

**GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT**

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No. F(PR) – 49/2017/192

Dated Shillong, the 28<sup>th</sup> November, 2017

**GOVERNMENT RESOLUTION ON THE RECOMMENDATIONS OF THE  
FIFTH MEGHALAYA PAY COMMISSION**

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The Government of Meghalaya, vide Resolution No. F(PR) – 15/2015/17 dated the 25<sup>th</sup> July, 2016, constituted the Fifth Meghalaya Pay Commission to examine the existing structure of emoluments and conditions of service of different categories of Government employees, pension, death-cum-retirement gratuity, family pension and other terminal or recurring benefits, existing amenities and facilities admissible to State Government employees such as Dearness Allowance, Medical Allowance, House Rent Allowance, Hill Compensatory Allowance, Travelling Allowance, Winter Allowance, Compensatory Allowances, Special Pay, etc. and to make recommendations relating thereto which may be feasible and desirable.

The Commission submitted its Report to the Government on 31<sup>st</sup> July, 2017. The Report includes the Revised Pay Structure, conditions of service and general observations, Modified Assured Career Progression Scheme (MACPS), allowances, pension and other retirement benefits, leave and leave entitlements and departmental recommendations.

An Empowered Committee was constituted by the Government vide Notification No.F(PR)-33/2017/1 dated 16<sup>th</sup> August, 2017 to review and examine the recommendations of the Fifth Meghalaya Pay Commission and to submit its recommendations thereon. The Empowered Committee submitted its Report to the Government on 09<sup>th</sup> November, 2017.

After careful and detailed consideration of the recommendations of the Pay Commission and the Empowered Committee, the Government has decided as follows:-

**1. PAY STRUCTURE:**

- 1.1. The Revised Pay Structure will be in the form of a “**Pay Matrix**” (Annexure – I) consisting of two dimensions – a “**horizontal pay range**” in which each level corresponds to a functional role in the hierarchy and is denoted by numbers as 1, 2, 3 and so on and a “**vertical range**” against each level which indicates pay progression with Pay Cells.
- 1.2. The Revised Pay Structure will take effect from 1<sup>st</sup> January, 2017 and will apply to all categories of State Government employees who are already in service on 1<sup>st</sup> January, 2017 as well as those who enter service after the aforesaid date, other than members of the All India Services, the Meghalaya Judicial Service and faculty under Education Department drawing UGC Scales and AICTE Scales.
- 1.3. The annual increment in the Revised Pay Structure will be on a flat rate of 3%, to be rounded off to the nearest ₹ 100.00, in respect of all the 22 Pay Levels and there will be no Efficiency Bar.
- 1.4. There will be two dates for grant of increment in the Revised Pay Structure, namely, 1<sup>st</sup> July and 1<sup>st</sup> January.

**2. PRINCIPLE OF PAY FIXATION:**

- 2.1. The methodology for fixation of the initial pay of the State Government employees on their coming over to the Revised Pay Structure recommended by the Pay Commission has been accepted. Accordingly, the existing basic pay as on 1<sup>st</sup> January, 2017 shall be

multiplied by a factor of **2.68** and thereafter the basic pay shall be fixed at the next higher stage of the Pay Level in the Pay Matrix applicable thereto.

- 2.2.** Till the fixation of pay is finally checked by the Accountant General (Audit), the fixation of pay made by the Head of Office in the Revised Pay Structure will be treated as provisional. Drawal of pay and arrears in the Revised Pay Structure is subject to adjustments in the light of discrepancies, if any, noticed later. For this purpose every employee shall be required to furnish an undertaking to the effect that any excess payment that may be found to have been made as a result of fixation of pay will be refunded to Government either by adjustment against future payments or through Treasury Challans.
- 2.3.** In the case of the Gazetted Officers drawing pay on the authority of the pay slips issued by the Accountant General (A&E), Meghalaya, the provisional fixation of pay in the Revised Pay Structure shall be made by the Accountant General (A&E), who shall issue the pay slips after obtaining the undertaking from the concerned officers that any excess payment that may be found to have been made as a result of fixation of pay will be refunded to Government through Treasury Challans.

### **3. ALLOWANCES:**

#### **3.1. Dearness Allowance**

The existing pattern of Dearness Allowance for State Government employees, which is same as the Central Government pattern, will continue in the Revised Pay Structure.

