

,

٠

(a) 16400-450-20000(DIG (b) 18400-500-22400 (IG)		37400-67000 +6 37400-67000 +6		
(vi) Above Super Timescal (a) Addl. D.G. of Police 22400-525-24500	(a) HAG	67000-790 00 6+75500-80000 (o	ther than D.G. of Police as Head of the Police	e Force
(b) D.G. of Police 24050-650-26000	Apex so	ale (Head of Polic	ce Force) 80000 (Fixed)	
(iii) I.F.S. (i) Junior Scale 8000-275-13500	PB-3	15600-39100	+GP 5400	
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-39100	+GP 6600	
(iii) Junior Administrative G 12000-375-16500	Grade PB-3	15600-3 9100	+GP 7600	
(iv) Selection Grade 14300-400-18300	PB-4	37400-67000	+GP 8700	
(v) Super Time scale (a) Conservator of Fore 16400-450-20000 (b) Addl. CCF/CCF 18400-500-22400	est PB-4 PB-4	37400-67000 37400-67000	+GP 8900 +GP 10000	
(vi) Above Super Time sc: (a) Addl. Principal CC 22400-525-24500	;F	(a) HAG 67000-7	79000	
(b) Principal CCF 24050-650-26000		(b) HAG+75500	-80000 (other than the Head of the Forest Force)
(vii) Apex scale (Head of Fo 24050-650-26000 Total Group/		80000 (Fixed)		
, .our c.oup /				

Note – (a) Group- A – All posts in the pay scales the maximum of which is less than Rs.13,500

(b) Group-B – All posts in the pay scales the maximum of which is less than Rs.13,500 but not less than Rs.9,000

(c) Group-C – All posts in the pay scales the maximum of which is more than Rs.3,540 and less than Rs.9,000

(d) Group-D – All posts in the pay scales the maximum of which is Rs.3,540 or less.

(As per General Administration Department Resolution No.17655-Gen., dt.7.6.1999)

.

•

	Sancti of teac	oned str hers	ength	of others (excluding			Total sanctioned strength of teachers and others			Vacancy p January	st	Remark s	
e (Scale of Pay wise)	Plan	Non- Plan	Total		Non- Plan	Total	Pla n	Non- Plan	Total	Plan Teacher/ Other	Non- Plan Teacher/ Other	Tota I Tea cher / Oth er	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Add. Judges of High Court/ Tribunals etc. (in the rank of High Court Judges and above)26000 (Fixed)8000030000 (Fixed)90000Total

Grand Total

1.522.00

Group – B			
5500-9000	PB-2	9300-34800	+GP 4200
5900- 970 0	PB-2	9300-34800	+GP 4200
5700-9900	PB-2	9300-34800	+GP 4200
6500-9900	PB-2	9300-34800	+GP 4200
6500-10500	PB-2	9300-34800	+GP 4600
7300-10500	PB-2	9300-34800	+GP 4600
7300-10900	PB-2	9300-34800	+GP 4600
Total Group	р-В		
Group – C			
2650-4000	1S	<u>4440-7440</u>	+ <u>GP_1650 (</u> w.e.f. 1.1.2006)
		4440-14680	+GP 1650 (w.e.f. 1.7.2010)
		4930-14680	+GP 1750 (w.e.f. 1.10.2012)
2750-4400	PB-1	5200-20200	+GP 1800
3050-4590	PB-1	5200-20200	+GP 1900
3200-4900	PB-1	5200-20200	+GP 2000
3600-5600	PB-1	5200-20200	+GP 2200
4000-6000	PB-1	5200-20200	+GP 2400
5000-7000	PB-1	5200-20200	+GP 2800
4750-7500	PB-2	9300-34800	+GP 4200
5000-8000	PB-2	9300-34800	+GP 4200
5300-8300	PB-2	9300-34800	+GP 4200
Total Grou	р – С		
Group – D			
2550-3200	1S_	4440-7440	+ <u>GP 1300 (</u> w.e.f. 1.1.2006)
		<u>4440-14680</u>	+GP 1300 (w.e.f. 1.7.2010)
		4750-14680	+GP 1500 (w.e.f. 1.10.2012)
2610-3540	1S	4440-7440	+GP 1400(w.e.f. 1.1.2006)
		4440-14680	+ <u>GP 1400 (w.e.f. 1.7.2010)</u>
		4860-14680	+GP 1600(w.e.f. 1.10.2012)
Total Group -	D		
Total of Reg	ular Estt.		
(A+B+C+D +	ligh Court lu	idaas ate)	

(A+B+C+D High Court Judges etc.)

Staff position of other Categories

.

.

	Scale of pay	Consolidated Remuneration	Sanctioned strength, if any	No. of employees actually working	Remarks
	(2)	(3)	(4)	(5)	(6)
 (i) Work Charged Establishment (ii) Contract Service with regular scale of pay 					
(iii) Job Contract employees under R&DM Department					
(iv) Employees with consolidated salary					

(v) No. of employees conferred with		Scale of P	ay	Remarks
Temporary status in terms of Finance Department Resolution No.FIN-BUD5- MISC-0009/2012-31715/F. dt.4.9.2012	Pay	Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)

31

SCHEDULE II-A

	(Relating	to H	ead of	the De	partme	ent, its	attache	d Office	e & Sul	b-ordinate	District (Offices)	
-										7			

ŧ

.

	SI. No.	Description of Posts	G.O. No. & Date in which sanctioned	-	No. of posts toDate from which post(s) be terminated to be terminated	Remarks	
_]_

Signature
Name
Designation
Date

.

Schedule II-B [Consolidated information to be submitted by Head of Department relating to Institutions receiving grant-in-aid for which the concerned DDOs have furnished information in Schedule I-B to him/her as grant-in-aid sanctioning authority Vide Para-4(ii)]

sanctioni	ng autl	nority V	'ide Para	-4(ii)]									
Category		ioned s	trength		ioned st		1	sanctior			osition as o	n 1 st	Remarks
of	of tea	chers			ers (exc	luding		of te	achers	January			
Employee			T	teach			and o		1		T		
(Scale of	Plan	Non-	Total	Plan	Non-	Total	Plan	Non-	Total	Plan Teachar/	Non-	Total	
Pay wise)		Plan			Plan			Plan		Teacher/ Other	Plan Teacher/	Teacher/ Other	
				•	•	1.0				Other	Other	Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
I. Regular E				L	<u> </u>	1	1	L	$1_{\cdot,\cdot}, \mathbf{V} = 1_{\cdot}$	1 <u>\``</u> /	1		<u></u>
Group –A													
(a) Other-than	i -												
UGC/ Judicia	ry/ All In												
8000-13500 8000-13500	PB		00-34800		SP 5400	(C							
9350-14550	PB PB		600-3910 600-3910		SP 6600	(Group-A	entry)						
10000-15200	PB	-3 15	600-3910	0 +(3P 6600								
10650-15850 12000-16500	PB PB		600-3910 600-3910		SP 6600 SP 7600								
14300-18300	PB		400-6700		SP 8700								
15100-19500	PB		400-6700		GP 8800								
16400-20450 (b) UGC Scale	PB	-4 37	400-6700	0 +0	GP 9000								
8000-13500 () 15	600-3910) +/	AGP 6000) AGP	Acader	nic Grade	Pav				
·		15	600-3910) +/	AGP 7000	0 (Lecture	r comple	eting 4 ye	ars of ser	rvice & having	Ph.D. degree	or 5 years of	service
10000-15200	(Sr. Lec		th M.Phill 600-3910		eting 6 y AGP 700		rvice wit	hout havi	ing M.Phil	ll & Ph.D)			
	•		000 0010										
12000-420-18 (Roodor(Asso			600-3910) +/	AGP 8000) (Reade	r with le	ss than 5	i years of	service			
(Reader/Asso	ciate Pro		400-6700	0 +/	AGP 900	0) (Reade	er with 5	years of	service)				
16450-450-20 (Autonomous		37	400-6700	0 +/	AGP 1000	00							
College Profe													
12000-420-18			400-6700		AGP 1000	00							
(Principal Dec 16400-450-20			he Reader 400-6700		AGP 1000	າດ							
(Principal Lea													
16400-450-20			400-6700) +/	AGP 1000	00							
(Principal Aut	onomou	s College	es Professo	or grade)									
16450-450-20 (D.P.I carries			400-67000 and grade		AGP 1000	00							
16400-45 0-22 (Prof. of Unive		37	400-6700) +/	AGP 1000	00							
25000 (Fixed) Chancellor of		75	5000 (Fixed	I)									
(c) Judiciary S	Services												
9250-250-107	50-300-	13150-35	50-14550	27	700-770	-33090-9	20-4045	50-1080-	44770/-				
Civil Judge (.), (Entry	y Level)										
10750-300-13				33	3090-920	-40450-1	080-458	350/-					
Civil Judge (Jr. Divn	.),1st sta	age ACP S	Scale.									
12850-300-13 Civil Judge (9530-920-	-40450-10	80-4909	0-1230-54	4010				
12850-300-13 Civil Judge (39	9530-920-	40450-12	30-5401	0					
14200-350-1 Civil Judge (4: CP	3690-108	0-39090-	1230-56	6470					
16750-400-1 Civil Judge (1550-123	8 0-58 930-		3070					
16750-400-1 District Judg)			0-58930-			t, 2114		et to a d		1994 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 -
18750-400-1 District Judg				50 57	700-123	0-58930-	1380-67	7210-154	0-70290				1
						•						-	

