

**GOVERNMENT OF TELANGANA  
FIRST PAY REVISION COMMISSION**

**Lr.No.2/PRC/Co-ord/2018, dated 22-06-2018.**

Sub: PRC – Information regarding the organisation of the Departments and non-teaching staff of Universities- Called for- Last date extended- Reg.

Ref: 1. G.O.Ms.No.86, General Administration (Spl.B) Department, dt.18-05-2018.  
2. First PRC, Lr.No.2/PRC/2018, dated 06-06-2018.

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The Government of Telangana have constituted the first Pay Revision Commission vide reference 1<sup>st</sup> cited above.

In this connection, you were requested to provide certain information on or before 20-06-2018, vide reference second cited. The last date for furnishing the information is extended to 05-07-2018.

You are requested to send the information on or before **05-07-2018**. The Commission would like to have an interaction with the Department and the date for which would be indicated separately.

**C.R.BISWAL  
CHAIRMAN,  
FIRST PAY REVISION COMMISSION,  
TELANGANA.**

To  
All Secretariat Departments.  
All Heads of Departments.  
All Registrars of Universities.  
All Municipal Corporations / Municipalities.  
All Local Bodies.

**GOVERNMENT OF TELANGANA  
FIRST PAY REVISION COMMISSION**

**Lr.No.2/PRC/2018, dated 06-06-2018.**

Sub: PRC – Information regarding the organisation of the Departments and non-teaching staff of Universities- Called for- Reg.

Ref: G.O.Ms.No.86, General Administration (Spl.B) Department, dt.18-05-2018.

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The Government of Telangana have constituted the first Pay revision Commission vide reference cited above.

In this connection, you are requested to provide the following information to facilitate the work of the Pay Revision Commission.

1. A brief write up on the organization of your Department/University detailing the changes from the inception/ bifurcation of the department together with the functions, and activities of the department etc. If any specialized developmental activities or schemes being taken up may be included in the write up.
2. The organisation chart indicating levels of the employees.
3. Furnish the scale of pay, allowances and various types of special pays of all posts.
4. Categories of posts, together with the number of such posts, for which Rent free accommodation is admissible, and/or “Free supply of Electrical Energy” is being allowed, indicating the necessity to provide the same to them.
5. The latest relevant service rules of all posts.
6. Cadre strength and number of vacancies of all posts.
7. The specific grievances or anomalies relevant to the pay structure in your department/university.
8. Any litigation in different courts relating to the pay structures may also be indicated with specific reports and final court orders pending implementation in the department.
9. Please also furnish the information in the proformae- I to IV enclosed to this letter.
  - a) Proforma-I is designed to elicit information regarding pay scales assigned by the successive pay revisions from 1999 onwards.
  - b) Proforma-II is in regard to Service Rules governing the posts, method of recruitment, number of employees enjoying automatic advancement scales etc.
  - c) Proforma-III is intended to elicit information about retirements during the last four years and expected retirements in the coming five years.
  - d) Proforma-IV relates to information pertaining to work charged employees, full time contingent employees drawing a minimum remuneration of Rs.6,700/- (Rupees Six Thousand Seven Hundred only) along with admissible allowances i.e., HRA, DA, CCA on par with Last Grade Employees as per G.O.Ms.No.171, Finance (PC.III) Department, dated:13-05-2010, daily wage/NMR employees and part time contingent employees etc.

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10. Any other information which you feel relevant to facilitate the work of the Commission.
11. Nominate an Officer for liaison with the Commission and to furnish the name/ mobile No./ email-address of the Officer for periodical interaction and correspondence.
12. Request to append an undertaking in the form enclosed to this letter.

You are requested to send the information on or before **June 20<sup>th</sup> of 2018**. The Commission would like to have an interaction with the Department and the date for which would be indicated separately.

**C.R.BISWAL  
CHAIRMAN,  
FIRST PAY REVISION COMMISSION,  
TELANGANA.**

To  
All Secretariat Departments.  
All Heads of Departments.  
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**PROFORMA I**

Name of the Department / University:

Sl. No.	Category / Designation (Whether Gazetted or Non Gazetted)	No. of Posts as on 31.03.2018	Grade as per PRC 1999 onwards	Scale as per PRC 1999 onwards	Special Pay if any, Rs.	Special allowances (if any)		Remarks
						Nomenclature	Quantum Rs.	
1	2	3	4	5	6	7(a)	7(b)	8
1			1999	1999				
			2004(A.C)	2004(A.C)				
			2005	2005				
			2008(A.C)	2008(A.C)				
			2010 2015	2010 2015				
2			1999	1999				
			2004(A.C)	2004(A.C)				
			2005	2005				
			2008(A.C)	2008(A.C)				
			2010 2015	2010 2015				
3			1999	1999				
			2004(A.C)	2004(A.C)				
			2005	2005				
			2008(A.C)	2008(A.C)				
			2010 2015	2010 2015				

**Guidelines to fill in the Proforma:**

Col. No:1. The serial Number shall be given to each designation.

Col. No. 2 Use the following observations - G- Gazetted. NG- Non Gazetted.

Col. Numbers. 4&5-The Grades/ scales of pay assigned by the successive Pay Revision Commissioners as subsequently modified by the Anomalies Committees if any, have to be shown.

If the PRC/AC recommends a higher scale than the schedule I scale, such revision may be indicated in the remarks columns against that category.

Col. No. 6 If more than one type of Special Pay is attached to any category of post, the column may split into separate sub columns viz., 6(a), 6(b) etc.

Col. No. 7 Please indicate Special Allowances other than DA, HRA and CCA. If more than one type of Special Allowance is attached to any category of post, they may be indicated with nomenclature vertically against that category.

**PROFORMA II**

Name of the Department/University :																
Sl. No.	Category / Designation	Pay scale as per PRC 2013 (10 <sup>th</sup> PRC)	Whether any service Rules/	If, so GO in which such rules were issued	Method of appointment with qualifications (both academic and departmental)					Percentage earmarked for Direct Recruitment	No. of employees as on 1.7.2018 who have put in					Remarks
			Adhoc Rules issued		Direct Recruitment	By promotion from the		By transfer from the			6/8 years of service in that category	12/16 years in that category	18 years in that category	24 years in that category	More than 24 years in that category	
						Category	Qualifications	Category	Qualifications							
1	2	3	4	5	6(a)	6(b)	6(c)	7(a)	7(b)	8	9(a)	9(b)	9(c)	9(d)	10	11

- Note:- 1. Copies of Service rules and adhoc rules, if any, have to be furnished to this Commission along with the above Proforma.  
 2. Copies of G.O's wherein new posts were sanctioned after PRC 2015 and continuation of posts from time to time as issued by the Finance (HRM) Department.



**UNDERTAKING**

**Name of the Department of Secretariat/Head of Department/University:**

**I hereby ensure that all the posts, coming under the purview of the Pay Revision Commission, in this Department/University have been incorporated and no posts have been omitted.**

**Signature of the Head of the  
Department/Registrar of the University**

**Strike out whichever is not applicable.**