

Handwritten notes: "Heds", "Cent DJ-26440", "19.2.13", "10806-3602", "Codes-27/2011(Pt)"

Handwritten notes: "DY-568-OE-1", "22.2.13", "OE-1"

Government of Odisha  
-Finance Department  
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Dated 6.2.2013

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. 2<sup>nd</sup> 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 15<sup>th</sup> 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. 4<sup>th</sup> 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*

Handwritten notes: "10", "SPS", "22.2.13"

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.

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

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 Schedule-IV 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

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 Treasury/Special Treasury/Sub-Treasury/Bank 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:**

(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 Schedule-II (Group-wise, 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-in-aid 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.

(iii) Information in Schedule-II 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 **need not** be included in Schedule-II.

(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 February each year, the salary for the month of the March which is due in April shall not be processed through iOTMS for the month of March. A certificate in Schedule-IV 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).

(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.

(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 Schedule III-B 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 grant-in-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, Schedule II-A 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 Schedule II-B.

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 Schedule III-B, the concerned Heads of Department and Administrative Department shall

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 Schedule-IV 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 month of April 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.4<sup>th</sup> 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	1. The Commissioner. Commercial Taxes would furnish information in respect of district offices along with his own office. 2. Chairman, Sales Tax Tribunal would furnish information relating to his own office

<b>The branch of the Finance Department responsible for collecting relevant information</b>	<b>The organization which should submit the annual establishment return to the branch</b>	<b>Remarks</b>
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.
<i>Local Fund Establishment</i>	<i>Director, Local Fund Audit</i>	<i>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.</i>
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.E.-I Branch	Additional Secretary in charge of O.E.	O.E.-I 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.
<i>O.F.S. Branch</i>	<i>Director, MDRAFM</i>	<i>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.</i>

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 Schedule-IV generated from the Treasury Portal failing which the pay bill for the month of April, shall not be presented in the



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 Finance Department as well as to itself as an Administrative Department.

7. Action by Treasury Officer/ Special Treasury Officer/ Sub-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 April onwards in case of Administrative Department until the certificate in Schedule-IV, 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 Treasury or Accounts return received from 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**

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**

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, 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

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.

Sl. 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	<u>Heads of Department</u> Consolidated information of Subordinate 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	<u>The Administrative Department</u> Consolidated information of Sub-ordinate offices, Heads of Department, own Estt. including attached offices and Grant-in-Aid Institutions (In Schedule-III, III-A, III-B, III-C, III-D & IV vide Para-5)	Finance Department	By end of March	April
5	Treasury Branch of Finance Department (Consolidated information of all Departments including that of Finance Department (In Schedule-III, III-A, III-B, III-C, III-D & IV)	The concerned Budget Expenditure Branch, Finance Commission Branch etc. of Finance Department	By end of May	

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

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Additional Chief Secretary to Government

Memo No. 3603<sup>(265)</sup>/F.,

Date 6.2.2013

Copy along with copy of enclosures forwarded to all Departments 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.

*2/2/13*  
Under Secretary to Government

Memo No. 3604/F.,

Date 6.2.2013

Copy along with copy of enclosures forwarded to the Director of Treasuries and Inspection, Odisha for favour of information and necessary action.

*2/2/13*  
Under Secretary to Government

Memo No. 3605<sup>(170)</sup>/F.,

Date 6.2.2013

Copy along with copy of enclosures forwarded to the Treasury Officers/ Sub-Treasury Officers for information and necessary action.

*2/2/13*  
Under Secretary to Government

Memo No. 3606<sup>(110)</sup>/F.,

Date 6.2.2013

Copy along with copy of enclosures forwarded to the all Officers and Branches of Finance Department for information and necessary action.

*2/2/13*  
Under Secretary to Government

Memo No. 3607/F.,

Date 6.2.2013

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](http://www.odisha.gov.in/finance/index.htm)) of Finance Department for general information.