22850-500-24850 District Judge (Super time (d) All India Services (i) I.A.S.	e Scale)	70290-1540-76450	•
(i) Junior Scale 8000-275-13500 (ii) Senior Time scale	PB-3	15600-39100 +GP 5400	
10650-325-15850	PB-3	15 <u>60</u> 0-39100 +GP 6600	
(iii) Junior Administrative g 12750-375-16500	rade PB-3	15600-39100 +GP 7600	
(iv) Selection grade 15100-400-18300	PB-4	37400-67000 +GP 8700	
(v) Super Time scale 18400-500-22400	PB-4	37400-67000 +GP 10000	
(b) Apex scale 26000 (F	Pr. Secy.	a) HAG 67000- annual increment @ 3% - 79000 b) 80000 (Fixed)	
(c) 30000 (Fixed) 26000 (Fixed) HAG	67000-7	c) 90000 (Fixed) 000	
30000 (Fixed) Apex scale	80000 F	ed	
(ii) I.P.S. (i) Junior Scale			
8000-275-13500	PB-3	15600-39100 +GP 5400	
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-39100 +GP 6600	
(iii) Junior Administrative g 12000-375-16500	rade PB-3	15600-39100 +GP 7600	
(iv) Selection grade 14300-400-18300	PB-4	37400-67000 +GP 8700	
(v) Super Timescale (a) 16400-450-20000(DIG (b) 18400-500-22400 (IG)		37400-67000 +GP 8900 37400-67000 +GP 10000	
(vi) Above Super Timesca (a) Addl. D.G. of Police 22400-525-24500		67000-79000	
		-75500-80000 (other than D.G. of Police as Head of	the Police Force
(b) D.G. of Police 24050-650-26000 (iii) I.F.S.	Apex s	le (Head of Police Force) 80000 (Fixed)	
(i) Junior Scale 8000-275-13500	PB-3	15600-39100 +GP 5400	
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-39100 +GP 6600	
(iii) Junior Administrative (12000-375-16500	Grade PB-3	15600-39100 +GP 7600	
(iv) Selection Grade 14300-400-18300	PB-4	37400-67000 +GP 8700	
(v) Super Time scale			
(a) Conservator of For 16400-450-20000 (b) Addl. CCF/CCF	est PB-4	37400-67000 +GP 8900	
18400-500-22400	PB-4	37400-67000 +GP 10000	
(vi) Above Super Time so (a) Addl. Principal C(
22400-525-2450 (b) Principal CCF		(a) HAG 67000-79000	
24050-650-2600((vii) Apex scale (Head of Fi		(b) HAG+75500-80000 (other than the Head of the Γ	orest Force)
24050-650-26000		80000 (Fixed)	
Total Group –A (a+b+c+d) Note – (a) Group- A –	All nos	s in the pay scales the maximum of which is	s loss than Rs 13 500
	-	s in the pay scales the maximum of which is	
	Rs.9,0	0	
(c) Group-C –	-	s in the pay scales the maximum of which is) and less than Rs.9,000	more than
(d) Group-D –	-	in the pay scales the maximum of which is	; Rs.3,540 or less.
(As per	Genera	Administration Department Resolution No.	17655-Gen., dt.7.6.1999)
			.