#### **3.2. Medical Allowance**

Medical Allowance will be enhanced to ₹ 1000/- per month. The allowance will be admissible uniformly to all government employees/pensioners/family pension holders as per existing norms.

#### **3.3. House Rent Allowance**

The revised rate of House Rent Allowance for the government employees will be as shown in the table below:-

<b>Classification of cities/ towns and other areas</b>	<b>Rates of House Rent Allowance proposed by the Empowered Committee</b>
<b>(1)</b>	<b>(3)</b>
(i) Shillong and Urban Agglomeration*	15% of basic pay subject to a maximum of ₹ 8,000.00 per month
(ii) District Headquarters	12½ % of basic pay subject a maximum of ₹ 6,000.00 per month
(iii) Other Areas	10% of basic pay subject to a maximum of ₹ 5,000.00 per month

**Note:** \*Rates prescribed for Shillong will be applicable for Shillong and Urban Agglomeration as per areas notified by the State Urban Affairs Department.

#### **3.4. License Fee**

The existing orders for regulation of License Fee will continue. Meanwhile, Finance Department will examine and consider revision of the existing rates.

**3.5. Hill Compensatory Allowance**

Hill Compensatory Allowance will be enhanced to ₹ 500/- per month for all government employees, irrespective of their place of posting.

**3.6. Winter Allowance**

Winter Allowance will be enhanced to ₹ 600.00 p.m. The allowance will be payable to the government employees for a period of four months, i.e., from the month of November to February as per existing norms. The allowance will also be granted to the pensioners/family pension holders whose residence is located in a station where the allowance is drawn by the government employees, on production of residential certificate.

**3.7. Travelling Allowance**

Gradation of State Government employees for the purpose of Travelling Allowance will be as indicated below:

Grade – I	All employees drawing pay of ₹ 71,600.00 per month and above.
Grade – II	All employees drawing pay of ₹ 39,400.00 per month and above but below ₹ 71,600.00 per month.
Grade – III	All employees drawing pay of ₹ 19,000.00 per month and above but below ₹ 39,400.00 per month.
Grade – IV	All employees drawing pay of ₹ 19,000.00 per month and below.

**3.8. Permanent/Fixed Travelling Allowance**

The revised rates of Permanent/Fixed T.A. for the following categories of government employees will be as shown against each:

<b>Category of Officials</b>	<b>Recommended amount of Permanent/ Fixed TA</b>
<b>(1)</b>	<b>(2)</b>

**(a) Finance**

(i) Audit Officer	(i) ₹ 4,800.00 p.m.
(ii) Auditor	(ii) ₹ 4,300.00 p.m.
(iii) Assistant Auditor	(iii) ₹ 3,740.00 p.m.
(iv) Peon	(iv) ₹ 2,400.00 p.m.

**(b) Education**

Sub-Inspectors of Schools (Re-designated as Addl. Sub- Divisional School Education Officer)	₹ 2,000.00 p.m. (Subject to the condition that they perform a minimum of 15 days field duties in a month)
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**(c) Community & Rural  
Development**

Gram Sevak/Sevika	-do-
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**(d) A.H. & Veterinary**

Veterinary Field Assistant      ₹ 1,500.00 p.m.  
(Subject to the condition that they perform a minimum of 15 days field duties in a month)

**(e) Sericulture & Weaving**

- (i) Sericulture Demonstrator      -do -  
(ii) Weaving Demonstrator      -do-  
(Handloom)

**(f) Agriculture**

Agriculture Demonstrator/  
Fieldman (Both re-designated  
as Assistant Agriculture  
Inspector)      -do-

**(g) Horticulture**

Horticulture Demonstrator      -do-  
(Re-designated as Assistant  
Horticulture Inspector)

**(h) Health & Family Welfare**

- (i) Auxiliary Nurse Mid-wife      -do-  
(ANM)  
(ii) Lady Health Visitor (LHV)      -do-

**(i) Forests & Environment**

Forest Ranger      -do-

**(j) Soil & Water Conservation**

Soil & Water Conservation  
Ranger      -do-

**(k) Labour**

Inspector of Labour      -do-

**(l) Public Works**

Section Assistant      -do-

**3.9. Mileage Allowance**

**3.9.1. Journey by road** – The existing provisions of mileage allowance for journey by roads will continue unchanged.

**3.9.2. Journey by railways** – The travel entitlements for journeys by railways in respect of different grades of government employees will be as follows:-

