

No. 13020/1/2016-AIS-I (Pt.2)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated 10<sup>th</sup> October, 2016

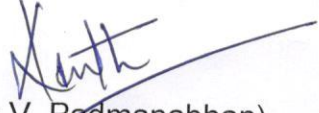
**Office Memorandum**

Subject: Fixation of pay of Assistant Secretaries as per recommendations of 7<sup>th</sup> CPC and bunching thereof.

This Department has been receiving numerous queries regarding application of New Pay Structure as per 7<sup>th</sup> CPC recommendation to Assistant Secretaries of the 2014 Batch of IAS, currently posted in Government of India.

2. It has already been clarified vide this Department's OM dated 29.09.2016 that pay of the Assistant Secretaries is required to be fixed in the New Pay Structure as per IAS (Pay) Rules, 2016. It is further informed that bunching of stages in the revised pay structure will be governed as per Proviso (a) to Rule 4A of the IAS (Pay) Rules, 2016 (copy enclosed) and as clarified by Department of Expenditure's OM dated 7<sup>th</sup> September, 2016 (copy enclosed).

3. This issues with the approval of Competent Authority.

  
(Kavitha V. Padmanabhan)  
Deputy Secretary to the Govt. of India  
☎ 011-2309 2483

The Joint Secretaries (Admn) of all Ministries/Departments where Assistant Secretaries have been posted.

Copy to:

All 172 Assistant Secretaries posted in various Ministries/Departments of Central Govt.

Copy for information to:

- (i) PSO to Secretary (P)
- (ii) PPS to EO & AS
- (iii) PS to JS (Admn), DoPT.

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**  
**(Department of Personnel and Training)**

**NOTIFICATION**

New Delhi, the 8th September, 2016

**G.S.R. 870(E).**—In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951) and in supersession of the Indian Administrative Service (Pay) Rules, 2007, except as respects things done or omitted to be done before such supersession, the Central Government after consultation with the Governments of the States concerned, hereby makes the following rules, namely:—

**1. Short title and commencement.**—(1) These rules may be called the Indian Administrative Service (Pay) Rules, 2016.

(2) They shall be deemed to have come to force on the 1<sup>st</sup> day of January, 2016.

**2. Definitions.**—In these rules, unless the context otherwise requires:—

- (i) “basic pay” in the revised pay structure means the pay drawn in the specified Level in the Pay Matrix;
- (ii) “benchmark score” shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion or empanelment, as the case may be, to the next higher grade;
- (iii) “cadre” and “cadre posts” shall have the meanings respectively assigned to them in the Indian Administrative Service (Cadre) Rules, 1954;
- (iv) “departmental examination” means such examination as may be prescribed by the State Government from time to time for members of the Service allotted to the cadre of the State or posted to that State for training;
- (v) “direct recruit” means a person appointed to the Indian Administrative Service in accordance with rule 7 of the Indian Administrative Service (Recruitment) Rules, 1954;
- (vi) “existing basic pay” means the pay drawn in the existing Pay Band and Grade Pay or pay in the existing scale;
- (vii) “existing emoluments” means the sum of (i) existing basic pay and (ii) existing dearness allowance at index average as on the 1<sup>st</sup> day of January, 2016;
- (viii) “existing Pay Band and Grade Pay” in relation to a member of Service means the pay in the Pay Band and the Grade Pay applicable to the post held by a member of Service as on the date immediately before the notification of these rules whether in a substantive capacity or in officiating capacity;
- (ix) “existing pay structure” in relation to a member of service means the present system of Pay Band and Grade Pay of the Pay Scale applicable to the post held by a member of Service as on the date immediately before the coming into force of these rules whether in a substantive or officiating capacity;
- (x) “Existing scale” in relation to a member of Service means the pay scale applicable to the post held by the member of Service as on the date immediately before the publication of these rules in the Higher Administrative Grade, Apex Scale and that applicable to Cabinet Secretary whether in a substantive or officiating capacity;
- (xi) “Level in the Pay Matrix” shall mean the Level corresponding to the existing Pay Band and Grade Pay or scale specified in the Pay Matrix in Schedule III;
- (xii) “Lien” means the title of a member of the Service to hold on regular basis, either immediately or on the termination of a period or periods of absence, a post, including a tenure post, to which he has been appointed on regular basis and on which he is not on probation;
- (xiii) “Member of the Service” means a member of the Indian Administrative Service;
- (xiv) “Non-State Civil Service” shall have the meaning as assigned to it in sub-rule (2) of rule 8 of the Indian Administrative Service (Recruitment) Rules, 1954;
- (xv) “Officer appointed by selection” means an officer appointed to the Indian Administrative Service in accordance with sub-rule (2) of rule 8 of the Indian Administrative Service (Recruitment) Rules, 1954;
- (xvi) ‘Officiation’ means an officer performing the duties of a post on which another member of the Service holds a lien and it includes an officer appointed by the Government in officiating capacity in a vacant post in which no other member of the Service holds the lien;
- (xvii) “Pay in the Level” means pay drawn in the appropriate Cell of the Level as specified in the Pay Matrix;