Plan Non- Plan Total n Plan Plan Non- Plan Total Plan Plan Plan Non- Plan Total Plan Plan Plan Non- Plan Plan Plan Non- Plan Total Plan Plan Plan Non- Plan Total Plan Non- Plan Total Plan Non- Plan Total Plan Non- Plan Total Plan Non- Plan Total Plan Non- Plan Total Plan Non- Plan Total (1) Non- (1) Total (1) Non- (1) Total (1) Non- (1) Total (1) Non- (1) Total (1) Non- (1) Total (1) Imacher (1) Non-Plan (1) Total (1) Imacher (1) Non- (1) Total (1) Imacher (1) Non-Plan (1) Non-Plan (1) Total (1) Non-Plan (1) Total (1) Non-Plan (1) Non-Plan (1) Total (1) Non-Plan (1) Non-Plan (1) Non-Plan (1) Non-Plan (1)	mployee Scale of Pay	of teac	oned st hers		of oth teach	ioned st ers (exc ers)	luding	streng and o		achers		osition of 1 st I		Remark
Add Judges of High Court/ Tribunais etc. (in the rank of High Court Judges and above) 26000 (Fixed) \$0000 30000 (Fixed) \$0000 Grand Total			Plan		n	Plan		n	Plan		Teacher/ Other	Teacher/ Other	Teacher / Other	
Add_ Judges of High Court/ Tribunals etc. (in the rank of High Court Judges and above) 4440-14 26000 (Fixed) 90000 30000 (Fixed) 90000 Grand Total	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
26000 (Fixed) 80000 30000 (Fixed) 90000 Total	Add hudee		s. In Caud	u Tribuu		•	nonk of		ourt luci			$2 \sim 5 \times 12 + 5$		
30000 (Fixed) 90000 Total					lais etc	<u>. (in the</u>	Tank or	nign C	ourt Jud	iges and	above)			
Total Grand Total Group - B 5500-9000 PB-2 9300-34800 + GP 4200 5500-9700 PB-2 9300-34800 + GP 4200 6500-9800 PB-2 9300-34800 + GP 4200 6500-9500 PB-2 9300-34800 + GP 4200 6500-10500 PB-2 9300-34800 + GP 4200 7300-10500 PB-2 9300-34800 + GP 4600 7300-10500 PB-2 9300-34800 + GP 1550 (w.ef. 1.12006) 4440-14680 + GP 1500 (w.ef. 1.12012) 2750-4400 2750-4400 PB-1 5200-2020 + GP 1300 3200-4900 PB-1 5200-2020 + GP 200 3200-4900 PB-1 5200-2020 + GP 2300														
Group - B 5500-900 PB-2 9300-34800 +GP 4200 5900-9700 PB-2 9300-34800 +GP 4200 5700-9900 PB-2 9300-34800 +GP 4200 6500-9900 PB-2 9300-34800 +GP 4200 6500-9900 PB-2 9300-34800 +GP 4600 7300-10500 PB-2 9300-34800 +GP 1550 (w.ef. 1.12006) 4440-14680 +GP 1550 (w.ef. 1.12006) 4440-14680 4440-14680 +GP 1500 (w.ef. 1.12012) 2750-4400 2750-4400 PB-1 5200-20200 +GP 1500 3200-4900 PB-1 5200-20200 +GP 200 3200-4900 PB-1 5200-20200 +GP 200 500-7000		-)		•••										
	Grand Tota	 1												
$5900-9700$ PB-2 $9300-34800$ +GP 4200 $5700-9900$ PB-2 $9300-34800$ +GP 4200 $6500-9900$ PB-2 $9300-34800$ +GP 4200 $6500-10500$ PB-2 $9300-34800$ +GP 4600 $7300-10900$ PB-2 $9300-34800$ +GP 1650 (w.e.f. 1.1.2006) $\frac{4440-14680}{4440-14680}$ +GP 1650 (w.e.f. 1.1.2010) $4300-14680$ +GP 1650 (w.e.f. 1.1.2012) $2750-4400$ PB-1 $5200-2020$ +GP 1900 $3200-4900$ PB-1 $5200-2020$ +GP 1900 $3200-4900$ PB-1 $5200-2020$ +GP 200 $4000-6000$ PB-1 $5200-2020$ +GP 200 $600-5000$ PB-1 $5200-2020$ +GP 200 $5300-3800$ PB-2 $9300-34800$ +GP 4200 $5300-8300$ PB-2 $9300-34800$ +GP 1300 (w.e.f. 1.1.2006)	Group – B										· · · · · · · · · · · · · · · · · · ·			
5700-9900 PB-2 9300-34800 +GP 4200 6500-10500 PB-2 9300-34800 +GP 4600 7300-10500 PB-2 9300-34800 +GP 4600 7300-10500 PB-2 9300-34800 +GP 4600 7300-10500 PB-2 9300-34800 +GP 1650 (w.ef. 1.1 2006) 4400-14680 +GP 1650 (w.ef. 1.1 2006) 4440-14680 4400-14680 +GP 1750 (w.ef. 1.1 2010) 4440-14680 4930-14680 +GP 1750 (w.ef. 1.1 2012) 2750-4400 700-1500 PB-1 5200-2020 +GP 1800 3050-4590 PB-1 5200-2020 +GP 1900 3200-4900 PB-1 5200-2020 +GP 200 3600-5600 PB-1 5200-2020 +GP 200 3600-5600 PB-1 5200-2020 +GP 200 3000-34800 +GP 4200 500-600 PB-2 9300-34800 500-7000 PB-1 5200-2020 +GP 4200 500-8000 PB-2 9300-34800 +GP 4200 500-8000 PB-2 9300-34800 +GP 1200 500-8000 PB-2 9300-348	5500-9000	PB-2		930	0-34800	+(GP 4200							
	5900-9700	PB-2		930	0-34800	+(GP 4200							
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$				930	0-34800									
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$														
$ \begin{array}{c} 7300-10900 PB-2 \\ \mbox{Total Group-B} \end{array} \qquad \begin{array}{c} 9300-34800 \qquad +GP 4600 \\ \end{array} \\ \hline \mbox{Group-C} \\ 2650-4000 1S \qquad \qquad \begin{array}{c} 4440-7440 \qquad +GP 1650 (w.e.f. 1.1 2006) \\ 4440-14680 \qquad +GP 1750 (w.e.f. 1.7 2010) \\ 4330-14680 \qquad +GP 1750 (w.e.f. 1.10 2012) \\ \end{array} \\ \hline \mbox{2750-4400} \qquad PB-1 \qquad 5200-2020 \qquad +GP 1800 \\ 3050-4590 \qquad PB-1 \qquad 5200-2020 \qquad +GP 1800 \\ 3050-4590 \qquad PB-1 \qquad 5200-2020 \qquad +GP 2000 \\ 3060-5600 \qquad PB-1 \qquad 5200-2020 \qquad +GP 2000 \\ 3060-5600 \qquad PB-1 \qquad 5200-2020 \qquad +GP 2000 \\ 3000-6000 \qquad PB-1 \qquad 5200-2020 \qquad +GP 2400 \\ 5000-7000 \qquad PB-1 \qquad 5200-2020 \qquad +GP 2800 \\ 4750-750 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5000-8000 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5000-8000 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 4200 \\ 5300-8300 \qquad PB-2 \qquad 9300-34800 \qquad +GP 1300 (w.e.f. 1.1 2006) \\ \ \mbox{4440-14680} \qquad +GP 1300 (w.e.f. 1.1 2006) \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $														
Total Group-B Group - C 2650-4000 1S $\frac{4440-14680}{4440-14680}$ $+GP 1650$ (w.e.f. 1.1.2006) $\frac{4440}{4930-14680}$ $+GP 1650$ (w.e.f. 1.7.2010) $4930-14680$ $+GP 1750$ (w.e.f. 1.10.2012) 2750-4400 PB-1 5200-20200 $+GP 1800$ 3050-4590 PB-1 5200-20200 $+GP 2000$ 3600-5600 PB-1 5200-20200 $+GP 2000$ 3600-5600 PB-1 5200-20200 $+GP 2000$ 3600-5600 PB-1 5200-20200 $+GP 2000$ 5000-7000 PB-1 5200-20200 $+GP 2000$ 5000-8000 PB-2 9300-34800 $+GP 4200$ 5300-8300 PB-2 9300-34800 $+GP 4200$ 5300-8300 PB-2 9300-34800 $+GP 4200$ Total Group - C Z 2550-3200 1S 4440-7440 $+GP 1300$ (w.e.f. 1.1.2006) $4440-14680$ $+GP 1300$ (w.e.f. 1.1.2006) $+GP 1500$ (w.e.f. 1.1.2012) 2610-3540 1S $\frac{4440-7440}{440-14680}$ $+GP 1400$														
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$				930	0-34800	+(GP 4600							
$\frac{4440-14680}{4430-14680} + \frac{4GP}{GP} \frac{1650}{(w.e.f. 1.7,2010)} \\ \frac{4430-14680}{4930-14680} + \frac{4GP}{GP} \frac{1550}{(w.e.f. 1.10,2012)} \\ 2750-4400 & PB-1 & 5200-2020 & + GP 1800 \\ 3050-4590 & PB-1 & 5200-2020 & + GP 2000 \\ 3200-4900 & PB-1 & 5200-2020 & + GP 2200 \\ 4000-6000 & PB-1 & 5200-2020 & + GP 2200 \\ 4000-6000 & PB-1 & 5200-2020 & + GP 2400 \\ 5000-7000 & PB-1 & 5200-2020 & + GP 2400 \\ 5000-700 & PB-1 & 5200-2020 & + GP 2400 \\ 5000-700 & PB-2 & 9300-34800 & + GP 4200 \\ 5000-8000 & PB-2 & 9300-34800 & + GP 4200 \\ 5300-8000 & PB-2 & 9300-34800 & + GP 4200 \\ 5300-8300 & PB-2 & 9300-34800 & + GP 4200 \\ 5300-8300 & PB-2 & 9300-34800 & + GP 4200 \\ \hline Total Group - C & & & & & & \\ \hline Group - D \\ 2550-3200 & 1S & \frac{4440-7440}{440-14680} & + \frac{GP 1300}{GP 1300} (w.e.f. 1.1,2006) \\ \frac{4440-14680}{440-14680} & + \frac{GP 1300}{GP 1400} (w.e.f. 1.1,2006) \\ \frac{4440-14680}{4440-14680} & + \frac{GP 1400}{GP 1400} (w.e.f. 1.7,2010) \\ \hline 2610-3540 & 1S & \frac{4440-7440}{440-14680} & + \frac{GP 1400}{GP 1400} (w.e.f. 1.7,2010) \\ \hline \end{array}$	•													
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	2650-4000	1S				-			-					
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$														
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	0750 4400	D D 4						w.e.f. 1.1	0.2012)					
$\begin{array}{cccccccccccccccccccccccccccccccccccc$														
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$														
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$														
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$														
$\begin{array}{cccccccccccccccccccccccccccccccccccc$														
$5000-8000$ PB-2 $9300-34800$ +GP 4200 $5300-8300$ PB-2 $9300-34800$ +GP 4200 Total Group - C - - - $2550-3200$ 1S_ $\frac{4440-7440}{4440-14680}$ +GP 1300 (w.e.f. 1.1.2006) +GP 1500 (w.e.f. 1.7.2010) +GP 1500 (w.e.f. 1.1.0.2012) $2610-3540$ 1S $\frac{4440-7440}{4440-14680}$ +GP 1400 (w.e.f. 1.1.2006) +GP 1400 (w.e.f. 1.7.2010) +GP 1400 (w.e.f. 1.7.2010)			*											
$\begin{array}{c} 5300-8300 PB-2 \\ \hline \mathbf{Total \ Group - C} \end{array} & 9300-34800 & +GP \ 4200 \\ \hline \mathbf{Group - D} \\ 2550-3200 & 1S \\ & \frac{4440-7440}{4440-14680} & +\frac{GP \ 1300 \ (w.e.f. \ 1.1.2006)}{4750-14680} & +\frac{GP \ 1300 \ (w.e.f. \ 1.7.2010)}{4750-14680} \\ \hline 2610-3540 & 1S \\ \hline \mathbf{M} & \frac{4440-7440}{4440-14680} & +\frac{GP \ 1400 \ (w.e.f. \ 1.1.2006)}{4440-14680} \\ +\frac{GP \ 1400 \ (w.e.f. \ 1.7.2010)}{4750-14680} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} & \mathbf{M} & \mathbf{M} \\ \hline \mathbf{M} & \mathbf{M} $														
Total Group - C Group - D $2550-3200$ 1S $\frac{4440-7440}{4440-14680}$ +GP 1300 (w.e.f. 1.1.2006) $\frac{4440-7440}{4750-14680}$ +GP 1300 (w.e.f. 1.7.2010) +GP 1500 (w.e.f. 1.10.2012) 2610-3540 1S $\frac{4440-7440}{4440-14680}$ +GP 1400(w.e.f. 1.1.2006) $469-1400$ +GP 1400 (w.e.f. 1.7.2010) +GP 1400 (w.e.f. 1.7.2010)	5300-8300	PB-2		930	0-34800									
2550-3200 1S 4440-7440 +GP 1300 (w.e.f. 1.1.2006) 4440-14680 +GP 1300 (w.e.f. 1.7.2010) 4750-14680 +GP 1500 (w.e.f. 1.1.2006) 2610-3540 1S 4440-7440 4440-14680 +GP 1400(w.e.f. 1.1.2006) 4440-14680 +GP 1400 (w.e.f. 1.7.2010)	Total Grou	p – C												
4440-14680 +GP 1300 (w.e.f. 1.7.2010) 4750-14680 +GP 1500 (w.e.f. 1.10.2012) 2610-3540 1S 4440-7440 +GP 1400(w.e.f. 1.1.2006) 4440-14680 +GP 1400 (w.e.f. 1.7.2010)	•													
4750-14680 +GP 1500 (w.e.f. 1.10.2012) 2610-3540 1S 4440-7440 +GP 1400(w.e.f. 1.1.2006) 4440-14680 +GP 1400 (w.e.f. 1.7.2010)	2550-3200	1S_												
2610-3540 1S <u>4440-7440</u> + <u>GP 1400(w.e.f. 1.1.2006)</u> 4440-14680 + <u>GP 1400 (w.e.f. 1.7.2010)</u>														
4440-14680 + <u>GP 1400 (w.e.f. 1.7.2010)</u>				475	60-14680	+(GP 1500 (w.e.f. 1.1	0.2012)					
4440-14680 + <u>GP 1400 (w.e.f. 1.7.2010)</u>	2610-3540	15		444	0-7440	+1	GP 14006	vef 11	2006)					
Total Group – D	Total Grou	p – D												