<b>Grades of Government employees</b>	<b>Travel Entitlement</b>
<b>(1)</b>	<b>(2)</b>
Grade – I	Accommodation in AC-I Class
Grade – II	Accommodation in 2-Tier AC Sleeper/First Class
Grade – III	Accommodation in 3-Tier A.C. Sleeper/A.C. Chair Car
Grade – IV	Accommodation in Sleeper Class or non-AC Second Class

**3.10. Incidental Charges** – The provision of incidental charges will be discontinued.

**3.11. Conveyance Allowance**

**3.11.1.** While re-imbusement of P.O.L. to officers for journeys performed in the exigencies of public service, subject to the existing ceilings, will remain unchanged, Government will review the existing arrangements for hiring of vehicles by entitled government employees keeping in view the requirement to perform official journeys where no government vehicle is allotted to them.

**3.11.2.** The revised rate of Conveyance Allowance for the Estate Assistant of the Estate Office (GAD) will be **₹600.00 p.m.**

**3.12. Daily Allowance**

The revised rates of Daily Allowance in respect of different grades of government employees will be as follows:

<b>Grade of employee</b>	<b>Within the State</b>	<b>Outside the State but within the N.E. Region</b>	<b>Outside the N.E. Region</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Grade – I	₹ 360.00	₹ 600.00	₹ 900.00
Grade – II	₹ 270.00	₹ 450.00	₹ 700.00
Grade – III	₹ 240.00	₹ 400.00	₹ 600.00
Grade – IV	₹ 200.00	₹ 360.00	₹ 560.00

**3.13. Actual Lodging Expenses**

The revised rates of Actual Lodging Expenses in respect of different grades of government employees will be as follows:

<b>Grade of employee</b>	<b>Kolkata/ New Delhi/ Mumbai/Chennai/ Bengaluru/Hyderabad</b>	<b>Other places</b>	
		<b>Outside the State</b>	<b>Within the State</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Grade – I	₹ 3,500.00	₹ 3,000.00	₹ 2,000.00
Grade – II	₹ 3,000.00	₹ 2,500.00	₹ 1,500.00
Grade – III	₹ 2,500.00	₹ 1,500.00	₹ 800.00
Grade – IV	₹ 1,500.00	₹ 1,000.00	₹ 600.00

**3.14. Composite Transfer Grant**

Composite Transfer Grant will be granted at 80% of one month's basic pay of the employee with the existing conditions to remain unchanged.

**3.15. Travelling Allowance for the family of deceased government employee**

Status quo will be maintained on Travelling Allowance for family of deceased government employee.

**3.16. Transportation of dead bodies and Travelling Allowance**

Travelling allowance for transportation of dead bodies without haltage and incidentals will be allowed to 2(two) of the family members of the deceased accompanying the dead body, instead of 1(one).

**3.17. Messing And Uniform Allowance**

3.17.1. The revised rates of Messing and Uniform Allowance for the Nurses will be as follows:

<b>Uniform Allowance –</b>	
a. Initial Grant	₹ 4,000.00
b. Subsequent years	₹ 1,500.00
<b>Messing Allowance</b>	₹ 1,400.00

3.17.2. Nursing Allowance will be granted to the Nurses at ₹ 1,000.00 p.m.

**3.18. Shift Allowance**

Shift Allowance payable to the Lecturers of Government Colleges will be enhanced to ₹ 3,000/- per month, subject to the existing conditions.

**3.19. Training Institution Allowance**

The revised rate of Training Institution Allowance will be **7.5%** of the basic pay per month subject to the condition that no honorarium would be admissible to those employees who are entitled for this allowance.

**3.20. Overtime Allowance for work on Public Holidays**

All Departments should ensure to provide adequate funds in their annual budget to meet the annual cost of compensating the employees for working on public holidays as per norms of the Scheme of Compensation for Holidays Foregone. The ceiling of this compensation will be raised to **₹ 5,000/- per year.**

**3.21. Overtime Allowance for employees of the Government Press**

The following formula recommended by the Pay Commission will be the basis for calculation of Overtime Allowance for employees of the Government Press, Printing & Stationery Department:-

$$\text{Over Time Allowance per hour} = \frac{\text{Actual Pay at the minimum of their Pay Level plus DA, if any}}{\text{No. of Working Days} \times \text{No. of Working Hours per day, per month}}$$

3.22. The existing rate of Overtime Allowance for the Drivers of Meghalaya Houses, New Delhi and Kolkata will be enhanced to ₹ 2,500.00 per month.