*2/2/13*  
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 OF JANUARY EACH YEAR**

The sanctioned strength of the establishment as on 1<sup>st</sup> 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:

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> January			Remarks
	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 Establishment**

**Group -A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	



16400-450-20000      37400-67000      +AGP 10000  
(Principal Autonomous Colleges Professor grade)

16450-450-20450      37400-67000      +AGP 10000  
(D.P.I carries his scale of pay and grade pay)

16400-450-22400      37400-67000      +AGP 10000  
(Prof. of University)

25000 (Fixed) (Vice-  
Chancellor of University)      75000 (Fixed)

**(c) Judiciary Services**

9250-250-10750-300-13150-350-14550      27700-770-33090-920-40450-1080-44770/-  
Civil Judge (Jr. Divn.), (Entry Level)

10750-300-13150-350-14900      33090-920-40450-1080-45850/-  
Civil Judge (Jr. Divn.), 1st stage ACP Scale.

12850-300-13150-350-15950-400-17550      39530-920-40450-1080-49090-1230-54010  
Civil Judge (Jr. Divn.) 2nd Stage ACP Scale

12850-300-13150-350-15950-400-17550      39530-920-40450-1230-54010  
Civil Judge (Sr. Divn.) Entry Level

14200-350-15950-400-18350      43690-1080-39090-1230-56470  
Civil Judge (Sr. Division) 1st Stage ACP

16750-400-19150-450-20500      51550-1230-58930-1380-63070  
Civil Judge (Sr. Division) 2nd Stage ACP

16750-400-19150-450-20500      51550-1230-58930-1380-63070  
District Judge Entry Level

18750-400-19150-450-21850-500-22850      57700-1230-58930-1380-67210-1540-70290  
District Judge Selection Grade

22850-500-24850      70290-1540-76450  
District Judge (Super time Scale)

**(d) All India Services**

**(i) I.A.S.**

(i) Junior Scale  
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

(vi) Above Super Time scale

(a) 22400-525-24500 (Pr. Secy.) (a) HAG 6/000- annual increment @ 3% - 79000

(b) Apex scale 26000 (Fixed) (b) 80000 (Fixed)

(c) 30000 (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-4	37400-67000 +GP 8900
(b)	18400-500-22400 (IG)	PB-4	37400-67000 +GP 10000
(vi) Above Super Timescale			
(a)	Addl. D.G. of Police		
	22400-525-24500	(a) HAG	67000-79000
		(b) HAG+	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)
<b>(iii) I.F.S.</b>			
(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 Time scale		
(a)	Conservator of Forest		
	16400-450-20000	PB-4	37400-67000 +GP 8900
(b)	Addl. CCF/CCF		
	18400-500-22400	PB-4	37400-67000 +GP 10000
(vi)	Above Super Time scale		
(a)	Addl. Principal CCF		
	22400-525-24500	(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 Forest Force)		
	24050-650-26000		80000 (Fixed)

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**Total Group –A (a+b+c+d)**

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**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)**

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> January			Remarks
	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)

**Add. Judges of High Court/ Tribunals etc. (in the rank of High Court Judges and above)**

26000 (Fixed)                      80000  
30000 (Fixed)                      90000

**Total**

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**Grand Total**

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**Group – B**

5500-9000	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
6500-10500	PB-2	9300-34800	+GP 4600
7300-10500	PB-2	9300-34800	+GP 4600
7300-10900	PB-2	9300-34800	+GP 4600

**Total Group-B**

**Group – C**

2650-4000	1S	<u>4440-7440</u>	+GP 1650 (w.e.f. 1.1.2006)
		<u>4440-14680</u>	+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 Group – C**

**Group – D**

2550-3200	1S	<u>4440-7440</u>	+GP 1300 (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	<u>4440-7440</u>	+GP 1400(w.e.f. 1.1.2006)
		<u>4440-14680</u>	+GP 1400 (w.e.f. 1.7.2010)
		4860-14680	+GP 1600(w.e.f. 1.10.2012)

**Total Group – D**

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

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

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

<b>Sl. No.</b>	<b>Description of Posts</b>	<b>G.O. No. &amp; *Date in which sanctioned</b>	<b>Pay Scale</b>	<b>No. of posts to be terminated</b>	<b>Date from which post(s) to be terminated</b>	<b>Remarks</b>

Signature .....