taff position of other Ca	tegories Scale of pay	Consolidated Remuneration	Sanctioned strength, if	any e	No. of employees actually working	Remarks
(1)	(2)	(3)	(4)		(5)	(6)
(i) Contract Service						
(ii) Employees with consolidated salary		•	11	r i	· · · · · · · · · · · · · · · · · · ·	
(iii) Employees under Block Grant						
(iv) No. of employees	s conferred with	temporary status in		Scale	e of Pay	Remarks
terms of Finance De MISC-0009/2012-31	partment Resol	ution No.FIN-BUD5-	Pay	Pay Ban	d Grade Pay	
	(1)	· · · · · · · · · · · · · · · · · · ·	(2)	(3)	(4)	(5)

-

CERTIFICATE ON ANNUAL ESTABLISHMENT REVIEW TO BE FURNISHED BY ADMINISTRATIVE DEPTT. TO FINANCE DEPARTMENT BY END OF MARCH EACH YEAR

The sanctioned strength of the Deptt. & attached sub-ordinate offices directly functioning under the Department as on 1st January, is as indicated in <u>Schedule-1</u> (applicable to the Head of the Office)

The sanctioned strength of the Deptt. including the attached sub-ordinate offices, Head of Deptt. & Sub-ordinate District Offices as a whole functioning under the department is as indicated in <u>Schedule-III</u> and for the institutions receiving grant-in-aid is as in <u>Schedule III-B</u> (Institutions receiving Grant-in-Aid directly from the Administrative Departments as well as Heads of Department)

I have reviewed the staff requirement having regard to the prescribed yardsticks, wherever applicable.

I certify that continuance of all the posts except those set out in Schedule III-A is considered necessary.

A set of certificates together with enclosures received from Heads of Departments are enclosed along with a list in <u>Schedule III-C</u> and for grantee institutions in <u>Schedule III-D</u>

I further certify that orders have been issued terminating such of the posts which need not continue beyond specified dates.

Signature	•
Name	
Designation	
Date	

Schedule- I [Relating to Administrative Department & its attached sub-ordinate
Offices only vide Para-3 read with Para-5(i)]

Category of Employee		tioned st chers	rength		ioned sti ers (excl	rength	Total	sanctior of te	ned	with Para-5 Vacancy p March	position as c	on 1 st	Remarks
(Scale of Pay wise)	Plan	Non- Plan	Total	Plan	Non- Plan	Total	Plan	Non- Plan	Total	Plan Teacher/ Other	Non- Plan Teacher/ Other	Total Teacher/ Other	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	. (11)	(12)	(13)	(14)
I. Regular I Group –A (a) Other-thar UGC/ Judicia 8000-13500 9350-14550 10000-15200 10650-15850 12000-16500 14300-18300 15100-19500 16400-20450 (b) UGC Sca 8000-13500 (n ry/ Ali in PE PE PE PE PE PE PE	dia Servi 3-2 93 3-3 15 3-3 15 3-3 15 3-3 15 3-3 15 3-3 15 3-3 3 3-3 3 3-3 3 3-4 37 3-4 37 3-4 37 3-4 37		$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	GP 5400 GP 5400 GP 6600 GP 6600 GP 7600 GP 8700 GP 8800 GP 9000 AGP 600	0 AG	P: Acade	emic Grad	le Pay				
10000-15200		15 W	5600-3910 ith M.Phill)0 + or comp	AGP 700	0 (Lectur ears of s	er comp	letina 4 v	ears of se	ervice & havir hill & Ph.D)	ig Ph.D. degre	ee or 5 years	of service
12000-420-1			5600-3910	10 [°] +	AGP 800	0 (Read	er with le	ess than	5 years o	of service			
(Reader/Asso	ociate Pi		7400-6700	+ 00	AGP 900	0) (Read	ler with	5 years o	of service)			
16450-450-2 (Autonomous College Profe	s Govt.	3.	7400-6700	+ 00	AGP 100	00					۹.		
12000-420-1 (Principal De			7400-6700 the Reade		-AGP 100	00				• • •			
16400-450-2 (Principal Le			7400-6700 essor grad		AGP 100 bal-cum-P)			· • • • •			
16400-450-2 (Principal Au			7400-670 es Profes:		+AGP 100 ∋)	00							
16450-450-2 (D.P.I carrie:		-	7400-670 and grade		+AGP 100	000	-						
16400-450-2 (Prof. of Uni		3	7400-670	00	+AGP 100	000							
25000 (Fixed Chancellor o (c) Judiciar 9250-250-10 Civil Judge	of Ùniver y Servic)750-300	rsity) es 0-13150-3	5000 (Fixe 50-14550 ry Level)		27700-77	0-33090	-920-40	450-108	0-44770/	-			
10750-300- Civil Judge					33090-92	0-40450	-1080-4	5850/-					
12850-300- Civil Judge					39530-92	0-40450-	1080-490	090-1230	-54010	. ·			
12850-300- Civil Judge				0	39530-92		1230-540	010					
14200-350 Civil Judge					43690-10	80-3909		56470					
16750-400 Civil Judge					51550-12	230-5893		-63070		<i>,</i>			
16750-400 District Juc			00		51550-12	230-5893		63070			• •		
							~	•					