3.23. **Ration Allowance**

The revised rate of Ration Allowance for the Police and Home Guards personnel will as follows:

(a) **Home (Police)**

- |                    |                   |
|--------------------|-------------------|
| i. Armed Branch    | - ₹ 1,200.00 p.m. |
| ii. Unarmed Branch | - ₹ 900.00 p.m.   |

(b) **Home Guards**

For Border Wing Home Guards  
(up-to the rank of Subedar) and the Meghalaya Secretariat Home Guards – ₹ 1,200.00 p.m.

3.24. **Kit Allowance /Kit Maintenance Allowance**

Kit Allowance and Kit Maintenance Allowance will be payable to the following categories of government employees at the revised rates indicated against each:

A. **HOME (POLICE)**

**Kit Allowance:**

- |                  |                            |
|------------------|----------------------------|
| a. Initial Grant | ₹ 6,000.00 (non-recurring) |
| b. Every year    | ₹ 1,000.00 (recurring)     |

**Kit Maintenance Allowance:**

- |                                   |               |
|-----------------------------------|---------------|
| a. All Gazetted Officers          | ₹ 200.00 p.m. |
| b. Other ranks                    | ₹ 100.00 p.m. |
| c. Traffic Duty Gazetted Officers | ₹ 300.00 p.m. |
| d. Traffic Duty – Other ranks     | ₹ 150.00 p.m. |

B. **CIVIL DEFENCE & HOME GUARDS**

The Border Wing Home Guards and the Meghalaya Secretariat Duty Guards will be allowed the same rates of Kit and Kit Maintenance Allowances as prescribed for the State Police personnel above.

C. **PRISONS**

**Kit Allowance:**

a. **Initial Grant (non-recurring)**

- |  |            |
|--|------------|
| i. For Superintendent                                      | ₹ 6,000.00 |
| ii. Jailer/Assistant Jailer                                | ₹ 4,000.00 |
| iii. Other ranks   | ₹ 3,000.00 |
| b. For all Officers/ other ranks<br>Every year (Recurring) | ₹ 1,000.00 |

**Kit Maintenance Allowance:**

- |   |               |
|---|---------------|
| i. Superintendent/Jailor/<br>Assistant Jailor | ₹ 200.00 p.m. |
| ii. Other ranks                               | ₹ 100.00 p.m. |

**c. EXCISE**

**Kit Allowance**

**a. Initial Grant (non-recurring)**

- |  |            |
|--|------------|
| i. For Superintendent/ Deputy<br>Superintendent            | ₹ 6,000.00 |
| ii. Inspector/ Assistant Inspector                         | ₹ 4,000.00 |
| iii. Other ranks   | ₹ 3,000.00 |
| b. For all Officers/ other ranks<br>Every year (Recurring) | ₹ 1,000.00 |

**Kit Maintenance Allowance:**

- |   |               |
|---|---------------|
| i. Superintendent/Deputy<br>Superintendent/Inspector/Assistant<br>Inspector | ₹ 200.00 p.m. |
| ii. Other ranks   | ₹ 100.00 p.m. |

**3.25. Deputation (Duty) Allowance**

The existing rate of Deputation (Duty) Allowance will be raised to 10 percent of basic pay subject to the maximum of ₹ 4,000.00 per month for deputation within the same station and 20 percent of basic pay subject to the maximum of ₹ 8,000.00 per month for deputation not within the same station.

**3.26. Risk Allowance**

The proposed State Employees' Health Risk Insurance Scheme will be referred to the Administrative Rules & Regulations Revision Advisory Committee (ARRRAC) for examination of the modalities. Until such time as the aforesaid scheme is implemented, the existing government employees who are drawing Risk Allowance will be allowed to continue to draw the allowance at the same rate in the Revised Pay Structure.

**3.27. Rural Allowance**

Grant of Rural Allowance to government doctors will continue but Health & Family Welfare Department will re-examine the matter in consultation with Finance Department.

