

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

Circular Memo No.647/117/HRM.IV/A1/2015, dated 25.07.2017

Sub: Revision of Pay Scales, 2015 –Employees working under Grant-in-Aid Schools/Colleges and Retired/deceased employees governed by CPS/NPS- Payment of Arrears for the period from 02.06.2014 to 28.02.2015 – Procedural Instructions-Issued.

Ref: 1. G.O.Ms.No.25, Finance (HRM.IV) Department, dated 18.03.2015.
2. Cir.Memo.No.64/1/HRM.IV/2015, Finance (HRM.IV) Dept., dt.04-04-2015.
3. G.O.Ms.No.102, Finance (HRM.IV) Department, dated 23.07.2015.
4. G.O.Ms.No.91, Finance (HRM.IV) Department, dated 23.05.2017.
5. G.O.Ms.No.92, Finance (HRM.V) Department, dated 25.05.2017.
6. Cir.Memo.No.647/117/HRM.IV/A1/2015, Finance (HRM.IV) Dept., dt.13-06-2017.
7. Cir.Memo.No.647/117/HRM.IV/A1/2015, Finance (HRM.IV) Dept., dt.03-07-2017.

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 3 (c) (iii) of the reference 2nd cited and at para 9 (c) (iii) of the reference 3rd 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 orders 4th and 5th 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 issued procedural instructions in the reference 6th cited regarding payment of arrears to Government employees and in the reference 7th cited, instructions were issued regarding payment of arrears to the Non-Teaching Staff of the Universities.

5. Government noticed that certain categories viz., employees working under Grant-in-Aid Schools/Colleges and the employees governed by the Contributory Pension Scheme/ New Pension Scheme who are retired or expired are not covered under the references 4th and 5th cited.
6. Government here by clarify that the orders issued in the references 4th and 5th cited shall also be applicable to the employees working under Grant-in-Aid Schools/Colleges and the employees governed by the CPS/NPS who retired or passed away before issue of these orders. The arrears shall be paid in **eighteen instalments**.
7. The payment of arrears to the employees/pensioners including family pensioners belonging to the Grant-in-Aid Schools/Colleges shall be made only after pre-audit of claim by the Director, State Audit Department, Telangana, Hyderabad.
8. The DDOs concerned under Grant-in-Aid Schools/Colleges 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.**
9. The payment of arrears to the retired or deceased employees governed by CPS/NPS shall be made by the DDOs concerned of the offices where the said employees have drawn their last pay. The Treasury Officer/PAO concerned shall verify the relevant details of such employees as per the Appendix-II and other connected records.
10. The DDO shall append a non-drawal certificate to the bill.
11. 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/deceased employees, the date of retirement/death shall be recorded, as the case may be, in the remarks column.
12. A check-list as appended to this Memo, shall be furnished by the DDO to the Audit Officer concerned.
13. Regarding payment of arrears, all the instructions issued in the reference 7th cited and applicable to the Non-Teaching staff of Universities shall also be applicable, mutatis mutandis, to the employees/pensioners/family pensioners belonging to the Grant-in-Aid Schools/ Colleges.
14. The Treasury Officer/ District Audit Officer concerned, as the case may be, shall ensure that no double or irregular drawal or over payment of arrears takes place.

15. The Director of Treasuries and Accounts, Telangana and the Director of State Audit, Telangana shall instruct and monitor their subordinate officers in regard to strict compliance with the applicable orders/ instructions.

N. SIVA SANKAR
SECRETARY TO GOVERNMENT

To

The Director of Treasuries and Accounts, Telangana, Hyderabad.

The Director of State Audit, Telangana, Hyderabad.

The Director of Works Accounts, Telangana, Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The Principal Accountant General (A&E), Telangana, Hyderabad.

All Heads of Departments, (including District Collectors/District Judges).

The Registrars of all Universities in the State.

The Principal Secretary to Governor, Telangana, Hyderabad.

The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.

All the Departments of Secretariat.

The Registrar General, High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh.

The Secretary, Telangana Public Service Commission.

All the District Treasury Officers (with copies to Sub-Treasury Officers).

All District Educational Officers.

All the Chief Executive Officers, Zilla Praja Parishads.

All District Panchayat Officers.

All Secretaries of Zilla Grandhalaya Samasthas through Director of Public Libraries, Hyd.

All Secretaries of Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, Telangana, Hyd.

All Commissioners / Special Officers of Municipalities.

All Recognized Service Associations.

The Commissioner, Printing and Stationery, Hyderabad for publication in the Telangana Gazette.

Copy to:

The General Administration (Cabinet) Department.

The General Administration (SW) Department.

Finance (BG) Department.

SF/SCs.

//FORWARDED BY ORDER//



SECTION OFFICER

PROFORMA

{ See instruction at para 11 }

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 12 }

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):
