

**GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT**

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**NOTIFICATION**

Dated Shillong, the 1<sup>st</sup> March, 2018

**No. F(PR) – 77/2017/117:-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following rules, namely:-

**1. Short title and commencement –**

- (i) These rules may be called the Meghalaya Services (Revision of Pay) Rules, 2018.
- (ii) They shall be deemed to have come into force on the 1<sup>st</sup> day of January, 2017.

**2. Categories of government employees to whom the rules apply –**

- (i) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts in connection with the affairs of the State of Meghalaya, including persons in work-charged establishment holding post(s) carrying identical scale(s) of pay as admissible to corresponding categories of employees in regular establishments.
- (ii) **These rules shall not apply to :-**
  - (a) persons not in whole-time employment;
  - (b) persons paid out of contingencies;
  - (c) persons paid otherwise than on a monthly basis, including those paid only on a piece-rate basis;
  - (d) persons employed on contract except where the contract provides otherwise;
  - (e) persons re-employed in government service after retirement;
  - (f) persons belonging to the All India Services, the Meghalaya Judicial Service and the faculty under Education Department drawing the UGC/AICTE scales of pay; and
  - (g) any other class or category of persons whom the Governor of Meghalaya may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. **Definitions** – In these rules, unless the context otherwise requires -

- (i) **“existing basic pay”** means pay as defined in Rule 7(17)(i) of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984 including stagnation increment(s) but does not include any other type of pay like ‘special pay,’ etc.
- (ii) **“existing emoluments”** means the emoluments of a government employee in relation to the existing scale of pay on the date on which he becomes entitled to draw pay in the revised pay structure under these rules and shall include:
  - (a) basic pay;
  - (b) personal pay, if any, granted for the loss of substantive pay but does not include any other allowances or other emoluments which count as pay under the Meghalaya Fundamental Rules and Subsidiary Rules, 1984;
  - (c) Dearness Allowance appropriate to the basic pay admissible at the index average as on 1<sup>st</sup> day of January, 2017.
- (iii) **“existing scale”** in relation to a government employee means the present scale of pay applicable to the post held by the government employee (or, as the case may be, personal scale applicable to him) as on the 1<sup>st</sup> day of January, 2017, whether in a substantive or in an officiating capacity.

**Explanation** – In case of a government employee who on the 1<sup>st</sup> day of January, 2017 was on deputation out of India or on leave or on foreign service, or who would have, on that date, officiated in one or more lower posts but for his officiating in a higher post, ‘existing scale’ includes the scale of pay applicable to the post which he would have held or entitled to but for his being on deputation out of India or on leave or on foreign service or officiating in a higher post, as the case may be.

- (iv) **“F.Rs and S.Rs”** means the Meghalaya Fundamental Rules and Subsidiary Rules, 1984 as amended and ‘F.R.’ refers to a rule thereof;
- (v) **“personal pay”** means the pay as defined in F.R.7(19) and as also intended in F.R. 34;
- (vi) **“Pay Matrix”** means Matrix specified in the First Schedule, with Levels of pay arranged in vertical cells as assigned to corresponding existing scales of pay;

- (vii) **“Level”** in the Pay Matrix shall mean the Level corresponding to the existing scale of pay specified in the First Schedule;
- (viii) **“pay in the Level”** means pay drawn in the appropriate Cell of the Level as specified in the First Schedule;
- (ix) **“revised pay structure”** in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing scale of pay of the post unless a different revised Level is notified separately for that post;
- (x) **“basic pay”** in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;
- (xi) **“revised emoluments”** means the pay in the Level of a Government employee in the revised pay structure;
- (xii) **“rules”** means the Meghalaya Services (Revision of Pay) Rules, 2018;
- (xiii) **“Schedule”** means a schedule appended to these rules;
- (xiv) **“State Government”** means the Government of Meghalaya.

**Note 1:-** (a) Words and expressions not defined in these rules shall have same meaning as in the Meghalaya Fundamental Rules and Subsidiary Rules, 1984.

(b) Where a female government employee is concerned, the words ‘he’, ‘his’, and ‘him’ used in these rules shall be taken to mean ‘she’, ‘hers’ and ‘her’, respectively.