**3.28. Special Pay**

The nomenclature of Special Pay will be changed to "*Currency Handling Allowance.*" The quantum of monthly cash handled to qualify for this Allowance will be redefined as follows –



a. For Cashiers and Assistants handling cash at monthly average of –

	<u>Rate</u>
i. Upto Rupees One lakh	- ₹ 400.00 p.m.
ii. Above Rupees One lakh	- ₹ 600.00 p.m.
b. For Duftries detailed for Treasury/Bank duties	- ₹ 200.00 p.m.

**3.29. Compensatory Allowances in respect of the state government employees stationed/posted in other states, including the National Capital**

City Compensatory Allowance will be paid to the employees of the State Government serving at the different Meghalaya Houses, in lieu of Transport Allowance, at the rate indicated below:-

Delhi	– ₹ 1,500.00 p.m.
Kolkata	– ₹ 1,500.00 p.m.
Mumbai	– ₹ 1,500.00 p.m.
Vellore	– ₹ 1,200.00 p.m.
Guwahati	– ₹ 750.00 p.m.

**3.30. Implementation of the revised rates of allowances and other related matters**

The revised rates of all the aforesaid allowances and related matters, other than Dearness Allowance, will be effective from **1<sup>st</sup> December, 2017**.

**3.31. LEAVE TRAVEL CONCESSION:**

**3.31.1.** The facility of Home Town Leave Travel Concession will continue unchanged.

**3.31.2.** The facility of LTC to visit any place in India, currently restricted to only once in one's service career, to be availed during the last year of one's service, will be renamed as "Pre-Retirement Leave Travel Concession for Government Employee and Family" and a retiring Government employee and his/her family/dependents, as defined in the Meghalaya Travelling Allowance Rules, 1985, will be allowed to avail the cost of travel to visit any place in India during the last ten years of his/her service career.

**3.32. LOANS**

The existing arrangements for the admissibility of loans to government employees covered by the MOU entered into by the State Government with the State Bank of India will continue.

**3.33. ADVANCES**

The grant of interest-free advances to the government employees will be increased as follows –

(i) **Children Education Advance** –

Children's Education Advance from ₹ 5,500.00 to ₹ 11,000.00 per school-going child, to be limited to 2 (two) school-going children to be recovered in 10 (ten) equal monthly instalments, subject to all other existing terms and conditions.

**(ii) Festival Advance –**

Festival Advance from the existing amount of ₹ 5,000.00 to ₹ 7,000.00 subject to all other existing terms and conditions remaining the same.

**4. PENSION AND OTHER RETIREMENT BENEFITS:**

**4.1. Quantum/rates of pension and family pension**

The mode of calculation of pension will be @ 50% of last pay drawn or 50% of the last six-month's average emoluments of the employee, whichever is more beneficial to the pensioner, other benefits remaining the same.

**4.2. Qualifying service for the purpose of pension**

Status quo will be maintained in computing qualifying service for the purpose of pension.

**4.3. Period for enhancement of family pension**

(a) Status quo will be maintained in the mode of payment of family pension in the case of death of a government employee while in service, that is, normal rate will be after 7 years from the date of death of the employee.

(b) In the case of death of an employee after retirement, the enhanced family pension will be payable to the family for a period of 7 years or up-to the date on which he/she would have attained 65 years of age had he/she survived, whichever period is shorter.

After the period so fixed above, the family in receipt of family pension shall be entitled to family pension at the normal rate.

**4.4. Additional pension/family pension to the older pensioners/family pension holders**

The following existing provisions for eligibility of additional pension/family pension will remain unchanged –

(i) 80 years to < 85 years	20% of basic pension/family pension
(ii) 85 years to < 90 years	30% of basic pension/family pension
(iii) 90 years to < 95 years	40% of basic pension/family pension
(iv) 95 years to < 100 years	50% of basic pension/family pension
(v) 100 years and above	100% of basic pension/family pension

**4.5. Enhancement of the rate of commutation of pension**

The rate of commutation of pension will be raised from the existing one-third of the basic pension to 40% of the basic pension.

**4.6. Restoration period of the commuted portion of pension**

The existing period of 15 years from the date of retirement for restoration of the commuted portion of pension will remain unchanged.

**4.7. Voluntary retirement scheme**

The existing Voluntary Retirement Scheme will remain unchanged.

