

GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT

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No. F(PR) – 52/2017/31

Dated Shillong, the 12<sup>th</sup> March, 2018

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 consequent upon the implementation of the Revised Pay Structure recommended by the Fifth Meghalaya Pay Commission 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 carefully considered and is pleased to decide as follows –

1. The checking and approval of the Initial Pay Statements of the government employees in the 2017 Revised Pay Structure will be in the following manner:-
  - (a) The existing system of provisional fixation of pay for the non-gazetted government employees, including gazetted government employees drawing pay in the establishment pay bills form, shall continue. As far as the government employees drawing pay on the authority of pay slips issued by the Accountant General (A&E) are concerned, the fixation of their pay and approval of their Initial Pay Statements will be done by his office as usual.
  - (b) With regard to the non-gazetted government employees, including the gazetted employees drawing pay from the establishment pay bills, checking and approval of their Initial Pay Statements will be done by Finance (Pay Revision) Department.
  - (c) Finance (Pay Revision) Department will check and approve only the 2017 Initial Pay Statements.
  - (d) Initial Pay Statements of previous pay revisions (viz., 1996 & 2007), if not yet approved, are to be checked and approved by the Finance & Accounts Officer and countersigned by the Financial Adviser of the respective departments before the 2017 Initial Pay Statements are sent to Finance (Pay Revision) Department. In the event there are 1979 and 1987 Initial Pay Statements which have not yet been checked and approved the same may be sent to Finance (PR) Department.
  - (e) Priority in checking and approval of Initial Pay Statements shall be given to cases which involve retired/deceased employees, employees who are on the verge of retirement and those on transfer on promotion. The Service Books and Initial Pay Statements of other employees will be accepted by Finance (Pay Revision) Department only after such prioritisation has been exhausted.
  - (f) Checking and approval of the Initial Pay Statements shall, in normal cases, be attended to on a “*first-come-first-served*” basis.
  - (g) Pending checking and approval of the Initial Pay Statements, all pay-related benefits such as annual increments, fixation of pay on promotion, placement(s) under the Modified Assured Career Progression Scheme (MACP) should be granted/sanctioned to the employees as a matter of course.
2. All Departments/Offices should ensure that before sending the Service Books/Rolls of their employees to Finance (Pay Revision) Department for the purpose of checking

and approval of the Initial Pay Statements, the following documents should be placed in the Service Books/Rolls:-

- (a) Copy of appointment/promotion orders;
- (b) copy of Mark sheets/Certificates (in cases of grant of higher scale/advance increment);
- (c) copy of orders relating to grant of advance increments, if any;
- (d) copy of the approval of the competent authority for regularisation of appointments in government service made without the recommendation of the Meghalaya Public Service Commission or the District Selection Committee or the Departmental Selection Committee, as the case may be;
- (e) copies of orders for grant of financial up-gradation under the Assured Career Progression Scheme, if any [cases of those eligible employees who have not yet been granted the financial up-gradation under the ACP Scheme should be placed before the Screening Committee before their Initial Pay Statements are sent to Finance (Pay Revision) Department]; and,
- (f) copies of orders relating to leave without pay (E.O.L.), suspension and re-instatement, stoppage of increment, etc., if any.

3. All Departments/Offices should also ensure that the following steps were taken before sending the Service Books to Finance (Pay Revision) Department:-

- (a) The bio-data in the Service Books of the employee should be filled and signed by the Head of Office, with seal;
- (b) All relevant service documents of the employees, other than those mentioned at para. 2 above, should be placed in the Service Books;
- (c) The 2017 Initial Pay Statements should be prepared in triplicate, duly signed by the Head of Office at the space provided. Photo-copy of signature will not be accepted.

Sd/-

Principal Secretary to the Govt. of Meghalaya  
Finance Department

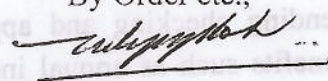
Memo No. F(PR) – 52/2017/31-A

Dated Shillong, the 12<sup>th</sup> March, 2018

Copy to:-

1. The Accountant General (A&E), Meghalaya, etc. Shillong for information.
2. All Administrative Departments.
3. All Heads of Departments with a request that the contents of this Office Memorandum be brought to the notice of all District and Subordinate Offices under their control.
4. All Deputy Commissioners.
5. All Sub-Divisional Officers (Civil).
6. All Financial Advisers/Finance & Accounts Officers for information and necessary action.
7. State Informatics Officer, NIC, Shillong with a request to upload a copy of the Office Memorandum on the website of Finance Department.

By Order etc.,



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