Name .....

Designation .....

Date .....

**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.)Vide Para-3**

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position as on 1 <sup>st</sup> January			Remarks
	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 Establishment**

**Group -A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Autonomous Colleges Professor grade)	37400-67000	+AGP 10000	
16450-450-20450 (D.P.I carries his scale of pay and grade pay)	37400-67000	+AGP 10000	
16400-450-22400 (Prof. of University)	37400-67000	+AGP 10000	
25000 (Fixed) (Vice-Chancellor of University)	75000 (Fixed)		
<b>(c) Judiciary Services</b>			
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/-	
12850-300-13150-350-15950-400-17550 Civil Judge (Jr. Divn.) 2nd Stage ACP Scale		39530-920-40450-1080-49090-1230-54010	

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 District Judge Selection Grade	57700-1230-58930-1380-67210-1540-70290
22850-500-24850 District Judge (Super time Scale)	70290-1540-76450
<b>(d) All India Services</b>	
<b>(i) I.A.S.</b>	
<b>(i) Junior Scale</b>	
8000-275-13500	PB-3 15600-39100 +GP 5400
<b>(ii) Senior Time scale</b>	
10650-325-15850	PB-3 15600-39100 +GP 6600
<b>(iii) Junior Administrative grade</b>	
12750-375-16500	PB-3 15600-39100 +GP 7600
<b>(iv) Selection grade</b>	
15100-400-18300	PB-4 37400-67000 +GP 8700
<b>(v) Super Time scale</b>	
18400-500-22400	PB-4 37400-67000 +GP 10000
<b>(vi) Above Super Time scale</b>	
(a) 22400-525-24500(Pr. Secy.)	(a) HAG 67000- annual increment @ 3% - 79000
(b) Apex scale 26000 (Fixed)	(b) 80000 (Fixed)
(c) 30000 (Fixed)	(c) 90000 (Fixed)
<b>(ii) I.P.S.</b>	
<b>(i) Junior Scale</b>	
8000-275-13500	PB-3 15600-39100 +GP 5400
<b>(ii) Senior Time Scale</b>	
10000-325-15200	PB-3 15600-39100 +GP 6600
<b>(iii) Junior Administrative grade</b>	
12000-375-16500	PB-3 15600-39100 +GP 7600
<b>(iv) Selection grade</b>	
14300-400-18300	PB-4 37400-67000 +GP 8700
<b>(v) Super Timescale</b>	
(a) 16400-450-20000(DIG)	PB-4 37400-67000 +GP 8900
(b) 18400-500-22400 (IG)	PB-4 37400-67000 +GP 10000
<b>(vi) Above Super Timescale</b>	
<b>(a) Addl. D.G. of Police</b>	
22400-525-24500	(a) HAG 67000-79000
	(b) HAG+75500-80000 (other than D.G. of Police as Head of the Police Force)
<b>(b) D.G. of Police</b>	
24050-650-26000	Apex scale (Head of Police Force) 80000 (Fixed)
<b>(iii) I.F.S.</b>	
<b>(i) Junior Scale</b>	
8000-275-13500	PB-3 15600-39100 +GP 5400
<b>(ii) Senior Time Scale</b>	
10000-325-15200	PB-3 15600-39100 +GP 6600
<b>(iii) Junior Administrative Grade</b>	
12000-375-16500	PB-3 15600-39100 +GP 7600
<b>(iv) Selection Grade</b>	
14300-400-18300	PB-4 37400-67000 +GP 8700