**4.8. Enhancement of Death-cum-Retirement Gratuity**

The existing ceiling of Death-cum-Retirement Gratuity will be enhanced to ₹ 10.00 lakhs.

**4.9. Rationalization of Death/Service Gratuity**

Death/Service Gratuity will remain unchanged.

**4.10. Ex-gratia lump-sum compensation**

Ex-gratia payment to families of government employees who die while performing their bona fide official duties and ex-gratia lump-sum compensation to the Police and Home Guard personnel who get killed on law and order duties/anti-insurgent or terrorist action, etc. and/or sustain injuries resulting in permanent disability, etc. will be revised as follows –

Reasons of death or disability	Recommended
1. Death in the course of performance of bona fide duties due to – (a) Accidents (b) Acts of violence (c) Border skirmishes	₹ 7,50,000.00
2. Permanent disability suffered due to 1(b) and (c) above	₹ 1,00,000.00
3. Injuries sustained as a result of incidents mentioned at 1 (b) and/or (c) above which impair mobility for more than three months.	₹ 50,000.00

**4.11. Age of superannuation of State Government employees**

The age of superannuation of the government employees (that is, 58 years) will remain unchanged.

**4.12. Extension of the benefits of Winter Allowance to pensioners/family pension holders**

Winter Allowance will be admissible to the pensioners/family pension holders at the rate admissible to the serving government employees, if their residence is located in a station where the allowance is drawn by the government employees, subject to production of Residential Certificate.

**4.13. Revision of pension of pre-1.1.2017 pensioners/family pension holders**

The revised basic pension/family pension of pre-1.1.2017 pensioners/family pension holders will be determined by multiplying their existing basic pension by the factor of **2.68**. Accordingly, the revised minimum pension/family pension with effect from **1<sup>st</sup> January, 2017** will be as follows –

Minimum Pension ₹ 8,700.00 p.m.

Minimum Family Pension ₹ 8,700.00 p.m.

**4.14. Family pension & other retirement benefits to the family of employees covered by the New Defined Contribution Pension Scheme (NPS) who die while in service**

An Expert Committee will be set up to examine the entire gamut of issues on the working of the New Defined Contribution Pension Scheme (NPS).

## **5. CONDITIONS OF SERVICE AND GENERAL OBSERVATIONS:**

The Government agreed with the observations of the Pay Commission on various issues relating to conditions of service of the State Government employees as given in Chapter 8 of its Report and after considering all aspects, decided the following:

### **5.1. Service Rules**

- (i) All Departments which do not have Service Rules need to frame, finalise and notify their Service Rules within one year from the date of implementation of the Revised Pay Structure.
- (ii) All Service Rules, when notified, should be reviewed every five years to ensure that the Rules are harmonious with arising ground realities.
- (iii) State Government will set up an Expert Committee to review the nature of duty of the Heads of Departments. Wherever the Committee decides that the Department is of such importance that it should be preferably manned by an AIS Officer, effective steps will be taken for encadrement of such posts.

### **5.2. State Employees' Group Insurance Scheme**

The Meghalaya State Employees' Group Insurance Scheme should be promptly finalized and implemented in a time-bound manner.

### **5.3. Classification of services/grades**

The group-wise classification of the services/posts will be as follows –

Group 'A'	All posts placed at Levels – 15 and above in the Pay Matrix of the Revised Pay Structure.
Group 'B'	All posts placed at Levels – 11 to 14 in the Pay Matrix of the Revised Pay Structure.
Group 'C'	All posts placed at Levels – 2 to 10 in the Pay Matrix of the Revised Pay Structure.
Group 'D'	All posts placed at Level – 1 in the Pay Matrix of the Revised Pay Structure.

### **5.4. Work-charged establishment**

The existing rules/orders and regulations concerning work-charged personnel will continue. No employment under the Work-Charged Establishments should be made.

### **5.5. Incentives for enhancing the professional skills and competence of state government employees**

Guidelines will be formulated to specify the level of rewards to be granted for different levels of achievement, that is, State, National, International, etc., and that fees for training courses in Distance Learning/Training relevant to the job may be borne by the State Government to encourage willing and eager employees to take up such courses with the rider that, if the employee fails to qualify the end-of-the-Course Examination, 50% of the course fee be recovered in suitable instalments.

