

No. 11030/53/77-AIS(II)  
Government of India/ Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
Department of Personnel and Administrative Reforms  
( Karmik Aur Prashasnik Sadhak Vibhag )

New Delhi, the 20<sup>th</sup> April, '78

To

The Accountants General of all States.

Subject:- IAS/IPS- Revision of scales of pay- Stepping up of pay and advancing of date of next increment in respect of senior officers- Procedure to be followed - instructions regarding.

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Sir,

In continuation of this Department letter No. 11030/22/76- AIS.II dated 17th November, 1976, on the above subject, I am directed to say that in accordance with the instructions contained in paragraph 2 thereof, the pay of the senior officers should be stepped up or the date of the next increment ante-dated with reference to the date of increment of their juniors by the Accountant General concerned only on the authority from the State Government/ Head of Department concerned. It has been brought to the notice of this Department that some of the State Govts. have taken over the entitlement functions in respect of their Gazetted officers on the pattern of revised procedure adopted by the Government of India for the drawal and disbursement of pay and allowances of the Gazetted officers by the Head of Offices through Estt. Bills. In such cases, the question of stepping up of the pay or ante-dating the date of next increment by the Accountant General concerned does not arise. It is hereby clarified, that in such cases, the pay of the senior officers should be stepped up or the date of next increment ante-dated with reference to their juniors by the concerned Departmental Authority/Pay & Accounts Office concerned only on an authority from the state Government/ Head of the Department concerned.

This issues with the concurrence of the Ministry of Finance ( Department of Expenditure ).

Yours faithfully,

( K.L. Negi )

Under Secretary to the Govt. of India. 20/4/78

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Copy forwarded for information to-

1. Chief Secretaries of all State Governments.
2. All Ministries & Departments of the Govt. of India.
3. Ministry of Finance, Department of Expenditure, with reference to their U.O.No. 658 E.III(A)/78 dated 2.2.78.

*K.L. Negi*  
( K.L. Negi ) 25/4/78  
Under Secretary to the Govt. of India