

**GOVERNMENT OF TELANGANA
FINANCE (HRM.IV) DEPARTMENT**

Circular Memo No.647/117/HRM.IV/A1/2015, dated 03.07.2017

Sub.: Universities –Non-Teaching staff of Universities- Revision of Pay Scales, 2015 – Payment of Arrears for the period from 02.06.2014 to 28.02.2015 – Procedural Instructions-Issued.

Ref.: 1. G.O.Ms.No.102, Finance (HRM.IV) Department, dated 23.07.2015.
2. G.O.Ms.No.91, Finance (HRM.IV) Department, dated 23.05.2017.
3. G.O.Ms.No.92, Finance (HRM.V) Department, dated 25.05.2017.
4. Cir.Memo.No.647/117/HRM.IV/A1/2015, Finance (HRM.IV) Dept., dt.13-06-2017.

1. In the Government order 1st cited, orders were issued implementing the Revised Pay Scales, 2015 w.e.f. 01.07.2013 to the Non-Teaching staff of Universities, allowing monetary benefit w.e.f. 02.06.2014 and cash payment from the month of March, 2015. Regarding the arrears of salary from 02.06.2014 to 28.02.2015, it was ordered that the orders would be issued separately.

2. At para 9 (c) (iii) of the reference 1st cited, it was directed that the pay fixation claims shall be prepared in three parts, out of which, Part-II shall contain the quantum of arrears to be paid for the period from 02.06.2014 to 28.02.2015.

3. In the Government order 2nd and 3rd cited, orders were issued for payment of arrears of RPS, 2015 to the Employees and Pensioners, for the period from 02.06.2014 to 28.02.2015 and ordered that 50% of the arrears shall be paid in the financial year 2017-18 and the balance amount in 2018-19, in **eighteen equal monthly instalments** commencing from 1st July, 2017 along with monthly salary/pension payable on 1st July, 2017 for the month of June, 2017.

4. Government here by clarify that the orders issued in the references 2nd and 3rd cited are also applicable to the Non-Teaching Staff of Universities and the arrears in RPS, 2015 shall be paid accordingly. The arrears shall be paid in **eighteen instalments** to the employee, pensioner or family pensioner, as the case may be.

5. The payments shall be made only after pre-audit of claim by the Director, State Audit Department, Telangana, Hyderabad.

6. The DDOs shall obtain the authorisation from the Audit Officer of the State Audit Department through the web portal/package developed by the Director of State Audit,

Telangana, Hyderabad for this purpose. **No manual process shall be allowed. The payments shall be linked to the Aadhaar Number of the employee or the pensioner.**

7. The DDO shall append a non-drawal certificate to the bill.

8. The DDO shall maintain a separate watch register, both in soft and hard copies, as per the *proforma* appended to this Cir. Memo., covering the details of name of the employee, designation, arrears amount eligible basing on Appendix-II of circular memo 2nd cited, quantum of instalment, number of instalment, cumulative total of claimed amount, balance amount to be claimed, token no., and date of drawal. In case of retired/died employees, the date of retirement/death shall be recorded, as the case may be, in the remarks column.

9. A check-list as appended to this Memo, shall be furnished by the DDO to the Audit Officer concerned.

10. The Director of State Audit shall verify the claims as per the Pay rolls, Appendix-II and Part-II under para 9 (c) (iii) prepared as per the orders issued in G.O. first cited through the web portal.

11. The DDO/Audit Officer concerned shall obtain the **Aadhaar Number** of each employee/ pensioner and shall update the details against each employee in Web Portal and the payments shall be made after thorough verification through the portal linked with Aadhaar Number of employee/pensioner.

12. The District Audit Officer concerned shall ensure that **no** double or irregular drawal or overpayment of arrears takes place.

13. **The District Audit Officer concerned shall not accept any arrear claim which is submitted manually, i.e., if not routed through online portal.**

14. The District Audit Officer concerned shall record the total amount of arrears DDO wise, Employee wise, and instalment for each month in fly leaf register. The Audit Officer shall watch the instalments through the register.

15. The District Audit Officer concerned shall audit the arrear claim including verification of the Non-Payment Certificate enclosed by the DDO.

16. The DDO shall reconcile the expenditure amounts claimed with the Audit Department.

17. The Director of State Audit, Telangana is instructed to develop a web portal package with adequate validations in accordance with the above instructions and the system shall not allow any DDO/individual to claim double or multiple payments for the same installment/month.

18. All the instructions issued in Cir. Memo. No.647/117/HRM.IV/A1/2015, Finance (HRM.IV) Deptt., dt.13-06-2017, to the extent applicable to Universities, shall also be applicable to the Non-Teaching Staff of Universities and shall be complied scrupulously.

19. The Director of State Audit, Telangana shall send a monthly progress report on expenditure of Arrear Claims to the Government.

20. All the Registrars are requested to issue necessary instructions to the DDOs under their control to follow the above instructions scrupulously and co-operate with the Audit Authorities.

21. This memo can be accessed at the address <http://www.finance.telangana.gov.in>

K. RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Registrars of all Universities.

The Principal Accountant General, Telangana, Hyderabad.

The Speical C.S. to Governor, Telangana, Hyderabad.

The Director State Audit Department, Telangana, Hyderabad.

The Director of Treasuries and Accounts Department, Telangana, Hyderabad.

The Pay & Accounts Officer, Hyderabad.

The Agriculture and Co-Operation Department.

The AH, DD & F Department.

The Higher Education (UE/TE) Department.

The HM&FW Department.

The Law Department.

Copy to:

The General Administration (Cabinet) Department.

The General Administration (SW) Department.

The Secretary, Telangana State Council of Higher Education, Hyderabad.

Finance (BG) Department.

SF/SCs.

//FORWARDED BY ORDER//



SECTION OFFICER

PROFORMA

{ See instruction at para 8 }

Sl. No.	Name of the Employee	Designation	Aadhaar No.	Employee Code (if any)	Total Arrears amount as per Appendix-II (in Rupees)	Quantum of instalment (Rs.)	Instalment No.	Cumulative Total of claimed amount (Rs.)	Balance amount to be claimed (Rs.)	Token No.	Date of Drawal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

CHECK LIST

{ See the instruction at para 9 }

1. Name of the Employee:
2. Designation:
3. Department and place of posting:
4. Aadhaar Number:
5. Employee Code (if any):
6. Whether the employee is/was on duty/leave/suspension from 02.06.2014 up to the date of claim of arrears or part of the period:
7. Whether the leave/suspension period was regularised. If so details:
8. Whether the employees is under Foreign service/deputation during the period from 02-06-2014 to 28-02-2015. If so details:
9. If the employee is transferred after 02-06-2014. If so, from which place to which place:
10. Whether the employee is under NPS/CPS. If so, whether the instructions issued in Memo.No.509-A/102/A2/HRM.V/2015, Finance (HRM.V) Dept., dt.03-06-2015 are complied with or not:
11. Date of allotment to the Telangana State and date of working (if applicable):