### **5.6. Principles, terms and conditions for departmental promotions:**

Timely recording/reviewing/accepting of ACRs, regular holding of DPC within a pre-specified date, etc., may be ensured by all authorities concerned. Personnel & A.R.

Department will examine the issue that the DPC needs to give adequate weightage to meritorious government functionaries, who may be recommended for out-of-turn promotion in their ACRs.

**5.7. Assessment of performance**

The recommendation of the Pay Commission at para.8.10. of its report will be referred to the Administrative Rules & Regulations Revision Advisory Committee (ARRRAC) for detailed examination.

**5.8. Contractual employment on full-time/part-time basis, flexible work station, etc.**

- (i) All short duration/fixed-term appointments to be on contractual basis.
- (ii) Modernisation and mechanisation of working conditions to be encouraged.
- (iii) Lateral movement of State Government employees across State Government Organisations, including PSUs wherever feasible and possible, to be encouraged to increase the achievements/professional efficiencies of the employees.

**5.9. Advance increment for higher/specialized qualification**

Finance Department will constitute a High Powered Expert Committee to examine and decide fair and equitable norms for grant of Advance Increments to government employees who attain higher qualification from a recognized Institution, either at their own expenses or at Government expenses, where such higher qualification is beneficial and useful to the services rendered by the Department where such employee is employed.

**5.10. Muster roll/contingency/casual employees**

Whenever Muster Roll/Casual or Contingency Workers are engaged for any unavoidable purpose, with the approval of competent authority, such engagement should not exceed eleven months in any case, preferably such employment should be for much shorter period of days or weeks only and that any defaulting official who allows such engagement to continue beyond the prescribed period should be penalised through departmental proceedings. The Conduct Rules will be suitably amended to include such exigencies.

**5.11. Modified Assured Career Progression Scheme (MACPS)**

The existing Assured Career Progression Scheme (ACPS) will be replaced by the “Modified Assured Career Progression Scheme (MACPS)” as recommended by the Pay Commission, with modifications. Government employees will be allowed placement in higher Pay Level on completion of 10, 20 and 30 years’ service.

**6. LEAVE, LEAVE ENTITLEMENTS AND RELATED MATTERS:**

**6.1. Earned leave**

While other provisions relating to earned leave entitlements of the government employees will remain the same, the following provision will be added to the existing rule governing accumulation of earned leave –

*“...Provided that where the earned leave at the credit of Government servant as on the last day of December or June is 300 day or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the Government servant takes during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of*

*such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.”*

**6.2. Half-pay leave**

Advance credit of 10 days of half-pay leave be given on the 1st day of January and 1<sup>st</sup> day of July. Grant of half-pay leave to a temporary Government employee is subject to the sanctioning authority satisfying himself that the official concerned will return to duty after the expiry of leave.

**6.3. Commutated leave**

While the existing provisions for commuted leave are found adequate, commuted leave may also be granted without medical certificate in the following cases:-

- i. Up-to a maximum of 66 days, to a female government employee, if it is in continuation of maternity leave.
- ii. Up-to a maximum of 60 days, to a female employee, if and when she is adopting a child, provided that the adopted child is less than one year old and also subject to the condition that the adopting female employee has less than two living children.

**6.4. Maternity leave & paternity leave**

Government employees will be entitled to 180 days maternity leave and 15 days paternity leave, subject to the facility being available for a limit of 2 (two) surviving children only. Such leave may not normally be refused to the State Government employees provided the leave is applied 15(fifteen) days before or up-to six months from the date of delivery.

**6.5. Leave entitlement for the teaching staff of Vacation Department**

Status quo is to be maintained.

**6.6. Special disability leave**

Status quo is to be maintained.

**6.7. Study leave**

Status quo is to be maintained.

**6.8. Special casual leave**

Specific rules are to be formulated for regulating the grant of special casual leave to government employees keeping in view the following –

- (a) Limit the number of purpose for which an employee or group of employees may be granted the special casual leave in a year.
- (b) Limit the total number of days of special casual leave that may be granted in a year.

**6.9. Casual leave**

Status quo is to be maintained.

**6.10. Late attendance**

In cases where it is found that debiting half-day casual leave to the casual leave account for each late attendance does not ensure punctuality of a government employee, disciplinary action should be taken, besides debiting the casual leave.