- (i) HAG Scale: **Level 15** in the Pay Matrix
- (ii) Apex Scale: **Level 17** in the Pay Matrix/-
- (iii) Cabinet Secretary Grade (for the post of Cabinet Secretary in the Government of India) : **Level 18** in the Pay Matrix

**Note 1.**—Appointment of a member of the Service to the Time Scale and above shall be regulated as per the provisions in the Guidelines regarding promotion to various grades in the Indian Administrative Service and any member of the Service shall become eligible for being appointed to the senior time scale on his completion of four years of service, subject to the provisions of sub-rule (2) of rule 6A of the Indian Administrative Service (Recruitment) Rules, 1954 and to the Junior Administrative Grade on completion of nine years of service, to the Selection Grade on completion of thirteen years of service and to the Super Time Scale on completion of sixteen years of service.

**Note 2.**—The four years, nine years, thirteen years and sixteen year of service in this rule shall be calculated from the year of allotment assigned to him under rule 3 of the Indian Administrative Service (Regulation of Seniority) Rules, 1987.

**Note 3.**—The extraordinary leave taken otherwise than on medical certificate or for any cause beyond the control of the member of the Service or for pursuing higher studies for which study leave under the All India Services (Study Leave) Regulations, 1960 is admissible shall be excluded for the purpose of calculating the eligibility period of Service required for appointment in these grades.

*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 Pay Band and Grade Pay or scale.

*Explanation 2.* - The aforesaid option shall not be admissible to any person appointed to the Service on or after the 1st day of January, 2016 and he shall be allowed pay only in the revised pay structure.

*Explanation 3.* - Where a member of the Service exercises an option under the provisos to this rule to retain the existing scale in respect of a post held by him in an officiating-capacity on a regular basis for the purpose of regulation of pay in that structure, his substantive pay shall be the substantive pay which he would have drawn had he retained the existing pay structure in the permanent post on which he holds 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.

(2)(i) Appointment to the Selection Grade and to posts carrying pay above Selection Grade in the Indian Administrative Service shall be made by selection on merit, as per criteria that may be prescribed by the Central Government, with due regard to seniority.

(ii) Appointment of a member of the Service in the Level of Selection Grade and above shall be subject to availability of vacancies in these grades and for this purpose, it shall be mandatory upon the State Cadres or the Joint Cadre Authorities, as the case may be, to seek prior concurrence of the Central Government on the number of available vacancies in each grade and any appointments made without obtaining the prior concurrence of Government of India shall be liable for cancellation.

(iii) The Central Government shall accord such concurrence within a period of thirty days from the date of receipt of such references and if the Central Government does not accord concurrence within a period of said thirty days, the concurrence on availability of vacancies shall be deemed to have been accorded and the position emanating as referred to this clause shall be placed before the Screening Committee at the time it meets to consider promotion in these grades:

Provided that a member of the service shall be appointed to the Junior Administrative Grade only after he has completed phase III mandatory Mid Career Training Programme with effect from the date on which he would have been eligible for appointment in the Junior Administrative Grade if not for completion of the mandatory Mid Career Training Programme:

Provided further that a member of the Service shall be appointed to the Super Time Scale only after he has completed phase IV mandatory Mid Career Training as prescribed with effect from the date on which he would have been eligible for appointment in the Super Time Scale if not for completion of the mandatory Mid Career Training Programme:

Provided also that a member of Service, who has less than three years of service after the year in which he has been slotted to undergo Phase III, Phase IV or Phase V of Mid-Career Training, would not be sent for mandatory mid-career training programme.

**4. Fixation of pay in the revised pay structure.** - The initial pay of a member of the Service who opts or deemed to have opted in accordance with these rules, to be governed by the revised pay structure on and from the 1st day of



January, 2016 or from a later date, which shall be re-fixed as from that date separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(A) In the cases of all members of the Service,-

- (i) the pay in the applicable Level in the **Pay Matrix** shall be the pay obtained by multiplying the existing basic pay by a **factor of 2.57**, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix;
- (ii) if the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum pay or the first Cell of that applicable Level.