22850-500-24850	70290-1540-76450	
District Judge (Super time Scale (d) All India Services		
(i) I.A.S. (i) Junior Scale	en e	
8000-275-13500 PB-3	15600-39100 +GP 5400	
(ii) Senior Time scale 10650-325-15850 PB-3	15600-39100 +GP 6600 -	
(iii) Junior Administrative grade 12750-375-16500 PB-3	15600-39100 +GP 7600	
(iv) Selection grade 15100-400-18300 PB-4	37400-67000 +GP 8700	
(v) Super Time scale 18400-500-22400 PB-4	37400-67000 +GP 10000	
(b) Apex scale 26000 (Fixed) (c) 30000 (Fixed)	y.) (a) HAG 67000- annual increment @ 3% - 79000 (b) 80000 (Fixed) (c) 90000 (Fixed)	
(ii) I.P.S. (i) Junior Scale 8000-275-13500 PB-3	15600-39100 +GP 5400	
(ii) Senior Time Scale 10000-325-15200 PB-3	15600-39100 +GP 6600	
(iii) Junior Administrative grade 12000-375-16500 PB-3	15600-39100 +GP 7600	
(iv) Selection grade 14300-400-18300 PB-4	37400-67000 +GP 8700	
(v) Super Timescale (a) 16400-450-20000(DIG) PB- (b) 18400-500-22400 (IG) PB-	4 37400-67000 +GP 8900 4 37400-67000 +GP 10000	
(vi) Above Super Timescale		
• • •	AG 67000-79000 AG+75500-80000 (other than D.G. of Police as Head of the Police Force	
(b) D.G. of Police 24050-650-26000 Apex	scale (Head of Police Force) 80000 (Fixed)	
(iii) I.F.S. (i) Junior Scale 8000-275-13500 PB-3	15600-39100 +GP 5400	
(ii) Senior Time Scale 10000-325-15200 PB-3	15600-39100 +GP 6600	
(iii) Junior Administrative Grade 12000-375-16500 PB-3	15600-39100 +GP 7600	
(iv) Selection Grade 14300-400-18300 PB-4 (v) Super Time scale	37400-67000 +GP 8700	
(a) Conservator of Forest 16400-450-20000 PB-4 (b) Addl. CCF/CCF	37400-67000 +GP 8900	
18400-500-22400 PB-4 (vi) Above Super Time scale	37400-67000 +GP 10000	
(a) Addl. Principal CCF 22400-525-24500	(a) HAG 67000-79000	
(b) Principal CCF 24050-650-26000 (vii) Apex scale (Head of Forest F	(b) HAG+75500-80000 (other than the Head of the Forest Force)	
24050-650-26000 Total Group -A (a+b+c+d)	80000 (Fixed)	

(b) Group-B – All posts in the pay scales the maximum of which is less than Rs.13,500 but not less than Rs.9,000

- (c) Group-C All posts in the pay scales the maximum of which is more than Rs.3,540 and less than Rs.9,000
- (d) Group-D All posts_in the pay scales the maximum of which is Rs.3,540 or less. (As per General Administration Department Resolution No.17655-Gen., df.7.6.1999)

ategory of mployee	Sancti of tead	oned str	ength		ioned st ers (exc			sanctior gth of tea		vacancy p	osition of 1 st	warch	Remar
Scale of Pay	UT leat	ners		teach		Juding	and o		achers				
ise)	Plan	Non-	Total	Pla	Non-	Total	Pla	Non-	Total	Plan	Non-Plan	Total	
,		Plan		n	Plan	, otal	n	Plan		Teacher/	Teacher/	Teacher	
										Other	Other	/ Other	
(1)	(2)	(3)	(4)	(5)	. (6)	(7)	(8)	(9)	(10)	(11)	(12).	(13)	(14)
Add. Judge:		h Court									1	1:	<u> </u>
26000 (Fixe		800							· · · · ·	£			
30000 (Fixe		900	00			•							
Total													
Grand Tota													
	 -												
Group B			000			00 4000							
5500-9000	PB-2			0-34800		GP 4200							
5900-9700	PB-2			0-34800		GP 4200							
5700-9900 6500-9900	PB-2			0-34800		GP 4200 GP 4200							
6500-9900 6500-10500	PB-2 PB-2)0-34800)0-34800		GP 4200 GP 4600							
7300-10500	PB-2 PB-2			0-34800 0-34800		GP 4600 GP 4600							
7300-10900	PB-2			0-34800 0-34800		GP 4600 GP 4600							
Total Grou			550	0-5-4000	·	01 4000							
Group – C													
2650-4000	1S		444	10-7440	+	<u>GP 1650 (</u>	wef 11	2006)					
	10			10-14680		<u>GP 1650 (</u>							
				30-14680		GP 1750 (
2750-4400	PB-1			00-20200		GP 1800		· · · · · · · · · ·					
3050-4590	PB-1			0-20200		GP 1900							
3200-4900	PB-1			00-20200		GP 2000							
3600-5600	PB-1			00-20200		GP 2200							
4000-6000	PB-1			00-20200		GP 2400							
5000-7000	PB-1			00-20200		GP 2800							
4750-7500	PB-2	1		0-34800		GP 4200							
5000-8000	PB-2			00-34800		GP 4200							
5300-8300	PB-2			00-34800		GP 4200		•					
Total Grou	p – C							· .					
Group – D													
2550-320 0	1S_		444	40-7440	+	GP 1300	w.e.f. 1.1	1.2006)					
				40-14680	_	GP 1300							
			47	50-14680) +	-GP 1500	(w.e.f. 1.′	10.2012)					
2610-3540	1S		44	40-7440		- <u>GP 1400(</u>							
			44	40-14680		<u>GP 1400</u>							
T C	_		48	60-1468) +	GP 1600(w.e.f. 1.1	0.2012)					
Total Grou	ір – D												

4

٠

(A+B+C+D High Court Judges etc.)

.

40

.

Staff position of other Categories

•

,

.

	Scale of pay	Consolidated Remuneration	Sanctione strength, i	fany 🤅	No. of employees actually working	Remarks
(1)	(2)	(3)	(4)		(5)	(6)
(i) Work Charged Establishment	-	•			÷	
(ii) Contract Service with regular scale of pay						
(iii) Job Contract employees under R&DM Department					·	
(iv) Employees with consolidated salary						
(v) No. of employees	s conferred with	Temporary status in		Scale of	of Pay	Remarks
	partment Reso	ution No.FIN-BUD5-	Pay	Pay Band	Grade Pay	
	(1)		(2)	(3)	(4)	(5)

.

:

Schedule- III [Relating to Administrative Department, its attached Sub-ordinate Offices, head of the Department & Sub-ordinate District Offices as a whole vide Para-5(ii)]