4. **Level of posts** – The level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing scale(s) of pay as specified in the Pay Matrix in the First Schedule.

5. **Drawal of pay in the revised pay structure** –

Save as otherwise provided in these rules, a government employee shall draw pay in the pay level of the revised pay structure applicable to the post/grade to which he is appointed;

*provided* that a government employee may elect to continue to draw pay in the existing scale of pay until the date on which he earns his next increment or any subsequent increment in the existing scale of pay or until he vacates his post or ceases to draw pay in that scale of pay;

*provided* further that in cases where a government employee has been placed in a higher scale of pay between the 1<sup>st</sup> day of January, 2017 and the date of notification of these rules on account of promotion or financial up-gradation, the

government employee may elect to switch over to the revised pay structure from the date of such promotion or up-gradation, as the case may be.

**Explanation 1**– The option to retain the existing pay structure under the provisos to this rule shall be admissible only in respect of one existing scale of pay.

**Explanation 2**– The aforesaid option shall not be admissible to any person appointed to a post for the first time in government service or by transfer from another post on or after the 1<sup>st</sup> day of January, 2017, and he shall be allowed pay only in the revised pay structure.

**Explanation 3**– Where a government employee exercises the option under the provisos to this rule to retain the existing scale of pay of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale of pay under F.R.23 or F.R. 34 or under any other rule or order applicable to that post, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing scale of pay in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

**6. Exercise of option –**

(1) The option under the proviso to Rule 5 shall be exercised in writing in the form appended to these rules as the Second Schedule so as to reach the authority mentioned in sub-rule (2) within 60 (sixty) days of the date of notification of these rules or where any revision in the existing pay structure is made by any order subsequent to the date of notification of these rules, within 60 (sixty) days of the date of such order.

Provided that –

- (i) in the case of a government employee who is, on the date of such notification or, as the case may be, date of such order, out of India on leave or deputation or foreign service or training, the said option shall be exercised in writing so as to reach the appropriate authority within 60 (sixty) days of the date of his taking charge of his post in India; and
- (ii) where a government employee is under suspension on the 1<sup>st</sup> day of January, 2017, the option may be exercised within 60 (sixty) days of

the date of his return to his duty if that date is later than the date prescribed in this sub-rule.

**Note :** A government employee who was on earned leave or any other kind of leave on 1<sup>st</sup> January, 2017 which entitled him to leave salary shall be eligible to exercise option under sub-rule (1).

(2) The option shall be intimated by the government employee to:

(a) the Accountant General (Accounts & Entitlements), Meghalaya, if he is a gazetted government employee drawing pay on the basis of the Pay Slip issued by the said Accountant General(A & E); and,

(b) the Head of his office if he is a non-gazetted government employee or a gazetted government employee whose pay is drawn by the Head of the Office in establishment pay bill form.

(3) If the intimation regarding option is not received by the authority within the time specified in sub-rule (1), the government employee shall be deemed to have elected to be governed by the revised pay structure with effect from the 1<sup>st</sup> day of January, 2017.

(4) The option, once exercised, shall be final.

**Note 1:** Persons whose services were terminated on or after the 1<sup>st</sup> day of January, 2017 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary grounds, shall be entitled to exercise option under sub-rule (1).

**Note 2:** Persons who have died on or after the 1<sup>st</sup> day of January, 2017 and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1<sup>st</sup> day of January, 2017 or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears, if any, shall be taken by the Head of Office/Accountant General (A&E) Meghalaya, as the case may be.

**7. Fixation of initial pay in the revised pay structure –**

(1) The pay of a government employee who elects, or is deemed to have elected under sub-rule (3) of Rule 6 to be governed by the revised pay structure on and from the 1<sup>st</sup> day of January, 2017, shall, unless the Governor of Meghalaya by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien, if such lien had not been suspended, and in respect

of his pay in the officiating post held by him, in the following manner, namely:-

- (i) The pay in the applicable Level of the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.68, and thereafter the basic pay shall be fixed at the next higher stage in the Pay Matrix applicable thereto.