(v) Super Time scale			
(a) Conservator of Forest			
16400-450-20000	PB-4	37400-67000	+GP 8900
(b) Addl. CCF/CCF			
18400-500-22400	PB-4	37400-67000	+GP 10000
(vi) Above Super Time scale			
(a) Addl. Principal CCF		(a) HAG 67000-79000	
22400-525-24500			
(b) Principal CCF		(b) HAG+75500-80000 (other than the Head of the Forest Force)	
24050-650-26000			
(vii) Apex scale (Head of Forest Force)			
24050-650-26000		80000 (Fixed)	
<hr/>			
<b>Total Group -A (a+b+c+d)</b>			
<hr/>			

**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)**



Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers		Sanctioned strength of others (excluding teachers)				Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> March			Remarks
	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)

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

26000 (Fixed) 80000

30000 (Fixed) 90000

**Total**

**Grand Total**

**Group – B**

5500-9000	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
6500-10500	PB-2	9300-34800	+GP 4600
7300-10500	PB-2	9300-34800	+GP 4600
7300-10900	PB-2	9300-34800	+GP 4600

**Total Group-B**

**Group – C**

2650-4000	1S	<u>4440-7440</u>	+GP 1650 (w.e.f. 1.1.2006)
		<u>4440-14680</u>	+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 Group – C**

**Group – D**

2550-3200	1S	<u>4440-7440</u>	+GP 1300 (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	<u>4440-7440</u>	+GP 1400 (w.e.f. 1.1.2006)
		<u>4440-14680</u>	+GP 1400 (w.e.f. 1.7.2010)
		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.)**

Staff position of other Categories

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

**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 Organisation including all its sub-ordinate offices as on the 1<sup>st</sup> 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:

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> January			Remarks
	PI an	No n-PI an	Tot al	PI an	No n-PI an	Tot al	PI an	No n-PI 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. Regular Establishment**

**Group –A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	

16400-450-20000                      37400-67000                      +AGP 10000  
(Principal Autonomous Colleges Professor grade)

16450-450-20450                      37400-67000                      +AGP 10000  
(D.P.I carries his scale of pay and grade pay)

16400-450-22400                      37400-67000                      +AGP 10000  
(Prof. of University)

25000 (Fixed) (Vice-                      75000 (Fixed)  
Chancellor of University)

**(c) Judiciary Services**

9250-250-10750-300-13150-350-14550                      27700-770-33090-920-40450-1080-44770/-  
Civil Judge (Jr. Divn.), (Entry Level)

10750-300-13150-350-14900                      33090-920-40450-1080-45850/-  
Civil Judge (Jr. Divn.), 1st stage ACP Scale.

12850-300-13150-350-15950-400-17550                      39530-920-40450-1080-49090-1230-54010  
Civil Judge (Jr. Divn.) 2nd Stage ACP Scale

12850-300-13150-350-15950-400-17550                      39530-920-40450-1230-54010  
Civil Judge (Sr. Divn.) Entry Level

14200-350-15950-400-18350                      43690-1080-39090-1230-56470  
Civil Judge (Sr. Division) 1st Stage ACP

16750-400-19150-450-20500                      51550-1230-58930-1380-63070  
Civil Judge (Sr. Division) 2nd Stage ACP

16750-400-19150-450-20500                      51550-1230-58930-1380-63070  
District Judge Entry Level

18750-400-19150-450-21850-500-22850                      57700-1230-58930-1380-67210-1540-70290  
District Judge Selection Grade

22850-500-24850                      70290-1540-76450  
District Judge (Super time Scale)

