



11th PAY REVISION COMMISSION

D.O. Letter No. 52021/12/PRC -I/2018 Dated: 16th July, 2018

Dear Sir/ Madam

Sub: PRC - 11th Pay Revision Commission - Information on various aspects regarding the working of the Department/University/Organization – etc.

Ref: G.O.Ms.No.75, G.A. (SCA) Department, dated 28.05.2018

Please refer to the GO cited wherein Government have constituted the 11th Pay Revision Commission. The terms of reference of the Pay Revision Commission include evolving a new pay structure for various categories of employees of State Government, Local Bodies, Aided Institutions including Non-Teaching staff of Universities etc. and an appropriate pension structure for the pensioners. For this purpose the Pay Revision Commissioner requires information on various aspects of working of the departments/ organisations/ institutions/ services.

2. I request you to furnish the following information to the PRC latest by **16.08.2018**:

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- i) Brief write-up on the Department delineating the following:
 - (a) Organizational chart
 - (b) Major functions/ activities of the department
 - (c) Administrative jurisdiction of various officers working in the department
 - (d) Copies of updated service rules

ii) Information sought for in the following **Pro forma I to IV**

(a) **Pro forma-I** is designed to elicit information regarding the pay scales assigned by the successive revisions from 1993 onwards. Information is to be furnished for each category of post. Please indicate grades, as specified in Schedule-I of the G.Os revising the Pay Scales of State Government employees. Similarly, the pay scales assigned by the successive Pay Revision Commissions have to be indicated. If the scales were again revised subsequently, either as a result of recommendations of follow-up Anomalies Committees or any subsequent order of the Government, such revised scale may please be indicated. The Proforma also seeks to elicit information regarding Special Pays/Special Allowances if any attached to the posts. If more than one special Pay or Special Allowance is attached such information has to be brought out separately, as indicated in the guidelines under Proforma-I.

(b) **Pro forma-II** is designed to seek information about Service Rules governing the posts such as methods and qualifications of appointment, number of employees who have put in the service required for grant of Automatic Advancement Scales etc.

(Contd..Page 2)

::2::

- (c) **Pro forma-III** is designed to elicit information about the number of posts sanctioned and filled up and also retirements during the last three years and expected retirements in the coming five years.
- (e) **Pro forma-IV** relates to information pertaining to work charged/full time contingent, daily wage/NMR and part time contingent employees etc.
3. In addition please append an undertaking in the format enclosed to this letter.

With regards,

Yours sincerely,



(ASUTOSH MISHRA)
PAY REVISION COMMISSIONER

To
The Special Chief Secretary/Principal Secretary/Secretary to Government,
All Heads of Departments.
All Universities.

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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 30.06.2018	Grade and Pay Scale as per PRC 1993 onwards			Special Pay if any, Rs	Special allowances (if any)		Remarks
			Pay Revision / Anomalies Committee	Grade	Pay Scale Rs.		Nomenclature	Quantum Rs.	
1	2	3	4	5	6	7	8(a)	8(b)	9
1			1993 1995(A.C.) 1999 2004(A.C) 2005 2008(A.C) 2010 2015						
2			1993 1995(A.C.) 1999 2004(A.C) 2005 2008(A.C) 2010 2015						

Guidelines to fill in the Proforma:

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

Col. No. 2: Use the following observations - G- Gazetted. NG- Non Gazetted Example: Senior Assistant(NG), Assistant Director (G)

Col. Numbers. 4&5-The Grades/ scales of pay assigned by the successive Pay Revision Commissions, as subsequently modified by the Anomalies Committees, if any, have to be shown. If the PRC/AC recommended a higher scale than the existing 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.

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PROFORMA-II

Name of the Department/ University:

Sl. No	Category/Designation	Pay scale as per PRC 2015	Whether any service Rules/ Adhoc Rules issued (Y/N)	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 30.06.2018 who have put in the following number of years of service in the category				Remarks
					Direct Recruitment	By promotion from the		By transfer from the			6 years	12 years	18 years	24 years	
						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)	

- 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 such posts from time to time as issued by the Finance (SMPC) Department may be furnished

PROFORMA-III

Name of the Department/ University

Sl. No	Category/ Designation	Scale of pay in 2015 pay scales	No. of sactioned posts as on 30 th June, 2018	No. of posts out of col (4) which are filled up	No. of retirements during the calendar years from 2016 to 2018			No. of retirements during next five calendar years from 2019 to 2023					Remarks
					2016	2017	2018	2019	2020	2021	2022	2023	
1	2	3	4	5	6(1)	6(2)	6(3)	7(1)	7(2)	7(3)	7(4)	7(5)	

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PROFORMA-IV

Name of the Department/University											
Sl. No.	No of Work Charged employees/ Full Time Contingent employees whose services were regularized as per G.O Ms.No.212, Finance (PC III) Department, dated 22-4-1994, as on 30.06.2018			No. of Part time Contingent employees whose services were regularized as per G.O. Ms.No.112, dated 23.07.1997 as on 30.6.2018		No of NMRs, Daily wage employees, Full Time Contingent employees, Part time contingent employees whose services were not regularized and still working as such as on 30.06.2018				The number of full time contingent employee whose services have not been regularized and drawing a minimum pay of Rs.6700/- + D.A/HRA/CA (as per revised pay scales 2010 vide G.O.Ms.No. 171, Finance (PC-III) Deptt., dt: 13.05.2010	Remarks
	Work charged Establishment	Full Time Contingent employees	Daily Wage/ NMR employees			Work charged Establishment	Full Time Contingent employees	Part time Contingent employees	Daily Wage/NMR employees		
1	2(a)	2(b)	2(c)	3	4	5(a)	5(b)	5(c)	5(d)	6	7

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UNDERTAKING

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

I hereby assure 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

Strike out whichever is not applicable.

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