**Illustration-I** : A government employee drawing a basic pay of ₹10850/- as on 1.1.2017 in the existing scale of 8300 – 16270.

1.	Existing scale of pay	:	8300 – 16270
2.	Basic Pay as on 1 <sup>st</sup> January, 2017	:	10850
3.	Pay after multiplication by a factor of 2.68	:	29078
4.	Level corresponding to Sl. 1 above	:	Level – 4
5.	Applicable Level in Pay Matrix corresponding to the pre-revised scale shown at Sl. 4 above	:	29900
6.	Date of next increment	:	1.7.2017

**Illustration-II** : A government employee with a basic pay of ₹14450/- as on 1.1.2017 in the existing scale of 14100 – 27510 opted for fixation of his pay in the revised pay scale with effect from 1.7.2017.

1.	Existing scale of pay	:	14100 – 27510
2.	Basic Pay as on 1 <sup>st</sup> July, 2017	:	14800
3.	Pay after multiplication by a factor of 2.68	:	39664
4.	Level corresponding to Sl. 1 above	:	Level – 11
5.	Applicable Level in Pay Matrix corresponding to the pre-revised scale shown at Sl. 4 above	:	40100
6.	Date of next increment	:	1.7.2018

**Illustration-III : A government employee drawing a maximum basic pay of ₹39270/- in the existing scale of 23300 – 39270 opted for fixation of pay in the revised pay scale with effect from 1.1.2017.**

1.	Existing scale of pay	:	23300 – 39270
2.	Basic Pay as on 1 <sup>st</sup> January, 2017	:	39270
3.	Pay after multiplication by a factor of 2.68	:	105243.60
4.	Level corresponding to Sl. 1 above	:	Level – 18
5.	Applicable Level in Pay Matrix corresponding to the pre-revised scale shown at Sl. 4 above	:	106100
6.	Date of next increment	:	1.7.2017

**Illustration IV : A government employee drawing the maximum basic pay of ₹25570/- in the existing scale of 13100 – 25570 w.e.f. 1.7.2015 but opted for fixation of pay in the revised pay scale with effect from 1.7.2017.**

1.	Existing scale of pay	:	13100 – 25570
2.	Basic Pay as on 1 <sup>st</sup> July, 2017	:	26150 (including Stagnation Increment)
3.	Pay after multiplication by a factor of 2.68	:	70082
4.	Level corresponding to Sl. 1 above	:	Level – 10
5.	Applicable Level in Pay Matrix corresponding to the pre-revised scale shown at Sl. 4 above	:	71600
6.	Pay including increment allowed under third proviso to Rule 9	:	73700
7.	Date of next increment	:	1.7.18

- (ii) If the minimum pay or the first Cell in the applicable Pay Level is more than the amount arrived at, the pay shall be fixed at the minimum or the first Cell of that applicable Pay Level.

- (2) In the case of a government employee who is on leave on the date of his being entitled to draw pay in the revised scale, his present basic pay shall be taken to be the pay which would have been admissible to him but for his proceeding on leave, and he shall be entitled to pay in the revised scale of pay from the date he resumes duty.
- (3) If the pay of a government employee as fixed in the officiating post is lower than the pay fixed in the substantive post, the officiating pay shall be fixed at the stage next above the substantive pay.
- (4) The fixation of initial pay in the revised pay structure shall be made in the form appended to the Third Schedule.
- (5) Where the pay of a government employee, who in the existing scale was drawing immediately before the 1<sup>st</sup> day of January, 2017 equal or more pay than another government employee junior to him in the same cadre, gets fixed in the revised pay structure at a stage (cell) lower than that of such junior, his pay shall be stepped up to the same stage (cell) in the revised pay structure as that of the junior.
- (6) In cases where the pay of a senior government employee promoted to a higher post before the 1<sup>st</sup> day of January, 2017 gets fixed at a stage lower than that of his junior who is promoted to the higher post on or after the 1<sup>st</sup> day of January, 2017, the pay of the senior government employee shall, with effect from the date of promotion of the junior employee, be stepped up to the same stage as fixed for his junior in the said higher post provided the following conditions are satisfied, namely:
  - i. both the junior and the senior government employee should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
  - ii. the pre-revised and the revised pay structure of the lower and the higher posts, respectively in which they are entitled to draw pay should be identical;
  - iii. the senior government employee at the time of promotion has been drawing equal or more pay than the junior; and
  - iv. the anomaly should be directly as a result of the application of the provisions of F.R.23 or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower post, the junior government employee was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, the provision of this sub-rule shall not be invoked to step up the pay of the senior government employee.



