

**No.****CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur**

Subject: Pay fixation proposal in the revised pay scale- submission thereof.

In pursuance of notification No. QSD.Bud.1-22/(i)-021/CSKHPKV/15015-15114 dated 21.02.2022 revising the pay scales of the categories of Non-Teaching employees of this University on the pattern of the H.P. Govt. with effect from 1.1.2016, the pay fixation proposal in respect of Sh. \_\_\_\_\_ Designation \_\_\_\_\_ w.e.f. \_\_\_\_\_ is hereby submitted as under:-

1.	Name and Designation	:	
2.	Date of exercising option	:	
3.	Date from which opted for revised pay structure (whether opted for increment on 1.1.2016 in revised structure) in terms of Note-2 below Rule-7	:	
4.	Multiplier factor applied as per option (2.25, 2.59 or 15% enhancement)	:	
5.	Date of increment in existing scale	:	
6.	Pay Band + Grade Pay in HPCS (Pay Revision), Rules, 2009 as on 30.09.2012	:	
7.	Enhancement of Grade Pay in re-revision w.e.f. 1.10.2012 (if any) (Pay Band + Grade Pay)	:	

**Method-I: Presumptive pay as on 31.12.2015 by ignoring the impact of re-revisions of 2012 (if opted for multiplying factor of 2.59):**

**Notional pay as on 31.12.2015/1.1.2016**

Date	Pay in Pay Band	Grade Pay	Basic pay	Remarks (AI, Prom., ACP etc.)

Notional Pay as on 31.12.2015/ 1.1.2016 Rs. _____ x 2.59	Rs.	Pay as on 1.1.2016 in Level ____ corresponding to Grade Pay as per matrix	Rs.
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**Method-II: Pay proposed to be fixed by taking into consideration the impact of re-revision 2012:**

**Pay drawn as on 31.12.2015/1.1.2016**

Pay in Pay Band	Grade Pay	Basic pay	Pay after multiplying with factor 2.25	Level corresponding to Grade Pay as per matrix	Pay as per pay matrix as on 1.1.2016

**Method-III: 15% Enhancement**

(This option will invoke when revised pay fixed under the HPCS (Revised Pay) Rules, 2022, is less than 15% over and above for formulation of existing Basic Pay as on 31.12.2015 plus notional DA calculated @ 113%)

**Pay drawn as on 31.12.2015/1.1.2016 or on the date from the revised pay structure opted**

Pay in Pay Band	Grade Pay	Total Basic pay (1+2)	113% DA on Basic pay (113% of Col. 3)	15% enhancement on basic pay + 113% DA (3+4*15%)	Total Basic Pay as on 31.12.15 (3+4+5)	Pay fixed as per pay matrix in Level ___ as on 1.1.2016
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Pay arrived at by multiplying factor of 2.59 as on 1.1.2016</b>						
<b>Pay arrived at by multiplying factor of 2.25 as on 1.1.2016</b>						

**Regulation of increments as per option dated \_\_\_\_\_:**

	Regulation of annual increments	Pay as per matrix in level	Level corresponding to Grade Pay
i.	Pay as on 1.1.2016		
ii.	Pay as on		
iii.	Pay as on		
iv.	Pay as on		
v.	Pay as on		
vi.	Pay as on		
vii.	Pay as on		
viii.	Pay as on		
ix.	Date of next increment		

Pay proposed to be fixed due to promotion as \_\_\_\_\_/grant of benefit under ACPS/grant of 20 years AI etc. w.e.f. \_\_\_\_\_:-

Existing level in revised pay	Basic pay in revised pay	Level to which promoted	Pay after giving one increment in lower level	Pay in the level of promotional post/ACPS etc. w.e.f. _____	Pay proposed to be fixed w.e.f. _____	Date of next increment

Existing level in revised pay structure	Basic pay in revised pay structure	Level to which promoted	Pay in the upgraded level on date of promotion i.e. _____	Pay from the date promotion to date of next increment	Pay after giving two increments (one accrued on account of AI and second accrued on account of promotion) in level ___ on date of AI	Pay in the upgraded level _____ on _____	Date of next increment

	Regulation of annual increments	Pay as per matrix in the level corresponding to GP	Level corresponding to Grade Pay
i.	Pay as on		
ii.	Pay as on		
iii.	Pay as on		
iv.	Pay as on		
v.	Date of next increment		

Pay proposed to be fixed due to promotion as \_\_\_\_\_/grant of benefit under ACPS/grant of 20 years AI etc. w.e.f. \_\_\_\_\_:-

Existing level in revised pay	Basic pay in revised pay	Level to which promoted	Pay after giving one increment in level (1)	Pay in the level of promotional post/ACPS etc. w.e.f. _____	Pay proposed to be fixed w.e.f. _____	Date of next increment

Existing level in revised pay structure	Basic pay in revised pay structure	Level to which promoted	Pay in the upgraded level on date of promotion i.e. _____	Pay from the date promotion to date of next increment	Pay after giving two increments (one accrued on account of AI and second accrued on account of promotion) in level ____ on date of AI	Pay in the upgraded level _____ on _____	Date of next increment

	Regulation of annual increments	Pay as per matrix in the level corresponding to GP	Level corresponding to Grade Pay
i.	Pay as on		
ii.	Pay as on		
iii.	Pay as on		
iv.	Pay as on		
v.	Date of next increment		

The payment of arrears on account of this proposal of pay fixation will be made as per procedure laid down under Rule-8 of H.P. Civil Services (Revised Pay) Rules, 2022 as adopted in the University vide notification as referred to above.

The pay fixation proposal alongwith service book is submitted to \_\_\_\_\_ (in duplicate) for further necessary action.

**Head of Deptt./Office**

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The above pay fixation proposal is in order. Forwarded to the Registrar, CSK HPKV, Palampur for further necessary action.

**Controlling Officer**

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**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur**  
**“Establishment Section-\_\_\_”**

- i) In case of over payment, if any, on account of above fixation of pay, either in the form of arrears or change in the post with revision of pay scales subsequently or otherwise shall be recovered from the amount of salary due to the concerned official accordingly as per written undertaking given by him/her on \_\_\_\_\_.
- ii) The pay fixation proposal (in duplicate) is forwarded to the Comptroller, CSK HPKV, Palampur for concurrence.

Deputy Registrar(Estt.),  
CSK HPKV, Palampur.

**Comptroller, CSK HPKV, Palampur**

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**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur**  
**“Accounts Branch”**

The above pay fixation proposal in the revised pay structure is in order and is hereby concurred.

The proposal of pay fixation, duly concurred, is returned herewith (after retaining a copy thereof in this office) for issuance of the necessary pay fixation orders under intimation to this office and other offices.

In case of over payment, if any, on account of above fixation of pay, either in the form of arrears or change in the post with revision of pay scales subsequently or otherwise shall be recovered from the amount of salary due to the concerned official accordingly as per written undertaking given by him/her.

The case file alongwith service book is also returned herewith.

Comptroller,  
CSK HPKV, Palampur.

**Registrar, CSK HPKV, Palampur**

U.O. /CSKHPKV (A/Cs)/-