

APPENDIX – I

Statement of fixation of Pay under Telangana Revised Scales of Pay Rules, 2020 (Circular Memo No.755A/33/A1/HRM.IV/ 2021, dated:17.06.2021)

Note: 1. Separate statement should be prepared for fixation of pay in respect of substantive and officiating post.

2. In respect of employees holding Special Grade / Special Promotion Post Special Ad-hoc Promotion Post, fixation shall be in the corresponding relevant Revised Scales assigned to the post

(Amounts in Rupees)

1	Name of the employee	:	
2	Designation of the post in which pay is to be fixed (the actual nomenclature of the post i.e., Ordinary / Special Grade / SPP-I A& IB/ SAPP-IA & IB/SPP-II/SAPP-II held by the employees is to be only mentioned)	:	
3	Whether substantive or officiating	:	
4	a) Whether the employee has opted to the Revised Pay Scales, 2020. b) Date on which option was exercised c) Date from which option was exercised to come over to the Revised Pay Scales, 2020 from 01.07.2018, the date of next increment.	: : :	
5	(a) Existing Scale of Pay of the post on the date of entry into the Revised Pay Scales, 2020.	:	
	b) Pay in the existing Scale (i.e. in RPS, 2015)	:	
	c) Special Pay, if any in the existing Scale (i.e. in RPS, 2015)	:	
6	Existing emoluments on the date of entry into RPS, 2020.		
	a) „Basic Pay“ i.e., pay as defined in Fundamental Rule 9(21)(a)(i) including stagnation increments / Pay as per 5 (b) above	:	
	b) Personal Pay under Rule 9 (23) (a) of the Fundamental Rules or Rules or Rule 7 (40) (a) of the Hyderabad Civil Service Regulations	:	
	c) Dearness Allowance admissible at the rate which existed on 1 st July, 2018 appropriate to 'Basic Pay' referred to at sub-item (a) above	:	
	Total 6 (a to c)	:	
7	Fitment benefit 30% of Basic Pay referred to in item 6 (a)	:	
8	Total of items 6 and 7	:	
9	Revised Scale of Pay, 2020 for the post in which the Pay is fixed now.	:	

10	Revised Pay as fixed in the Revised Scale at the stage next above the amount referred to in item 8 above irrespective whether, the amount is a stage or not, in the Revised Scale.	:	
11	Increase in emoluments		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">In the existing Pay Scales, 2015 'X'</div> <div style="width: 45%;">In the Revised Pay Scales, 2020 'Y'</div> </div>
i)	Basic Pay	:	
ii)	Special Pay*	:	
iii)	Personal Pay* (under FR/RSPR, 2020)	:	
iv)	Family Planning Increment*	:	
v)	Advance increment*	:	
vi)	Dearness Allowance	:	
vii)	House Rent Allowance	:	
viii)	City Compensatory Allowance	:	
ix)	Other Compensatory Allowance	:	
x)	Telangana Increment (Telangana Special Pay)#	:	(Same as in the Column 'X')
Total (Rs.):		:	
Net Increase Y – X:		:	
12	(a) The amount of pay fixed in the Revised Pay Scales, 2020 in the lower / substantive post	:	
	(b) The amount of pay fixed in Revised Pay Scales, 2020 (vide item 10 above)	:	
	(c) The pay fixed in the Revised Pay Scales, 2020 in officiating post as per Rule 6 (g) (i) of the Telangana Revised Scales of Pay Rules, 2020 in case where the Pay in item 12(b) is equal or less than Pay in item 12 (a) above (i.e., next stage to the amount of the substantive pay as per item 12 (a) above)	:	
13	Date of next increment	:	
14	Any other relevant information	:	
Station :		Signature of the Head of the Office/Drawing and Disbursing Officer	
Date :			

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

Telangana Increment (Telangana Special Pay) as per para 9 of G.O.Ms.No.23, Finance (HRM.III) Dept., dt.13-08-2014, is a fixed amount and it shall not be revised.

APPENDIX – II

[As per para 3 (c) (iv) of Circular Memo No.755-A/33/A1//HRM.IV/2021, dated:17.06.2021.]

1. Name of the Office :
2. Designation of Drawing and Disbursing Officer :
3. Name and Designation of the employee :
4. Amount of claim of fixation of pay in the Revised Pay Scales, 2020. :
 - i) From 01-07-2018 to 31.03.2020 (Notional) : Rs.
 - ii) From 01.04.2020 to 31.03.2021. : Rs.
(for which arrears of pay fixation in the Revised Pay Scales, 2020, shall be paid at the time of superannuation of the Government employee or to the legal heirs in case of demise of the employee.)
 - iii) From 01-04-2021 to 31-05-2021, which will be paid during the current financial year. :Rs.
 - iv) From 01-06-2021 to the date of fixation of pay in the Revised Pay Scales, 2020 the salary for which period will be paid from the month of June 2021 payable from 1st July, 2021 onwards.

Station:

Date :

Official Seal :

Signature of the Drawing and Disbursing Officer

ANNEXURE – I
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List of Staff Members working in the office of _____

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

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Office of _____

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

Signature of the Checking Authority