## **7. MISCELLANEOUS MATTERS:**

### **7.1. Restricted holidays and half holidays**

- (i) Status quo is to be maintained on matters relating to restricted holiday.
- (ii) Half-holidays should generally be avoided except when granted in the rarest of the rare occasions by State Government.

### **7.2. Working hours**

Status quo is to be maintained.

### **7.3. Honorarium and fee**

Status quo is to be maintained.

## **8. ARISING ANOMALIES IN PAY SCALES:**

### **8.1. Anomalies arising from the improvement in the pay scale of the Junior Accounts Assistant**

- (a) Status quo is to be maintained in respect of the levels of pay of the UDAs and LDAs under the Meghalaya Secretariat Subordinate Services.
- (b) The pay levels of the Meghalaya Subordinate Treasury Accounts Service in the Revised Pay Structure, with effect from 1.1.2017 will be as follows –
  - (i) Accountant : Level – 12 (starting at ₹39400)
  - (ii) Senior Accounts Assistant : Level – 11 (starting at ₹37800)
  - (iii) Junior Accounts Assistant : Level – 8 (starting at ₹30300)

However, the pay of the affected members of the Meghalaya Subordinate Treasury Accounts Service will be protected in the Pay Levels as decided above with reference to the actual amount drawn as Pay and DA on 1.1.2017, under the relevant provisions of the Meghalaya F.Rs & S.Rs.

### **8.2. Service conditions and scales of pay of Vice-Principal vis-a-vis Assistant Lecturer of Higher Secondary Schools**

The post of Vice-Principal of the Higher Secondary Schools will be placed at Pay Level – 14 of the revised Pay Structure subject to suitable amendment of the existing Service Rules.

## **9. ADMINISTRATIVE REFORMS:**

The issues raised by the Commission regarding the need for administrative reforms will be referred to the Administrative Rules and Regulation Revision Advisory Committee (ARRRAC) for examination.

## **10. DEPARTMENTAL RECOMMENDATIONS:**

A Committee, to be headed by Finance Department, with Members from concerned Departments, will be formed to look into the various Departmental Recommendations of the Pay Commission. The Committee will submit its report to Government within a fixed time frame. However, the Government has decided that the recommendations of the Pay Commission concerning teaching and non-teaching staff of the deficit institutions under Education Department will be excluded from the purview of the Committee as they do not come under the terms of reference of the Pay Commission.

**11. REGULATION OF ARREARS:**

40% of the aggregate of the arrears accruing out of the revised pay/pension will be paid in cash to the government employees within the financial year 2017-2018. Release of the balance of the arrears (that is, 60%) will be made in the subsequent financial years. For the purpose of computation of arrears, pay, personal pay, if any, and Dearness Allowance, as admissible from time to time, will be taken into account while other allowances, such as House Rent Allowance, Medical Allowance, Hill Compensatory Allowance, Winter Allowance, etc., will be excluded.

**12. OTHER MATTERS:**

The Government has also decided to introduce a compulsory annual health check-up scheme for all State Government employees and an Annual Health Check-up Fee of ₹2,000.00 will be admissible for the purpose. The grant of annual increment to an employee will be subject to the compulsory annual health check-up being undertaken by him/her.

**13. Ordered that the Resolution be published in the Gazette of Meghalaya Extraordinary.**

Also ordered that a copy of the Resolution be communicated to the Departments of the State Government and all concerned.

Sd/- R.V. Suchiang  
Principal Secretary to the Govt. of Meghalaya  
Finance Department

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**Memo No. F(PR)-49/2017/192-A**

**Dated Shillong, the 28<sup>th</sup> November, 2017**

Copy to:-

1. The Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention CASS Section).
2. The Accountant General (A&E), Meghalaya, Shillong for information.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers (Civil).
6. All Financial Advisers/Finance & Accounts Officers/Treasury Officers.
7. The Secretary, Meghalaya Legislative Assembly.
8. The Secretary, Meghalaya Public Service Commission.
9. The Director of Printing and Stationery with a request that the Resolution be published in the Gazette of Meghalaya Extraordinary and 300 copies be supplied to Finance (PR) Department.
10. The State Informatics Officer, NIC, Shillong with a request to upload a copy of the Resolution on the website of Finance Department.
11. The Secretary General, Meghalaya State Government Employees' Federation.
12. The General Secretary, Meghalaya Pensioners' Association.

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya  
Finance (Pay Revision) Department