Provided that-

- (a) where, in the fixation of pay, the pay of members of the Service drawing pay at two or more stages in pre-revised Pay Band and Grade Pay or scale, as the case may be, get fixed at same Cell in the applicable Level the Pay Matrix, one additional increment shall be given for every two stages bunched and the pay of member of Service drawing higher pay in pre-revised structure shall be fixed at the next vertical Cell in the applicable Level.
  - (b) For this purpose, pay drawn by two members of the Service in a given pay Band and Grade Pay or scale where the higher pay is at least 3 % more than the lower pay shall constitute two stages. Officers drawing pay where the difference is less than 3% shall not be entitled for this benefit. (Illustration before Schedule-I)
  - (c) if by stepping up of the pay as above, the pay of a member of Service gets fixed at a stage in the revised pay structure which is higher than the stage in the revised pay structure at which the pay of a member of the Service who was drawing pay at the next higher stage or stages in the same existing pay structure is fixed, the pay of the latter shall also be stepped up to the extent by which it falls short of that of the former.
- (B) In the case of a member of the Service, who was on the 1st day of January, 2016 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, the "existing pay structure" includes the pay in the pay band and grade pay applicable to the post to which he would have held but for his being on deputation out of India or on leave or on foreign service or, as the case may be, but for his officiating in a higher post.
- (C) In the case of members of the Service who are in receipt of special pay or allowance in addition to pay in the existing pay structure which has been recommended for replacement by a pay in the applicable Level of the Pay Matrix without any special pay or allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of clause (A) above.
- (D) In the case of members of the Service who are in receipt of special pay component with any other nomenclature in addition to pay in the existing pay structure, such as personal pay for promoting small family norms, Central (Deputation on Tenure) Allowance, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance or pay at the same rate or at a different rate, the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above and in such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised pay structure from the date specified in the individual notifications related to these allowances.

**Note 1.** - A member of the Service under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

**Note 2.** - Where the 'existing emoluments' exceed the revised emoluments in the case of any member of Service, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

**Note 3.** - Where in the fixation of pay under sub-rule (1) of rule 3, the pay of a member of the Service, who, in the existing pay structure was drawing immediately before the 1st day of January, 2016 more pay than another member of the Service junior to him in the same cadre, gets fixed in the revised pay structure at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay structure as that of the junior.

No. 1-6/2016-IC  
Government of India  
Department of Expenditure  
Implementation Cell

Room No. 214, The Ashok, New Delhi  
Dated the 7<sup>th</sup> September, 2016

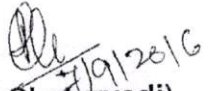
**OFFICE MEMORANDUM**

**Subject: Recommendations of the 7<sup>th</sup> Central Pay Commission – bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.**

The undersigned is directed to say that in view of the recommendation of the 7<sup>th</sup> Central Pay Commission regarding bunching of stages in the revised pay structure, it has been decided that in cases where in revision of pay, the pay of Government servants drawing pay at two or more stages in pre-revised Pay Band and Grade Pay or scale, as the case may be, get fixed at same Cell in the applicable Level in the new Pay Matrix, one additional increment shall be given for every two stages bunched and the pay of Government servant drawing higher pay in pre-revised structure shall be fixed at the next vertical Cell in the applicable Level.

2. For this purpose, pay drawn by two Government servants in a given Pay Band and Grade Pay or scale where the higher pay is at least 3% more than the lower pay shall constitute two stages. Officers drawing pay where the difference is less than 3% shall not be entitled for this benefit.

3. As per illustration given in para 5.1.37 of the Report of the 7<sup>th</sup> Central Pay Commission, if two persons drawing pay of ₹ 53,000 and ₹ 54,590 in the GP ₹ 10,000 are to be fitted in the new Pay Matrix, the person drawing pay of ₹ 53,000 on multiplication by a factor of 2.57 will expect a pay corresponding to ₹ 1,36,210 and the person drawing pay of ₹ 54,590 on multiplication by a factor of 2.57 will expect a pay corresponding to ₹ 1,40,296. Revised pay of both should ideally be fixed in the first cell of Level 14 in the pay of ₹ 1,44,200 but to avoid bunching the person drawing pay of ₹ 54,590 will get fixed in second cell of Level 14 in the pay of ₹ 1,48,500.

  
(R. K Chaturvedi)

Joint Secretary to the Govt. of India  
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Distribution:

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