**Note:-** The order relating to re-fixation of the pay of the senior government employee in accordance with the above provisions should be issued under F.R.29 and the senior government employee shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay in the revised pay structure.

- (7) A government employee who is under suspension on the 1<sup>st</sup> day of January, 2017, shall continue to draw his subsistence allowance in the existing scale and if he is later reinstated in service, fixation of his pay in the revised pay structure shall be regulated as follows –
- (i) if he is fully exonerated and the period of suspension is treated as period spent on duty, the existing emoluments shall be those which he would have been entitled to on the relevant date but for his being under suspension;
  - (ii) if the period of suspension is treated as period spent on leave, existing emoluments shall be those which would have been admissible to him on the relevant date if he were on leave;
  - (iii) if the period of suspension is treated as 'dies non' the existing emoluments shall be those which, were admissible to him immediately before the date he was placed under suspension;

*provided* that where the period treated as 'dies non' is allowed to be counted for the purpose of notional increments such increments shall be taken into account while computing the existing emoluments as on the relevant date.

**8. Fixation of pay of employee appointed by direct recruitment on or after 1<sup>st</sup> day of January, 2017 –**

The pay of employees appointed by direct recruitment on or after 1<sup>st</sup> day of January, 2017 shall be fixed at the minimum or the first Cell in the Level applicable to the post to which such employees are appointed.

Provided that where the existing pay of such employee appointed on or after 1<sup>st</sup> day of January, 2017 and before the date of notification of these rules, has already been fixed in the existing pay structure and if his existing emoluments happens to exceed the minimum pay of the first Cell in the Level as applicable to the post to which he is appointed on or after 1<sup>st</sup> day of January, 2017, such difference shall be paid as personal pay to be absorbed in future increments in pay.

9. **Date of next increment in revised pay structure –**

- (i) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of the existing date of 1<sup>st</sup> July.

Provided that an employee shall be entitled to only one annual increment either on 1<sup>st</sup> January or 1<sup>st</sup> July depending on the date of his appointment, promotion or grant of financial up-gradation.

The increment in respect of an employee appointed or promoted or granted financial up-gradation, including placement under the Modified Assured Career Progression Scheme (MACPS), during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both days inclusive) shall be granted on the 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted or granted financial up-gradation, including placement under the Modified Assured Career Progression Scheme (MACPS) during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both days inclusive) shall be granted on 1<sup>st</sup> day of July.

**Illustrations :**

- (a) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between the 2<sup>nd</sup> day of July, 2017 and the 1<sup>st</sup> day of January, 2018, the first increment shall accrue on the 1<sup>st</sup> day of July, 2018 and thereafter it shall accrue after one year on annual basis.
- (b) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between 2<sup>nd</sup> day of January, 2017 and 1<sup>st</sup> day of July, 2017, who did not draw any increment on 1<sup>st</sup> day of July, 2017, the next increment shall accrue on 1<sup>st</sup> day of January, 2018 and thereafter it shall accrue after one year on annual basis.
- (ii) The next increment of a government employee whose pay in the revised pay structure has been fixed on the 1<sup>st</sup> day of January, 2017 shall accrue on the 1<sup>st</sup> day of July, 2017 in the Pay Level in which the pay was so fixed.

*Provided* that the next increment after drawal of increment on the 1<sup>st</sup> day of July, 2017 shall accrue on the 1<sup>st</sup> day of July, 2018.

*Provided* that in the case of an employee whose pay is fixed on 1<sup>st</sup> January, 2017 at the same stage as the one fixed for another Government employee junior to him in the same cadre and drawing pay at a lower or same stage than him in the existing scale, his next increment shall be allowed on the same date as admissible to the junior, if the date of increment of the junior government employee happens to be earlier.

