



Personnel and Administrative
Reforms (FR-I) Department,
Secretariat,
Chennai – 600 009.
திருவள்ளூர் ஆண்டு 2050.

Letter No.22508/FR-I/2019-1, dated 03-09-2019

From
Thiru. K. Shanmugam, I.A.S.,
Chief Secretary to Government.

To
All Secretaries to Government, Chennai – 600 009,
All Departments of Secretariat, Chennai – 600 009,
All Heads of Departments including
District Collectors / District Judges,
The Secretary, Tamil Nadu Public Service Commission,
Chennai – 600 003
The Accountant General (I/II), Chennai – 600 018
The Accountant General, Chennai – 600 035
The Director of Treasuries & Accounts, Chennai – 600 006.
The Pay and Accounts Officer, Secretariat, Chennai – 600 009.
The Pay and Accounts Officer (North/East/South), Chennai-1/8/35.
The Registrar, High Court, Chennai – 600 104 .

Sir,

Sub: Fundamental Rules – Rectification of pay anomaly –
Revised Instructions / format to be followed – Issued.

Ref: Letter No.100868/FR-I/90-1, Personnel and Administrative
Reforms (FR-I) Department, dated 03.12.1990

I am directed to invite attention to the reference cited, wherein instructions have been issued in respect of rectifying the anomaly of junior drawing more pay than senior. This instructions / format prescribed for rectifying the anomaly of junior drawing more pay than senior were issued long ago and after which many pay commission recommendations have been implemented by Finance department and Fundamental Rule provisions have also been amended accordingly.

2) Further, it has been noticed by this department that the particulars which are furnished by the Heads of Departments / Administrative Departments in Secretariat regarding the service details and pay drawn particulars are not sufficient to compare and justify the pay anomaly. The pay fixations made to the senior and junior are sometimes found erroneous on verification of the Service Books of the individuals. Moreover, the authenticated copy of seniority list is also not furnished by the Heads of Departments/ Administrative Departments in Secretariat. In some cases, seniority numbers with reference to temporary promotions are furnished, which cannot be taken into account since temporary promotions shall not confer any rights on the individuals and they are not eligible for stepping up of pay on par with Junior. In some cases, the pay drawn particulars furnished in the comparative statement are contrary to the entries made in the Service Book of both senior and junior. Further, the Heads of Departments / Administrative Departments, are not

specifying the rule under which the pay anomaly was rectified and without quoting the relevant rules, the proceedings were issued by some Heads of Departments for stepping up the pay of the senior on par with that of junior.

3) Hence, it is considered that it is necessary to revise the previous instructions / format and to prescribe new format so as to verify the correctness of pay anomaly quickly and to clear the proposals without any delay. Accordingly, a new format is prescribed as annexed to this letter for rectification of pay anomaly of junior getting more pay. All the Heads of Departments / administrative departments of Secretariat concerned are requested to furnish all the particulars in the said format. They are also requested to examine the correctness of the pay fixed to the junior as well as senior up to date (including the stepping up of pay of the senior and junior, if any, ordered earlier) and to certify to that effect as prescribed in Part-III of the above said new format and to enclose this format as an annexure to the proceedings / order issued by the Heads of Department / Government as the case may be, in all the cases where pay anomaly is rectified.

4) The proposals received by the Government without following the format/ unfilled format / improperly filled format will not be accepted.

5) This letter issues with the concurrence of Finance department vide its U.O.No.31734/PC3/2019, dated 22.07.2019.

Yours faithfully,

D.M. Sull
04/09/19

for Chief Secretary to Government.

04/9/19

Copy to

O.P. Section of all departments

(to endorse this to all sections)

Finance (PC1/2/3/CMPC) Department, Chennai-9.

All Officers and Sections in Personnel and Administrative

Reforms Department, Chennai-9.

Stock File/Spare Copy.

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[For Annexure]

FORMAT

Part-I

Service Details:-

		<u>Senior</u>	<u>Junior</u>	Reference Page. No. in SB
1. Name of the individual	:-			
2. Date of Birth	:-			
3. Date of Superannuation	:-			

4. Name of the Posts held by the Individuals.

[From the entry level post to post held till date, including Selection Grade / Special Grade post held, if any]

4. (A) **Senior :-**

Sl. No	Post held	Date of Joining	Ref. Page No. in SB	Date of Regularization	Ref. Page No. in SB	Scale of Pay / Pay Band / Pay Matrix (Rs.)	Pay Fixed on (date) (Rs.)	Rule under which pay fixed	Ref. Page No. in SB
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

4. (B) **Junior:-**

Sl. No	Post held	Date of Joining	Ref. Page No. in SB	Date of Regularization	Ref. Page No. in SB	Scale of Pay / Pay Band / Pay Matrix (Rs.)	Pay Fixed on (date) (Rs.)	Rule under which pay fixed	Ref. Page No. in SB
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

5. Particulars regarding pay anomaly

(i)	Name of the post and date from which pay anomaly arose	:	
(ii)	Seniority No. * in the Post in which Pay anomaly arose (a) Senior (b) Junior	: :	
(iii)	Seniority No. * in the lower post [(i.e) prior to the post in which pay anomaly arose] (a) Senior (b) Junior	: :	
(iv)	Whether temporarily promoted, if so mention the date of regular promotion (a) Senior (b) Junior	: :	Yes / No Yes / No
(v)	Reason for anomaly	:	
(vi)	Specify the Rule under which the said anomaly is to be rectified	:	

* Authenticated copy of seniority list should be enclosed.

Part-II

Pay Drawn Particulars from entry level post to till date

[Only in order to verify the correctness of the pay fixed to both senior and junior]

Senior						Junior					
Post held	Scale of Pay / Pay Band / Pay Matrix (Rs.)	Date	Pay (Rs.)	* Reason / Rule for pay fixation	Reference page No. in SB	Post held	Scale of Pay / Pay Band / Pay Matrix (Rs.)	Date	Pay (Rs.)	* Reason / Rule for pay fixation	Reference page No. in SB
(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)

* Whether by Pay fixation or by annual Increment or by Stepping up of pay on par with junior etc.

- In the case of pay fixation, to specify the rule (i.e) under FR 22 (B) / FR 22 (1) b (i) / FR 23 etc.
- In the case of stepping up of pay, to specify under which rule (i.e) under FR 27 (1), FR 27 (2) or Tamil Nadu Revised Scale of Pay Rules etc., the pay was stepped up.
- For the condition that "senior should draw equal or higher pay than junior from time to time" is concerned, the period shall be taken with reference to the post in which the pay anomaly arisen and the immediate lower level post.

Part-III
Certificates

It is certified that the pay fixations / increments sanctioned to the junior Thiru/Tmt./Selvi _____ and Senior Thiru/Tmt./Selvi _____ from their date of entry into Government Service to the date on which the pay anomaly arose between them are verified and found correct.

2. It is also certified that all the previous stepping up of pay of both senior and junior on par with their juniors as per ruling (2) under FR 22 (B), are ratified / not ratified by Government under FR 27 (2). [If not ratified, ratification should be done at the first instance and after ratification only, action to rectify the present anomaly should be processed].

3. It is further certified that all the previous stepping up of pay of both senior and junior on par with their juniors as per the provisions under Tamil Nadu Revised Scale of Pay Rules issued from time to time, is verified and found correct.

(Authority which empowers to step up the
pay of the senior)

HOD / Administrative Department of Secretariat.

Strike off wherever not applicable

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY//

D.M. Selli
04/09/19

SECTION OFFICER.

04/9/19