Category of	Sanct of tea		strength	of oth	tioned st ers (exc			sanctior of teations		Vacancy p January	osition as o	n 1°'	Remark
Employee (Scale of Pay wise)	Plan	Non- Plan	Total	teach Plan	Non- Plan	Total	Plan	Non- Plan	Total	Plan Teacher/ Other	Non- Plan Teacher/	Total Teacher/ Other	
											Other		
(1)	(2), .	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	. (13)	(14)
I. Regular I	Establis	shmen	t										
Group –A (a) Other-thar													
UGC/ Judicia		dia Saru	ires										
8000-13500	PB		300-34800	+(GP 5400								
8000-13500	PB		5600-3910	0 +0	GP 5400	(Group-A	entry)						
9350-14550	PB		5600-3910		GP 6600 GP 6600								
10000-15200 10650-15850			5600-3910 5600-3910		GP 6600								
12000-16500			5600-3910		GP 7600	100							
14300-18300			7400-6700		GP 8700								
15100-19500 16400-20450			37400-6700 37400-6700		GP 8800 GP 9000	• .							
(b) UGC Sca					2. 0000								
8000-13500 (5600-3910		AGP 6000			nic Grade				_	
			15600-3910 vith M.Phill	.+· 0(AGP 7000) (Lecture	r comple	eting 4 ye	ars of sei	rvice & having	Ph.D. degree	or 5 years of	service
10000-15200	(Sr. Lec		15600-3910	•	AGP 700			nouthavi	ing with m				
12000-420-1	0200		LECOD 2010) (Boodo	r with low	aa thaa E	weeks of	f contine			
(Reader/Asso			15600-3910	10 + ,	AGP 8000	(Reade		ss than c	years of	service			
			37400-6700)0 +	AGP 900	0) (Reade	er with 5	years of	service)				
16450-450-20	იიიი		37400-6700	10 +	AGP 100	n							
(Autonomous			5/400-0/00	JU +	AGP 100								
College Profe	essor)												
12000-420-1	8300	-	37400-6700	<u>۱</u> 0 +	AGP 100	- Ωr							
(Principal De						, e							
10400 450 0	0000		27400 0700		A O D 400								
16400-450-2 (Principal Le			37400-6700 fessor grad		AGP 100 al-cum-Pr								
						,							
16400-450-2	0000		37400-6700	<u>۱</u> ۵ +	AGP 100	n							
(Principal Au						50							
16450 450 2	0450		27400 070		ACD 400	00							
16450-450-2 (D.P.I carries			37400-6700 and orade		AGP 100								
(2		o or paj	, and grade	, paj)									
16400-450-2	2400		37400 6700		AGP 100	no							
(Prof. of Univ			37400-6700	JU 7	AGP 100	00							
	•												
25000 (Fixed Chancellor o			75000 (Fixe	ed)									
(c) Judiciary						e ye en er							
9250-250-10			350-14550	2	7700-770)-33090-	920-404	50-1080-	44770/-				
Civil Judge	(Jr. Divi	n.), (En	try Level)										
10750-300-1	3150-35	0-14900)	3	3090-920	1-40450-	1080-45	850/-					
Civil Judge					0000-020	-0400-	1000-40	000/-					
10050 000 4													
12850-300-1 Civil Judge					9530-920	-40450-10	080-4905	90-1230-5	4010				
_			•										
12850-300-1				0 3	9530-920	-40450-1:	230-5401	0					
Civil Judge	(31. Div	n.) Enu	ry Level										
14200-350-				4	3690-10	30-39090	-1230-5	6470					
Civil Judge	(Sr. Div	ision) 1	st Stage A	ACP				. :			÷		
16750-400-	19150-4	50-205	00	F	51550-12	30-58930	-1380-6	3070					
Civil Judge													
16750-400-	19150-4	50-205	00		51550-12	30-58030	1380-6	3070					
District Jud				5	1000-12	20-20836	-1300-0	3070					
												-	
40750	301EA	IGN 218	50-500-22	850 5	57700-12	30-58930	-1380-6	/210-154	40-70290)		-	

District Judge Selection G	Grade		
22850-500-24850 District Judge (Super time (d) All India Services (i) I.A.S.	e Scale)	70290-1	-1540-76450
(i) Junior Scale 8000-275-13500	PB-3	1 5600-39100 +G	GP 5400
(ii) Senior Time scale 10650-325-15850	PB-3	15600-39100 +GF	P 6600
(iii) Junior Administrative g 12750-375-16500	rade PB-3	15600-39100 +GF	GP 7600
(iv) Selection grade 15100-400-18300	PB-4	37400-67000 +G	GP 8700
(v) Super Time scale 18400-500-22400	PB-4	37400-67000 +G	GP 10000
(b) Apex scale 26000 (F (c) 30000 (Fixed) (ii) I.P.S.	Pr. Secy.) (a) HAG 67000- (b) 80000 (Fixed) (c) 90000 (Fixed)	
(i) Junior Scale 8000-275-13500	PB-3	15600-39100 +G	GP 5400
 (ii) Senior Time Scale 10000-325-15200 (iii) Junior Administrative g 	PB-3 Irade	15600-39100 +G	GP 6600
12000-375-16500	PB-3	15600-39100 +G	GP 7600
(iv) Selection grade 14300-400-18300 (v) Super Timescale	PB-4	37400-67000 +G	GP 8700
(a) 16400-450-20000(DIG) (b) 18400-500-22400 (IG)) PB-4 PB-4	37400-67000 +G 37400-67000 +G	
(vi) Above Super Timesca	le		
(a) Addl. D.G. of Police 22400-525-24500		67000-79000 775500-80000 (o	other than D.G. of Police as Head of the Police Force)
(b) D.G. of Police 24050-650-26000 (iii) 1.F.S.		ale (Head of Polic	ice Force) 80000 (Fixed)
(i) Junior Scale 8000-275-13500 (ii) Senior Time Scale	PB-3	15600-39100	+GP 5400
10000-325-15200	PB-3	15600-39100	+GP 6600
(iii) Junior Administrative (12000-375-16500	Grade PB-3	15600-39100	+GP 7600
(iv) Selection Grade 14300-400-18300	PB-4	37400-67000	+GP 8700
(v) Super Time scale (a) Conservator of For	est		
16400-450-20000 (b) Addl. CCF/CCF	PB-4	37400-67000	+GP 8900
18400-500-22400 (vi) Above Super Time sc	ale	37400-67000	+GP 10000
(a) Addl. Principal CO 22400-525-2450		(a) HAG 67000-7	-79000
(b) Principal CCF 24050-650-26000			0-80000 (other than the Head of the Forest Force)
(vii) Apex scale (Head of Fo 24050-650-26000	orest Ford	e) 80000 (Fixed)	
Total Group –A (a+b+c+d)			

Note – (a) Group- A – All posts in the pay scales the maximum of which is less than Rs.13,500

(b) Group-B – All posts in the pay scales the maximum of which is less than Rs.13,500 but not less than Rs.9,000

- (c) Group-C All posts in the pay scales the maximum of which is more than Rs.3,540 and less than Rs.9,000
- (d) Group-D All posts in the pay scales the maximum of which is Rs.3,540 or less. (As per General Administration Department Resolution No.17655-Gen., dt.7.6.1999)

ategory of mployee Scale of Pay	of teac		Ū	of oth teach	ioned st ers (exc ers)	luding	stren and c	sanction gth of te others	achers	Vacancy position of 1 st March			Remarks
rise)	Plan	Plan	Total	Pla n	Non- Plan	Total	Pla n	Non- Plan	Total	Plan Teacher/ Other	Non-Plan Teacher/ Other	Total Teacher / Other	
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
					<i>c</i>					- I X			
Add. Judge				hals etc	. (in the	rank of	High C	ourt Juc	iges and	above)			
26000 (Fixe 30000 (Fixe		800 900											
Total	u)	900	00										
					-*						**		
Grand Tota	1 									····			
Group – B													
5500-9000	PB-2			0-34800		GP 4200							
5900-9700	PB-2			0-34800		GP 4200							
5700-9900	PB-2			0-34800		GP 4200							
6500-9900	PB-2			0-34800		GP 4200							
6500-10500 7300-10500	PB-2 PB-2			0-34800		GP 4600 GP 4600							
7300-10500	PB-2			0-34800 0-34800		GP 4600 GP 4600							
Total Grou			330	0-34600	T	3F 4000							
Group – C													
2650-4000	1S		444	0-7440	+(<u>GP 1650</u>	(w.e.f. 1.*	1.2006)					
				0-14680		GP 1650							
			493	0-14680	+	GP 1750	(w.e.f. 1.	10.2012)					
2750-4400	PB-1		520	0-20200	+	GP 1800							
3050-4590	PB-1		520	0-20200	+4	GP 1900							
3200-4900	PB-1		520	0-20200	+	GP 2000							
3600-5600	PB-1		520	0-20200	- - +	GP 2200							
4000-6000	PB-1	17		0-20200		GP 2400							
5000-7000	PB-1			0-20200		GP 2800			-				
4750-7500	PB-2			0-34800		GP 4200							
5000-8000	PB-2			0-34800		GP 4200							
5300-8300 Total Grou	PB-2		93(0-34800	• +	GP 4200							
	φ υ												
Group – D													
2550-3200	1S_			10-7440		GP 1300							
				10-14680		<u>GP 1300</u>							
			47:	50-14680) +	GP 1500	(w.e.f. 1.	10.2012)					
2610-3540	1S		44	40-7440	+	<u>GP 1400(</u>	w.e.f. 1.1	1.2006)					
				40-14680	_	GP 1400							
			48	50-14680) +	GP 1600(w.e.f. 1.1	10.2012)					
Total Grou	ıp – D												
Total of Re	eqular	Estt.											