*Provided* further that in the case of an employee who had been drawing the maximum of the existing scale of pay for one year or more as on 1<sup>st</sup> January, 2017, one increment in the revised pay structure shall be allowed to him/her.

*Provided* also that in the case of an employee who was in receipt of an ad hoc increment on his stagnation for three years or more at the maximum of the existing scale of pay as on 1<sup>st</sup> January, 2017, one more increment in the revised scale of pay shall be allowed to him in addition to the increment already allowed under the preceding proviso.

10. **Fixation of pay in the revised pay structure subsequent to the 1<sup>st</sup> day of January, 2017 –**

(1) Where a government employee continues to draw his pay in the existing scale of pay and is brought over to the revised pay structure from a date later than the 1<sup>st</sup> day of January, 2017, his pay from the later date in the revised pay structure shall be fixed in accordance with the provisions of sub-rule (1) of Rule 7 read with the provisions contained in sub-rule (iii) of Rule 3, as the case may be, except that the basic pay to be taken into account for calculation of those emoluments shall be the basic pay on the later date aforesaid.

(2) A government employee exercising option to retain the existing scale of pay under Rule 5 shall continue to draw, until the expiry of the period for which the option remains operative or until he vacates the post held by him or ceases to draw pay in the existing scale whichever is earlier, the pay in the existing scale, special pay/personal pay, if any, Dearness Allowance appropriate to the pay of the existing scale and at the rates last drawn by him in the existing scale of pay. He will also continue to draw the House Rent Allowance, Hill Compensatory Allowance, Medical Allowance, Winter Allowance and such other departmental allowances of compensatory nature at the existing rates or any enhanced rate or rates, if at the time of option to retain the existing scale of pay, any or all of these allowances are admissible to him.

11. **Mode of payment of arrears –**

Notwithstanding anything contained in these rules, 40% of the arrears of pay and allowances to which a government employee may be entitled in respect of the relevant period under these rules shall be paid to him within the financial year 2017 – 2018.

**Explanation** – For the purpose of this rule:

- (i) “arrears of pay” in relation to a government employee, means the difference between:
  - (a) the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for Dearness Allowance) will be payable only with effect from 1<sup>st</sup> December, 2017; and,
  - (b) the aggregate of the pay and allowances to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay and allowances not been so revised;
- (ii) for computation/calculation of arrears, the basic pay, personal pay, special pay, if any, and Dearness Allowance, as admissible for the relevant period shall be taken into account. Other compensatory allowances such as House Rent Allowance, Medical Allowance, Hill Compensatory Allowance, etc., shall be excluded; and,
- (iii) “**relevant period**” means the period commencing on the 1<sup>st</sup> day of January, 2017 and ending with the 30<sup>th</sup> day of November, 2017.

**Note :-** In authorizing the arrears, Income Tax, as due, may also be deducted and credited to Government in accordance with the instructions relevant to the subject.

**12. Overriding effect of Rules –**

To the extent they are inconsistent with these rules, the provisions of the Meghalaya Fundamental Rules and Subsidiary Rules, 1984, the Meghalaya Services (Revision of Pay) Rules, 2009, the Meghalaya Services (Revision of Pay) Rules, 1997, the Meghalaya Services (Revision of Pay) Rules, 1988, the Meghalaya Services (Revision of Pay) Rules, 1980 and the Meghalaya Services (Revision of Pay) Rules, 1975 shall not, save as otherwise provided in these rules, apply to cases where fixation of pay is regulated under these rules.

**13. Supersession and Savings –**

- (1) Government Office Memorandum No. F(PR) - 52/2017/21 dated 1<sup>st</sup> December, 2017 is hereby superseded.
- (2) Notwithstanding such supersession, anything done or any action taken or deemed to have been done or taken under the said Office Memorandum shall, so far as it is not inconsistent with these rules, be deemed to have been done or taken under the corresponding provisions of these rules.

**14. Power to relax –**

Where the Governor of Meghalaya is satisfied that the operation of all or any of the provisions of these rules causes hardship in any particular case, he may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

**15. Interpretation –**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government of Meghalaya in Finance (Pay Revision) Department for decision.