**(d) All India Services**

**(i) I.A.S.**

(i) Junior Scale  
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

(vi) Above Super Time scale  
(a) 22400-525-24500(Pr. Secy.) (a) HAG 67000- annual increment @ 3% - 79000  
(b) Apex scale 26000 (Fixed)                      (b) 80000 (Fixed)  
(c) 30000 (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-4	37400-67000	+GP 8900
(b) 18400-500-22400 (IG)	PB-4	37400-67000	+GP 10000
<b>(vi) Above Super Timescale</b>			
(a) Addl. D.G. of Police			
22400-525-24500	(a) HAG	67000-79000	
	(b) HAG+	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)
<b>(iii) I.F.S.</b>			
(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 Time scale			
(a) Conservator of Forest			
16400-450-20000	PB-4	37400-67000	+GP 8900
(b) Addl. CCF/CCF			
18400-500-22400	PB-4	37400-67000	+GP 10000
(vi) Above Super Time scale			
(a) Addl. Principal CCF			
22400-525-24500	(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 Forest Force)			
24050-650-26000		80000	(Fixed)
<b>Total Group –A (a+b+c+d)</b>			

**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)**

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> January			Remarks
	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)

**Add. Judges of High Court/ Tribunals etc. (in the rank of High Court Judges and above)**

26000 (Fixed) 80000  
30000 (Fixed) 90000

**Total**

**Grand Total**

**Group – B**

5500-9000 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  
6500-10500 PB-2 9300-34800 +GP 4600  
7300-10500 PB-2 9300-34800 +GP 4600  
7300-10900 PB-2 9300-34800 +GP 4600

**Total Group-B**

**Group – C**

2650-4000 1S 4440-7440 +GP 1650 (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 Group – C**

**Group – D**

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. 1.10.2012)  
2610-3540 1S 4440-7440 +GP 1400 (w.e.f. 1.1.2006)  
4440-14680 +GP 1400 (w.e.f. 1.7.2010)  
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.)

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

**SCHEDULE II-A**

(Relating to Head of the Department, its attached Office & Sub-ordinate District Offices)

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

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position as on 1 <sup>st</sup> January			Remarks
	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 Establishment**

**Group -A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Autonomous Colleges Professor grade)	37400-67000	+AGP 10000	
16450-450-20450 (D.P.I carries his scale of pay and grade pay)	37400-67000	+AGP 10000	
16400-450-22400 (Prof. of University)	37400-67000	+AGP 10000	

25000 (Fixed) (Vice-Chancellor of University) 75000 (Fixed)

**(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/-
12850-300-13150-350-15950-400-17550 Civil Judge (Jr. Divn.) 2nd Stage ACP Scale	39530-920-40450-1080-49090-1230-54010
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 District Judge Selection Grade	57700-1230-58930-1380-67210-1540-70290

District Judge (Super time Scale)

**(d) All India Services****(i) I.A.S.****(i) Junior Scale**

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

**(vi) Above Super Time scale**

(a) 22400-525-24500(Pr. Secy.) (a) HAG 67000- annual increment @ 3% - 79000

(b) Apex scale 26000 (Fixed) (b) 80000 (Fixed)

(c) 30000 (Fixed) (c) 90000 (Fixed)

26000 (Fixed) HAG 67000- 79000

30000 (Fixed) Apex scale 80000 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-4 37400-67000 +GP 8900

(b) 18400-500-22400 (IG) PB-4 37400-67000 +GP 10000

**(vi) Above Super Timescale****(a) Addl. D.G. of Police**

22400-525-24500 (a) HAG 67000-79000

(b) HAG+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 37400-67000 +GP 8700

**(v) Super Time scale****(a) Conservator of Forest**

16400-450-20000 PB-4 37400-67000 +GP 8900

**(b) Addl. CCF/CCF**

18400-500-22400 PB-4 37400-67000 +GP 10000

**(vi) Above Super Time scale****(a) Addl. Principal CCF**

22400-525-24500 (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 Forest Force)**

24050-650-26000 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)**

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> March			Remarks
	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)

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

26000 (Fixed) 80000

30000 (Fixed) 90000

**Total**

**Grand Total**

**Group – B**

5500-9000 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

6500-10500 PB-2 9300-34800 +GP 4600

7300-10500 PB-2 9300-34800 +GP 4600

7300-10900 PB-2 9300-34800 +GP 4600

**Total Group-B**

**Group – C**

2650-4000 1S  
4440-7440 +GP 1650 (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 Group – C**