.

Staff position of other Categories

.

·	Scale of pay	Consolidated Remuneration	Sanctioned strength, if a ny	No. of employees actually working	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(i) Work Charged Establishment		••			
(ii) Contract Service with regular scale of pay					
(iii) Job Contract employees under R&DM Department					
(iv) Employees with consolidated salary					

(v) No. of employees conferred with Temporary status in		Scale of P	Remarks	
terms of Finance Department Resolution No.FIN-BUD5- MISC-0009/2012-31715/F. dt 4.9 2012	Pay	Pay Band	Grade Pay	
MISC-0003/2012-317 13/1 . dt.4.9.2012				
(1)	(2)	(3)	(4)	(5)

SCHEDULE III-A

[Relating to Administrative Department, attached sub-ordinate offices, Heads of Deptt. & Subordinate district offices for the Department as a whole vide para-5(iii)]

SI.	Description	G.O. No. & Date in	Pay	No. of posts to	Date from which post(s)	Remarks		
No.	of Posts	which sanctioned	Scale	be terminated	be terminated to be terminated			

Signature
Name
Designation
Date

.

t

Schedule III-B [To be submitted by the Administrative Department containing over-all staff position of all the Institutions receiving grant-in-aid from the Administrative Department as a whole by consolidating information received in Schedule II-B from different Heads of Department as well as information received in Schedule I-B by the Administrative Department in respect of grant-in-aid salary sanctioned by the Administrative Department vide Para-5(iv)]

Category of Employee	of tea	ioned si chers	s Jof		tioned st ers (exc ers)			sanction gth of te thers		January	position as o	in 1 —	Remar
Scale of	Plan	Non-	Total	Plan	Non-	Total	Plan	Non-	Total	Plan	Non-	Total	<u> </u>
Pay wise)		Plan			Plan			Plan		Teacher/ Other	Plan Teacher/	Teacher/ Other	
											Other		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<u>Regular I</u> Foup –A a) Other-thar JGC/ Judicia 000-13500 000-13500 0350-14550 0000-15200 0650-15850 2000-15850 2000-15850 6400-20450 (b) UGC Scal 0000-15200 2000-420-18 Reader/Asso	n ry/ Ail In PB PB PB PB PB PB PB PB PB Cecturer (Sr. Lec 3300	dia Servi -2 93 -3 15 -3 15 -3 15 -3 15 -4 37 -4 37 -4 37) 15 wi turer) 15 5 5 5 5 5 5 5 5 5 5 5 5 5	ces 600-34800 6600-3910 6600-3910 6600-3910 6600-3910 400-6700 400-6700 400-6700 6600-3910 5600-3910 5600-3910 5600-3910	00 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 1	AGP 700	00 AG 00 (Lectur years of s 00 (Read	P: Acade rer comp service w ler with le	vithout ha ess than	ears of so ving M.Pl	nill & Ph.D) of service	ng Ph.D. degr	ee or 5 years	of service
6450-450-20 Autonomous college Profe 2000-420-18 ^D rincipal Des	Govt. essor) 8300	; 37	7400-6700 7400-6700 he Reade	10 1	AGP 100								
16400-450-20 Principal Lea			400-6700 ssor grade		AGP 100 al-cum-P		ŀ						
6400-450-20 Principal Aut			400-6700 s Profess		AGP 100	00							
16450-450-20 D.P.I carries		37 e of pay a	400-6700 and grade	0 + pay)	AGP 100	900							
16400-450-22 Prof. of Unive		37	400-6700	0 +	AGP 100	000							
25000 (Fixed) Chancellor of c) Judiciary 9 0250-250-107	Universi Services 750-300-	ty) 13150-35	6000 (Fixe	,	7700-77	0-33090-	-920-404	\$50-1080	-447/0/-				
Civil Judge (3150-350	-14900		3	3090-92	0-40450-	-1080-45	5850/-					
Civil Judge (3150-350	-15950-4	00-17550	3	9530-920)-40450-1	1080-490	90-1230-	54010				
Civil Judge (12850-300-13 Civii Judge (3150-350	-15950-4	-		9530-920)-40450-1	1230-540	10	1. 1		•		•
14200-350-1 Civil Judge (5950-40	0-18350)		3690-10	80-39090	0-1230-5	56470					
16750-400-1 Civil Judge (1550-1 <u>2</u>	30-58930	0-1380-6	63070				-	
			5				17						

16750-400-19150-450-205 District Judge Entry Level	00	51550-1230-58930-1380-63070
18750-400-19150-450-218 District Judge Selection G		22850 57700-1230-58930-1380-67210-1540-70290
22850-500-24850 District Judge (Super time (d) All India Services	Scale)_	70290-1540-76450
(i) I.A.S. (i) Junior Scale		
	PB-3	15600-39100 +GP 5400
(ii) Senior Time scale 10650-325-15850	PB-3	15600-39100 +GP 6600
(iii) Junior Administrative gr 12750-375-16500	rade PB-3	15600-39100 +GP 7600
(iv) Selection grade 15100-400-18300	PB-4	37400-67000 +GP 8700
(v) Super Time scale 18400-500-22400	PB-4	37400-67000 +GP 10000
 (vi) Above Super Time scal (a) 22400-525-24500(P (b) Apex scale 26000 (Fi (c) 30000 (Fixed) 	r. Secy.)	(a) HAG 67000- annual increment @ 3% - 79000 (b) 80000 (Fixed) (c) 90000 (Fixed)
(ii) I.P.S.		
(i) Junior Scale 8000-275-13500 (ii) Serier Time Scale	PB-3	15600-39100 +GP 5400
(ii) Senior Time Scale 10000-325-15200	PB-3	15600-39100 +GP 6600
(iii) Junior Administrative gr 12000-375-16500	rade PB-3	15600-39100 +GP 7600
(iv) Selection grade 14300-400-18300	PB-4	37400-67000 +GP 8700
 (v) Super Timescale (a) 16400-450-20000(DIG) (b) 18400-500-22400 (IG) (vi) Above Super Timescal (a) Addl. D.G. of Police 	PB-4	
22400-525-24500 *		6 67000-79000 6+75500-80000 (other than D.G. of Police as Head of the Police Force
(b) D.G. of Police 24050-650-26000 (iii) I.F.S.	Apex sc	ale (Head of Police Force) 80000 (Fixed)
(i) Junior Scale		
8000-275-13500 (ii) Senior Time Scale	PB-3	15600-39100 +GP 5400
10000-325-15200 (iii) Junior Administrative G	PB-3 Grade	15600-39100 +GP 6600
12000-375-16500 (iv) Selection Grade	PB-3	15600-39100 +GP 7600
14300-400-18300 (v) Super Time scale	PB-4	37400-67000 +GP 8700
(a) Conservator of Fore 16400-450-20000 (b) Addl. CCF/CCF	PB-4	37400-67000 +GP 8900
(b) Addi. CCF/CCF 18400-500-22400 (vi) Above Super Time sca		37400-67000 +GP 10000
(a) Addl. Principal CC 22400-525-24500	F	(a) HAG 67000-79000
(b) Principal CCF 24050-650-26000		(b) HAG+75500-80000 (other than the Head of the Forest Force)
(vii) Apex scale (Head of Fo 24050-650-26000	orest Forc	e) 80000 (Fixed)
Total Group –A (a+b+c+d)		

Note – (a) Group- A – All posts in the pay scales the maximum of which is less than Rs.13,500

(b) Group-B – All posts in the pay scales the maximum of which is less than Rs.13,500 but not less than Rs.9,000

(c) Group-C – All posts in the pay scales the maximum of which is more than Rs.3,540 and less than Rs.9,000

(d) Group-D – All posts in the pay scales the maximum of which is Rs.3,540 or less.

