

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

No. F(PR) – 21/2017/91

Dated Shillong, the 24th June, 2019

OFFICE MEMORANDUM

Subject: Procedure for fixation of pay in the 2017 Revised Pay Structure – Checking and approval of Initial Pay Statements.

The undersigned is directed to say that the matter regarding decentralisation of the process of checking and approval of Initial Pay Statements of the State Government employees under the Meghalaya Services (Revision of Pay) Rules, 2018 has been under the consideration of the Government for some time, keeping in view the need to dispose of cases of pay fixation expeditiously and complete the process within a reasonable time-frame, especially those involving deceased/retiring employees so that settlement of their pension does not get delayed. After careful consideration of all aspects of the matter, and in partial modification of the orders contained in O.M. No. F(PR)-52/2017/31 dated 12th March, 2018, the undersigned is pleased to order the following:-

- (i) Checking and approval of Initial Pay Statements of deceased/retired employees, as well as of those retiring within a period of 6(six) months progressively, shall be done by Finance & Accounts Officer(FAO) of the respective offices of the Head of Department and in the case of Administrative Departments by the Senior Financial Adviser(Sr.FA)/Financial Adviser(FA) of the respective Department.
 - (ii) In the case of other employees, their Initial Pay Statements along with Service Books and all connected papers may be sent to Finance (PR) Department for checking and approval, in a phased manner.
 - (iii) For a correct, systematic and expeditious pay fixation, reference should be made to the "Checklist" at Annexure – A for guidance.
 - (iv) The Administrative Departments/Heads of Department should ensure that necessary assistance is provided to the Sr.FA/FA/FAO in the process of pay fixation.
 - (v) All Administrative Departments/Heads of Department should bring the contents of this Office Memorandum to the notice of all their District and Subordinate Offices immediately for their information.
2. These orders shall take immediate effect.

Sd/-

(P. K. Agrahari)

Secretary to the Govt. of Meghalaya
Finance Department

No. F(PR) – 21/2017/91-A

Dated Shillong, the 24th June, 2019

Copy to:-

1. The Accountant General (A&E), Meghalaya, etc, Shillong for information.
2. All Administrative Departments.
3. All Heads of Department.
4. All Deputy Commissioners.
5. All Sub-Divisional Officers (Civil)
6. All Senior Financial Advisers/Financial Advisers/Finance & Accounts Officers for information and necessary action.
7. The Director, Printing & Stationery, Meghalaya, Shillong for favour of publication of the Office Memorandum in the next issue of the Meghalaya Gazette.
8. State Informatics Officer, NIC, Shillong with a request to upload the contents of the Office Memorandum on the website of Finance Department.

By order etc.,



(M. Lyngdoh)

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

CHECK LIST**FIXATION OF PAY OF THE STATE GOVERNMENT EMPLOYEES UNDER THE MEGHALAYA SERVICES (REVISION OF PAY) RULES, 2018.**

1. (a) See that the Initial Pay Statements (IPSs) regarding fixation of pay under the previous MS(ROP) Rules have been placed in the Service Book/Service Roll of the employee concerned and ensure that such documents have been checked/approved by Finance and/or Audit.
(b) If not, see that the fixation is made according to the relevant R.O.P. Rules and ensure approval thereof.
2. See that the "pre-revised scale of the post" shown in the IPS is correct and applicable to the post/cadre.
3. See that the option to come over to the revised pay structure has been exercised and the same has been accepted by the authorized officer. Note the date from which the government employee has opted for the revised pay structure.
4. See that the "existing basic pay" shown in the IPS is correct as per the date of option.
5. See that the Pay Level shown in the IPS corresponds to the existing scale of pay. If not, whether the specific Pay level shown is prescribed for the post/cadre.
6. See that the stage at which the pay fixed in the revised pay structure is the correct stage and as per the Pay Matrix.
7. See that the period(s) vitiated on account of disciplinary/court decisions is/are recorded in the Service Book/Sheet/Roll under proper attestation.
8. See that the dates of increment are correctly recorded.
9. In case of stepping up of pay with reference to the revised pay of the junior, if applicable, the name of the junior also to be indicated distinctly in the Service Book and IPS.
10. In case of stepping up of pay at the next higher stage of the substantive pay, under Rule 7(3) of the above Rules, see that the IPS fixing the pay in the substantive post(s) is furnished. See the correctness of the substantive pay so fixed.
11. See that the pay finally fixed in the revised scale with effect from 1.1.2017 and the date of next increment are in the correct stage of the Revised Pay Structure.
12. See that the date of next increment is correctly shown in the IPS.
13. See that the particulars such as the date of birth, educational qualifications and others are recorded in the first page of the Service Book/Sheet/Roll. See also that the signatures of the government employee and authorized officer/head of office are given at the relevant portions.