**Group – D**

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. 1.10.2012)

2610-3540 1S  
4440-7440 +GP 1400 (w.e.f. 1.1.2006)

4440-14680 +GP 1400 (w.e.f. 1.7.2010)

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.)**

Staff position of other Categories

	Scale of pay	Consolidated Remuneration	Sanctioned strength, if any	No. of employees actually working	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(i) Contract Service					
(ii) Employees with consolidated salary					
(iii) Employees under Block Grant					
(iv) No. of employees conferred with temporary status in terms of Finance Department Resolution No.FIN-BUD5-MISC-0009/2012-31715/F. dt.4.9.2012	Scale of Pay			Remarks	
	Pay	Pay Band	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 1<sup>st</sup> January, is as indicated in **Schedule-1** (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 **Schedule-III** and for the institutions receiving grant-in-aid is as in **Schedule III-B (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 **Schedule III-C** and for grantee institutions in **Schedule III-D**

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 (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position as on 1 <sup>st</sup> March			Remarks
	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 Establishment**

**Group -A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Autonomous Colleges Professor grade)	37400-67000	+AGP 10000	
16450-450-20450 (D.P.I carries his scale of pay and grade pay)	37400-67000	+AGP 10000	
16400-450-22400 (Prof. of University)	37400-67000	+AGP 10000	
25000 (Fixed) (Vice-Chancellor of University)	75000 (Fixed)		
<b>(c) Judiciary Services</b>			
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/-	
12850-300-13150-350-15950-400-17550 Civil Judge (Jr. Divn.) 2nd Stage ACP Scale		39530-920-40450-1080-49090-1230-54010	
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

22850-500-24850  
District Judge (Super time Scale)

70290-1540-76450

**(d) All India Services**

**(i) I.A.S.**

**(i) Junior Scale**

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

**(vi) Above Super Time scale**

(a) 22400-525-24500(Pr. Secy.) (a) HAG 67000- annual increment @ 3% - 79000

(b) Apex scale 26000 (Fixed) (b) 80000 (Fixed)

(c) 30000 (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-4 37400-67000 +GP 8900

(b) 18400-500-22400 (IG) PB-4 37400-67000 +GP 10000

**(vi) Above Super Timescale**

**(a) Addl. D.G. of Police**

22400-525-24500 (a) HAG 67000-79000

(b) HAG+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 37400-67000 +GP 8700

**(v) Super Time scale**

(a) Conservator of Forest

16400-450-20000 PB-4 37400-67000 +GP 8900

(b) Addl. CCF/CCF

18400-500-22400 PB-4 37400-67000 +GP 10000

**(vi) Above Super Time scale**

(a) Addl. Principal CCF  
22400-525-24500 (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 Forest Force)**

24050-650-26000 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)**

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> March			Remarks
	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)

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

26000 (Fixed) 80000

30000 (Fixed) 90000

**Total**

**Grand Total**

**Group – B**

5500-9000	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
6500-10500	PB-2	9300-34800	+GP 4600
7300-10500	PB-2	9300-34800	+GP 4600
7300-10900	PB-2	9300-34800	+GP 4600

**Total Group-B**

**Group – C**

2650-4000	1S	<u>4440-7440</u>	+GP 1650 (w.e.f. 1.1.2006)
		<u>4440-14680</u>	+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 Group – C**

**Group – D**

2550-3200	1S	<u>4440-7440</u>	+GP 1300 (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	<u>4440-7440</u>	+GP 1400 (w.e.f. 1.1.2006)
		<u>4440-14680</u>	+GP 1400 (w.e.f. 1.7.2010)
		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.)**



Staff position of other Categories

	Scale of pay	Consolidated Remuneration	Sanctioned strength, if any	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 terms of Finance Department Resolution No.FIN-BUD5-MISC-0009/2012-31715/F. dt.4.9.2012	Scale of Pay			Remarks	
	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 Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position as on 1 <sup>st</sup> January			Remarks
	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 Establishment**