(As per General Administration Department Resolution No.17655-Gen., dt.7.6.1999)

	Sanctioned of teachers			ioned s		1	sanction		Vacancy p	osition of 1 st	March	Rema
nployee cale of Pay	or leachers	>		ers (exo	Juuing	and c	gth of te	achers	[
se)	Plan No	n- Total	teach Pla	Non-	Total	Pla	Non-	Total	Plan	Non-Plan	Total	
50)	Plan No		1	Plan	Total		Plan	Total	Teacher/	Teacher/	Teacher	
			n	Fian		n	r iaii		Other	Other	/ Other	
(1)	(2) (3	b) (4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)			(14
			(5)	(6)						(12)	(13)	(14
Add. Judges			lais etc	: (in the	e rank of	High U	oun Juc	iges and	above			
26000 (Fixe		30000										
30000 (Fixe Total	a) s	90000										
Grand Tota			,									
Group – B												
5500-9000	PB-2	930	0-34800	+	GP 4200							
5900-9700	PB-2	930	0-34800		GP 4200							
5700-9900	PB-2		0-34800		GP 4200							
6500-9900	PB-2		0-34800		GP 4200							
6500-10500	PB-2		0-34800		GP 4600							
7300-10500	PB-2		0-34800		GP 4600							
7300-10900	PB-2		0-34800		GP 4600							
Total Grou												
Group – C												
2650-4000	1S	444	0-7440	+	<u>GP 1650 (</u>	w.e.f. 1.1	.2006)					
		444	0-14680		<u>GP 1650 (</u>							
		493	30-14680		GP 1750 (-					
2750-4400	PB-1	520	0-20200		GP 1800		,					
3050-4590	PB-1	520	0-20200	+	GP 1900							
3200-4900	PB-1	520	0-20200	+	GP 2000							
3600-5600	PB-1	520	0-20200	• • •	GP 2200							
4000-6000	PB-1	520	0-20200	+	GP 2400							
5000-7000	PB-1	520	0-20200		GP 2800							
4750-7500	PB-2	930	0-34800	-	GP 4200							
5000-8000	PB-2	930	0-34800	+	GP 4200							
5300-8300	PB-2	930	0-34800	+	GP 4200							
Total Grou	p – C											
Group – D												
2550-3200	1S_	<u>444</u>	<u>10-7440</u>		<u>GP 1300 (</u>							
		444	10-14680		<u>GP 1300 (</u>							
		475	50-14680	+	GP 1500 (w.e.f. 1.1	0.2012)					
2610-3540	1S		0-7440		GP 1400(\							
			10-14680		<u>GP 1400 (</u>							
		486	50-14680	-	GP 1600()	w.e.f. 1.1	0.2012)					
Total Grou	p – D											

,

÷

Staff position of other Categories

a

•

Work Charged/ Contract Service	Scale of pay	Consolidated Remuneration	Sanction strength			of ployees ually working	Remarks
(1)	(2)	(3)	e et al part	(4)		(5)	(6)
 (i) Contract Service with regular scale of pay (ii) Employees with 							
consolidated salary							
(iii) Employees under Block Grant							
(iv) No. of employee	es conferred wi	th temporary status	1	Scale	of Pa	y	Remarks
in terms of Finance E BUD5-MISC-0009/20	Pay	Pay Band	t	Grade Pay			
	(2)	(3)		(4)	(5)		

5

SCHEDULE III-C [Annual Establishment review received from the concerned Head of Department by the Administrative Department Vide Para-5(v)]

,

-

f

	•	
SI.	Name of Head of the Deptt.	No. of sheets (in Schedule-I, Schedule-
No.		II, Schedule II-A and Schedule II-B
		under the control of Administrative
		Deptt.)

Signature	
Name	
Designation	
Date	

.

51

÷

~				
SI.	Name of	No. of Sheets	Remarks	
No.	Head of	enclosed (in	_	
	Deptt.	Schedule II-B		
•	Under	received from		
	which	all the Heads of		
	grant-in-aid	Deptt. under the		
	is received	control of		
		Administrative		
		Department		

SCHEDULE III-D [Relating to all the institutions receiving grant-in-aid under the Administrative Department vide Para-5(vi)]

Signature	
Name	
Designation	
Date	

.

¥

t

SCHEDULE - IV

(To be furnished by the Head of Office to the Head of the Department / Head of the Department to the Administrative Department/ Administrative Department to the Finance Department and copy be enclosed in the Pay Bill for the months of February/March/ April respectively)

Signature of the Head of the Office/
Head of the Department/
Secretary of the Administrative Department
Name
Designation
Date

.

计正式存储器 种

SCHEDULE – V [Vide Finance Department Resolution No.Codes-27/2011(Pt.)] OPERATIONAL PROCEDURE FOR ONLINE SUBMISSION OF ANNUAL ESTABLISHMENT REVIEW BY THE DDOs TO THE COs

Extraordinary

The DDOs are to log on to Odisha Treasury Portal (<u>www.odishatreasury.gov.in</u>) with user ID and Password.

The homepage of Odisha Treasury Portal has a link titled <u>Annual Establishment</u> <u>Review</u> for preparation and submission of Annual Establishment Review.

Password / User ID

By clicking on the link available in the homepage of Odisha Treasury Portal, Annual Establishment Review interface will be made available.

The Drawing & Disbursing Officers / Controlling Officers / Administrative Departments / Finance Department (Treasury Branch), the designated officials of the Head of office / Controlling Officer / Administrative Department and Finance Department shall use their user ID and password to access the Annual Establishment Review interface.

✤ The officials of the Finance Department, Administrative Departments, Budget Controlling Officers and the Drawing & Disbursing Officers using e-Disbursement module of iOTMS, will use the user ID and password already issued to them from iOTMS for distribution of allotment and preparation of beneficiary list.

Others will obtain their user ID and password from the concerned Treasuries.

The Treasury Officers are also directed to handover the user ID and password to the Drawing & Disbursing Officers under their jurisdiction which will be supplied to them from the Directorate of Treasuries.

Role of Drawing & Disbursing Officer

✤ After entering the Annual Establishment Review interface, the Drawing & Disbursing Officer (including the DDOs of the Heads of Departments and Administrative Departments and those authorised to draw Grant-in-Aid) would download two templates, one for regular establishment and another for employees other than regular establishment and those under the Grant-in-Aid fold.

The downloaded templates will contain input field wherein the Drawing & Disbursing Officer has to enter their DDO code as has been made available from the Directorate of Treasuries and the Controlling Officer code from whom budget allotment has been received.

54

The Drawing & Disbursing Officer will also indicate in the template whether the report is for establishments which are under grant-in-aid or not.

The Drawing & Disbursing Officers will choose from the master description i.e. Pay Band, Grade Pay, Service etc. available in the template to fill in the information regarding the type of establishment, group, service, sub-service, pay band, scale of pay, Grade Pay, plan classification and whether it relates to drawal of salary to Teachers or not.

Values for other fields viz. sanctioned strength and vacancy position have to be entered by the Drawing & Disbursing Officers.

The entire process is to be completed off line...

✤ After filling up the required information in the templates, the Drawing & Disbursing Officer will upload the file in the system after logging into the Treasury Portal again. The process of uploading is just like an attachment to e-mail.

✤ The Drawing & Disbursing Officer will be able to view the uploaded information and can modify or delete the information, if required.

✤ After validating all the data, the Drawing & Disbursing Officer will forward the file to the concerned Controlling Officer from whom, he received the budget allotment.

Role of Controlling Officer

The Controlling Officer can be able to view all the files forwarded to him and the file consolidated by him. The Controlling Officer can also modify the files received from Drawing & Disbursing Officers, if required.

✤ After receiving all the files from the concerned Drawing & Disbursing Officers, the Controlling Officer consolidates the file into a single file and forwarded the same to the concerned Administrative Department.

Role of Administrative Department

The Administrative Department can be able to view Drawing & Disbursing Officer wise file details, Controlling Officer wise files and the files consolidated by him.

✤ After receiving all the consolidated files from the concerned Controlling Officer, the Administrative Department again consolidate the files into a single file and forward it to the Finance Department.

Role of Finance Department

The Finance Department will be able to view all the files relating to DDOs/ Controlling Officers and the Administrative Department.

-

55 E