CIRCULAR

In continuation and with reference to this Directorate's Circular No. F. 38(11)/2008/08/Vol. III/316-28 dated 5/6/2014 which was issued to facilitate the District Authorities while submitting the cases for stepping up of pay of official and teachers etc. with reference to their juniors, a **Certificate is to be submitted with the proposal for stepping up** along with the specimen of **Comparative Pay Fixation Statement** for further simplifying the procedure in processing of said stepping up of pay cases in lieu of the existing procedure.

This issues with the prior approval of Competent Authority and for following the same procedure at school/ Districts as well as at Directorate (HQ) level.

Encl: **As above.**

(RAMESH CHANDER)
DY. CONTROLLER OF ACCOUNTS (HQ)
Certificate to be submitted with the proposal for stepping up of pay of Asstt. Teachers/ TGT/PGT/OTHER & others

   a) Both senior and junior officials have been in same cadre and same pay scale. However the senior is drawing less pay than junior counterpart.
   b) The reason for Anomaly in the pay of senior Sh.__________________________ TGT/PGT/Other(____________________) is due to fixation of pay of junior Sh.__________________________ TGT/PGT/Other (______) who joined on _____ at Rs. _______ with Grade Pay __________ as per section II, Part-A of the first schedule of CCS(RP) Rules, 2008.

2. a) Mode of recruitment of Senior ____________________________
   b) Mode of recruitment of Junior ____________________________

3. It is certified that the service of both Senior and Junior are regular/Adhoc.

4. Certified that there is no break in service/there is break in service in respect of Sh. ____________________________

5. Certified that Accounts functionary has checked the pay fixation from time to time and found in order.

6. Certified that Anomaly is not due to any EOL availed by senior or any other reason.

7. Certified that the Anomaly is not due to the award of any additional increment/advance increment awarded to the junior on account of higher qualification and award of any penalty to the senior.

8. Certified that the Anomaly is not due to OR due to the grant of any benefits under ACP/MACP schemes/Selection Scale/Sr. Scale.

9. Certified that the scales of pay of both lower and higher posts in which both junior and senior are entitled to draw their pay are identical.

10. Certified that the Anomaly has arisen directly as a result of application of FR-22C(Now FR-11(1)(a)(1).

11. Certified that the conditions of stepping up are fulfilled in terms of OM No. 23 (2013 Edition). If No, which condition is not fulfilled, mention specifically.

Signature of HOO                                               Signature of HOS

The above certificates and pay fixation in r/o both senior and junior have been thoroughly checked by the undersigned and certified that this is a fit case for stepping up of pay.

Signature of OS/ADE(Admn.) of Distt. Concerned               Sig. of A.O./AAO

District _________

Note: The following documents are to be attached
a) Service Book of senior in original and photocopy of service book of junior duly attested by HOS/HOO concerned.

b) Comparative statement of both junior and senior from the date of initial appointment showing details of Name, Date of Birth, Date of Joining, Final Seniority No., Pay Scale/Pay Band along with all events taken place during entire service from year to year duly verified by HOS/HOO (Format attached).

c) Copy of final seniority list in respect of both junior and senior duly verified by HOS/HOO.
COMPARATIVE PAY FIXATION STATEMENT

The records of service available in the school/office in r/o

<table>
<thead>
<tr>
<th>SENIOR</th>
<th>JUNIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sh./Smt./Ms.</td>
<td>Sh./Smt./Ms.</td>
</tr>
<tr>
<td>D.O.B.</td>
<td>D.O.B.</td>
</tr>
<tr>
<td>Final Seniority No.</td>
<td>Final Seniority No.</td>
</tr>
<tr>
<td>Working at present</td>
<td>Working at present</td>
</tr>
<tr>
<td>D.O. Apptt. (initial)</td>
<td>D.O. Apptt. (initial)</td>
</tr>
<tr>
<td>D.O. Joining as (present)</td>
<td>D.O. Joining as (present)</td>
</tr>
<tr>
<td>Name of School/Department/Office</td>
<td>Name of School/Department/Office</td>
</tr>
<tr>
<td>Emp. ID</td>
<td>Emp. ID</td>
</tr>
</tbody>
</table>

Comparison of pay in r/o senior & junior from the dates of their initial Appointment

<table>
<thead>
<tr>
<th>S.B./Pg. No.</th>
<th>Pay as on</th>
<th>BP</th>
<th>GP</th>
<th>Total</th>
<th>Remarks</th>
<th>S.B./Pg. No.</th>
<th>Pay as on</th>
<th>BP</th>
<th>GP</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>3</td>
<td>4</td>
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<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

The above certificates and pay fixation in r/o both senior and junior have been thoroughly checked by the undersigned and certified that this is a fit case for stepping up of pay.

Signature of OS/ADE(Admn.) of Distt. Concerned

Signature of A.O./AAO of Distt./office concerned