**Group -A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Autonomous Colleges Professor grade)	37400-67000	+AGP 10000	
16450-450-20450 (D.P.I carries his scale of pay and grade pay)	37400-67000	+AGP 10000	
16400-450-22400 (Prof. of University)	37400-67000	+AGP 10000	

25000 (Fixed) (Vice-Chancellor of University) 75000 (Fixed)

**(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/-
12850-300-13150-350-15950-400-17550 Civil Judge (Jr. Divn.) 2nd Stage ACP Scale	39530-920-40450-1080-49090-1230-54010
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

22850-500-24850

70290-1540-76450

District Judge (Super time Scale)

(d) All India Services

(i) I.A.S.

(i) Junior Scale

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

(vi) Above Super Time scale

(a) 22400-525-24500(Pr. Secy.) (a) HAG 67000- annual increment @ 3% - 79000

(b) Apex scale 26000 (Fixed) (b) 80000 (Fixed)

(c) 30000 (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-4 37400-67000 +GP 8900

(b) 18400-500-22400 (IG) PB-4 37400-67000 +GP 10000

(vi) Above Super Timescale

(a) Addl. D.G. of Police

22400-525-24500 (a) HAG 67000-79000

(b) HAG+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 37400-67000 +GP 8700

(v) Super Time scale

(a) Conservator of Forest 16400-450-20000 PB-4 37400-67000 +GP 8900

(b) Addl. CCF/CCF 18400-500-22400 PB-4 37400-67000 +GP 10000

(vi) Above Super Time scale

(a) Addl. Principal CCF 22400-525-24500 (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 Forest Force)

24050-650-26000 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)**

Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> March			Remarks
	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)

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

26000 (Fixed) 80000

30000 (Fixed) 90000

**Total**

**Grand Total**

**Group – B**

5500-9000 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

6500-10500 PB-2 9300-34800 +GP 4600

7300-10500 PB-2 9300-34800 +GP 4600

7300-10900 PB-2 9300-34800 +GP 4600

**Total Group-B**

**Group – C**

2650-4000 1S  
4440-7440 +GP 1650 (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 Group – C**

**Group – D**

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. 1.10.2012)

2610-3540 1S  
4440-7440 +GP 1400 (w.e.f. 1.1.2006)  
4440-14680 +GP 1400 (w.e.f. 1.7.2010)  
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.)**

Staff position of other Categories

—	Scale of pay	Consolidated Remuneration	Sanctioned strength, if any	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 terms of Finance Department Resolution No.FIN-BUD5-MISC-0009/2012-31715/F. dt.4.9.2012	Scale of Pay			Remarks
	Pay	Pay Band	Grade Pay	
(1)	(2)	(3)	(4)	(5)

SCHEDULE III-A

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

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

Signature .....

Name .....

Designation .....

Date .....

**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 (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position as on 1 <sup>st</sup> January			Remarks
	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 Establishment**

**Group -A**

**(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 (Lecturer)	15600-39100	+AGP 6000	AGP: Academic Grade Pay
	15600-39100	+AGP 7000	(Lecturer completing 4 years of service & having Ph.D. degree or 5 years of service with M.Phil or completing 6 years of service without having M.Phil & Ph.D)
10000-15200 (Sr. Lecturer)	15600-39100	+AGP 7000	
12000-420-18300 (Reader/Associate Professor)	15600-39100	+AGP 8000	(Reader with less than 5 years of service)
	37400-67000	+AGP 9000	(Reader with 5 years of service)
16450-450-20000 (Autonomous Govt. College Professor)	37400-67000	+AGP 10000	
12000-420-18300 (Principal Degree Colleges in the Reader grade)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Lead Colleges Professor grade/Principal-cum-Professor)	37400-67000	+AGP 10000	
16400-450-20000 (Principal Autonomous Colleges Professor grade)	37400-67000	+AGP 10000	
16450-450-20450 (D.P.I carries his scale of pay and grade pay)	37400-67000	+AGP 10000	
16400-450-22400 (Prof. of University)	37400-67000	+AGP 10000	