Sd/-

Principal Secretary to the Govt. of Meghalaya  
Finance Department

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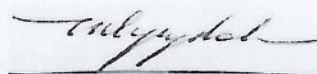
**Memo No. F(PR) – 77/2017/117-A**

**Dated Shillong, the 1<sup>st</sup> March, 2018**

Copy to:-

1. Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention: CASS Section).
2. Accountant General (A&E), Meghalaya, Shillong for information and necessary action.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers (Civil)
6. All Financial Advisers/Finance & Accounts Officers/Treasury Officers.
7. Secretary, Meghalaya Legislative Assembly.
8. Secretary, Meghalaya Public Service Commission.
9. Director of Printing and Stationery with a request that the Rules be published in the Gazette of Meghalaya Extraordinary and supply 700 (Seven hundred) copies of the Rules to Finance (PR) Department.
10. ✓ State Informatics Officer, NIC, Shillong with a request to upload a copy of the Rules on the website of Finance Department.
11. Secretary General, Meghalaya State Government Employees Federation.
12. General Secretary, Meghalaya Pensioners' Association.

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya  
Finance (Pay Revision) Department



## THE SECOND SCHEDULE

### FORM OF OPTION

\*1. I, \_\_\_\_\_, hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2017.

\*2. I, \_\_\_\_\_, hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until –

\* the date of my next increment;

\* the date of my subsequent increment raising my pay to ₹ \_\_\_\_\_;

\* I vacate or cease to draw pay in the existing scale.

3. The option hereby exercised is final.

Station \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_

(IN BLOCK LETTERS)

Designation \_\_\_\_\_

Office / Department  
in which employed \_\_\_\_\_

\* To be scored out if not applicable

### ACKNOWLEDGEMENT

Received the above declaration of option from Shri/Smti. \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Station \_\_\_\_\_ Signature of receiving authority \_\_\_\_\_

Date \_\_\_\_\_ (Designation with office seal) \_\_\_\_\_

## THE THIRD SCHEDULE

### STATEMENT OF FIXATION OF INITIAL PAY UNDER THE MEGHALAYA SERVICES (REVISION OF PAY) RULES, 2018.

1. Department/Office : \_\_\_\_\_
2. Name of the government employee : \_\_\_\_\_
3. Designation of the post in which pay is to be fixed as on 1<sup>st</sup> January, 2017 : \_\_\_\_\_
4. Whether substantive or officiating : \_\_\_\_\_
5. Pre-revised scale of the post : \_\_\_\_\_
6. Existing basic pay as on 1<sup>st</sup> January, 2017 : \_\_\_\_\_
7. Pay after multiplication by a factor of 2.68 : \_\_\_\_\_
8. Applicable Pay Level in the Pay Matrix corresponding to the pre-revised scale shown at Sl. 5 above : \_\_\_\_\_
9. Stage in the Pay Level at which pay is to be fixed (next above the amount arrived at Sl. 7 above) : \_\_\_\_\_
10. Stepped up pay with reference to the revised pay of the junior, if applicable, allowed under the second proviso to Rule 9. (The name and pay of the junior are to be indicated distinctly). : \_\_\_\_\_
11. Increment(s) allowed under the third and fourth proviso to Rule 9. : \_\_\_\_\_
12. a. Whether the revised pay in the officiating post is less than the revised pay in the substantive post : \_\_\_\_\_  
b. If the answer to (a) is "Yes", the revised pay fixed under Rule 7(3) : \_\_\_\_\_



11. Revised emoluments to be shown as –
- a. Revised Pay : \_\_\_\_\_
  - b. Special Pay, if any : \_\_\_\_\_
  - c. Personal Pay, if any : \_\_\_\_\_
12. Date of next increment : \_\_\_\_\_
13. Remarks, if any : \_\_\_\_\_

Date : \_\_\_\_\_

Signature and designation of Head of Office

**FOR USE IN FINANCE DEPARTMENT**

Initial pay in the revised pay structure fixed at ₹ \_\_\_\_\_

with effect from \_\_\_\_\_

Date of next increment \_\_\_\_\_

Finance Department



**FOR USE DURING AUDIT**