25000 (Fixed) (Vice-Chancellor of University)

75000 (Fixed)

**(c) Judiciary Services**

9250-250-10750-300-13150-350-14550 Civil Judge (Jr. Divn.), (Entry Level)	27700-770-33090-920-40450-1080-447 /0/-
10750-300-13150-350-14900 Civil Judge (Jr. Divn.), 1st stage ACP Scale.	33090-920-40450-1080-45850/-
12850-300-13150-350-15950-400-17550 Civil Judge (Jr. Divn.) 2nd Stage ACP Scale	39530-920-40450-1080-49090-1230-54010
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 District Judge Selection Grade 57700-1230-58930-1380-67210-1540-70290  
 22850-500-24850 District Judge (Super time Scale) 70290-1540-76450

**(d) All India Services**

**(i) I.A.S.**

(i) Junior Scale  
 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  
 (vi) Above Super Time scale  
 (a) 22400-525-24500 (Pr. Secy.) (a) HAG 67000- annual increment @ 3% - 79000  
 (b) Apex scale 26000 (Fixed) (b) 80000 (Fixed)  
 (c) 30000 (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-4 37400-67000 +GP 8900  
 (b) 18400-500-22400 (IG) PB-4 37400-67000 +GP 10000

**(vi) Above Super Timescale**

(a) Addl. D.G. of Police  
 22400-525-24500 † (a) HAG 67000-79000  
 (b) HAG+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 37400-67000 +GP 8700  
 (v) Super Time scale  
 (a) Conservator of Forest  
 16400-450-20000 PB-4 37400-67000 +GP 8900  
 (b) Addl. CCF/CCF  
 18400-500-22400 PB-4 37400-67000 +GP 10000  
 (vi) Above Super Time scale  
 (a) Addl. Principal CCF  
 22400-525-24500 (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 Forest Force)  
 24050-650-26000 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)**



Category of Employee (Scale of Pay wise)	Sanctioned strength of teachers			Sanctioned strength of others (excluding teachers)			Total sanctioned strength of teachers and others			Vacancy position of 1 <sup>st</sup> March			Remarks
	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)

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

26000 (Fixed) 80000

30000 (Fixed) 90000

**Total**

**Grand Total**

**Group – B**

5500-9000 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

6500-10500 PB-2 9300-34800 +GP 4600

7300-10500 PB-2 9300-34800 +GP 4600

7300-10900 PB-2 9300-34800 +GP 4600

**Total Group-B**

**Group – C**

2650-4000 1S 4440-7440 +GP 1650 (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 Group – C**

**Group – D**

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. 1.10.2012)

2610-3540 1S 4440-7440 +GP 1400 (w.e.f. 1.1.2006)

4440-14680 +GP 1400 (w.e.f. 1.7.2010)

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.)**

Staff position of other Categories

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

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

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

Signature .....

Name .....

Designation .....

Date .....

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

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

Signature .....

Name .....

Designation .....

Date .....

**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)**

Certified that I have already submitted the annual establishment review to my Head of Department along with the information in Schedule-I and schedule I-A (applicable to Head of Office/ to the Administrative Department in Schedule-II, Schedule II-A and Schedule II-B (applicable to the Head of the Department / to Finance Department in Schedule-I, Schedule-III, Schedule III-A, Schedule III-B, Schedule III-C and Schedule III-D (Applicable to administrative Department) in this Office/ Deptt. .... Letter No. .... Date .....)  
(Copy enclosed)

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

**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 ([www.odishatreasury.gov.in](http://www.odishatreasury.gov.in)) with user ID and Password.
- ❖ The homepage of Odisha Treasury Portal has a link titled Annual Establishment Review 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.

- ❖ 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.