

From

The Addl. Chief Secretary to Govt., Haryana,  
Finance Department

To

All the Addl. Chief Secretaries/Principal Secretaries to Govt. Haryana.  
All the Heads of Departments in Haryana.  
The Registrar, Punjab & Haryana High Court.  
All the Divisional Commissioners in Haryana.  
All the Deputy Commissioners in Haryana.  
All the Sub Divisional Officers (Civil) in Haryana.

**Subject : Revised pay package formulation and implementation thereof-Documents regarding.**

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Sir/Madam,

The undersigned is directed to forward a copy each of the documents indicated below for your information and suitable necessary action at your end:

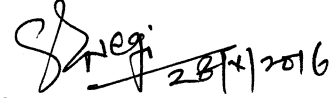
- (i) Extract from the Haryana Government Gazette (Extraordinary) dated 28<sup>th</sup> October, 2016 Haryana Civil Services (Revised Pay) Rules, 2016.
- (ii) Extract from the Haryana Government Gazette (Extraordinary) dated 28<sup>th</sup> October, 2016 Haryana Civil Services (Assured Career Progression) Rules, 2016.
- (iii) Form of option, Statement of fixation of pay under Haryana Civil Services (Revised Pay) Rules, 2016 and Haryana Civil Services (Assured Career Progression) Rules, 2016 and form of undertakings.

2. The undersigned is further directed to impress upon you that the action required to be taken in the light of above said Rules and Notifications etc. should be initiated immediately to ensure that the payment of salary to all such Government employees who have elected to be governed by the above said Rules or who have brought over to be governed by the above said Rules is made to them in the respective entitled revised level of pay with effect from the month of November, 2016 to be paid in December, 2016.

3. The undersigned is further directed to impress upon you that utmost care should be taken while fixing the pay in the revised pay level entitled to the respective Government employees in accordance with the provisions of Rules. For this purpose, the Rules should be, carefully gone through and understood so that the probability of any mistake taking place is minimized.

4. You are further requested to seek clarification from the Department of Finance in the Pay Revision Branch wherever any difficulty is faced in understanding/interpreting the provisions as contained in the Rules or the Instructions. Such consultation can be made informally or through a formal request. However, you are further requested that such consultation should be done at a personal level by sending preferably some of the employees in your Department or office, as the case may be, to seek guidance in the Pay Revision Branch so as to ensure that no undue delay takes place in implementing the decision of the Government in the time frame in which the Rules are to be made operational.

5. The undersigned is further directed to impress upon you that the arrears should be drawn during the current financial year, 2016-17.

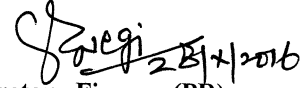
 28/10/2016

**Under Secretary Finance (PR)**  
for the Addl. Chief Secretary to Govt. Haryana,  
Finance Department

Endst. No. 1/20/2016-5PR (FD)

Dated 28<sup>th</sup> October 2016

A copy is forwarded to the Chief Secretary to Government Haryana for information.

 28/10/2016

**Under Secretary Finance (PR)**  
for the Addl. Chief Secretary to Govt. Haryana,  
Finance Department

To

The Chief Secretary to Government Haryana.  
(in GS-II & Cabinet Branches).

U.O. No. 1/20/2016-5PR (FD)

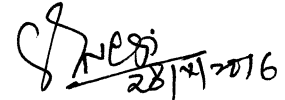
Dated 28<sup>th</sup> October, 2016

Endst. No. 1/20/2016-5PR (FD)

Dated 28<sup>th</sup> October, 2016

A copy of the above is forwarded to the following for information and necessary action:-

1. Principal Accountant General (A&E and Audit), Haryana, Chandigarh.
2. The Legal Remembrance, Haryana.
3. All Treasury Officers/Assistant Treasury Officers in Haryana.
4. All the Chairmen/Chief Administrators/Chief Executives/Managing Directors etc. of all of the Boards/Corporations of Haryana Government.

 28/10/2016

**Under Secretary Finance (PR)**  
for Addl. Chief Secretary to Govt. Haryana,  
Finance Department

**Annexure-I**  
**THE SECOND SCHEDULE**  
**FORM OF OPTION**

[See Rule 6.]

- (i) \*I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2016.
- (ii) \*I, \_\_\_\_\_ hereby elect to continue in the existing Pay structure of my substantive / officiating post mentioned below until:
- (a) \*the date of my next increment
  - (b) \*I vacate or cease to draw pay in the existing pay structure
  - (c) \*The date of my promotion to the post of \_\_\_\_\_.
- (iii) My existing Pay Band and Grade Pay \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

\*To be scored out, if not applicable.

**Annexure-II**  
**Statement of fixation of pay under**  
**Haryana Civil Service (Revised Pay) Rules, 2016**

Sr. No.	Particulars
1	Name of the Government Employee.
2	Designation of the post in which pay is to be fixed as on January 1 <sup>st</sup> , 2016.
3	Status (Substantive/Officiating).
4	Pre-revised Pay Band and Grade Pay applicable for the post (in case more than one Pay Band+ Grade Pay is applicable for the post and these have been merged in a single revised Pay Band+ Grade Pay, the Pay Band+ Grade Pay in which the employee was actually drawing his pay should be specified).
5	Existing emoluments as on January 1 <sup>st</sup> , 2016
	(a) Pay in Pay Band (including Stagnation Increments, if any).
	(b) Grade Pay.
	(c) Dearness Allowance applicable as on 01.01.2016.
	(d) Total existing emoluments [(a) to (c)].
6	Basic Pay (Pay in the applicable pay band plus applicable Grade Pay) in the pre-revised structure as on January, 1 <sup>st</sup> 2016.
7	Applicable level in the Pay Matrix corresponding to the Pay Band and Grade Pay shown at Sr. No. 4 above.
8	Amount arrived at by multiplying Basic Pay as at Sr. No. 6 by 2.57.
9	Applicable Cell in the level either equal to or just above the Amount at Sr. No. 8 above.
10	Revised Basic Pay (as per Sr. No. 9).
11	Stepped up pay with reference to the revised pay of the junior, if applicable, [Rule ..... and ..... of HCS (RP) Rules, 2016]. Name and pay of the junior also to be indicated distinctly.
12	Revised pay with reference to the Substantive Pay in case where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable [Rule .....(.....)].
13	Personal Pay, if any [Rule ..... and .....]
14	Non-Practicing Allowance as Admissible at present in the existing pre-revised pay structure (in terms of para ..... of this Notification).
15	Date of next increment (Rules ..... & ..... ) and pay after grant of increment.

Date of Increment	Pay after Increment in applicable level of Pay Matrix
01.07.2016	

16. Any other relevant information.

Date:  
Office:

**Signature & Designation**  
of Head of Office

**Annexure-II- A**  
**Statement of fixation of pay under Haryana Civil Service (Assured Career Progression)**  
**Rules, 2016**

Sr. No.	Particulars
1	Name of the Government Employee.
2	Designation of the post in which pay is to be fixed as on January 1 <sup>st</sup> , 2016.
3	Status (Substantive/Officiating).
4	Pre-revised ACP Pay Band and Grade Pay applicable for the post in which the employee was actually drawing his pay should be specified.
5	Existing emoluments as on January 1 <sup>st</sup> 2016 or as on the date of option.
	(a) Pay in Pay Band
	(b) Grade Pay.
	(c) Dearness Allowance applicable as on 01.01.2016.
	(d) Total existing emoluments [(a) to (c)].
6	Basic pay as on 01.01.2016 (Pay in the ACP pay band plus Grade Pay) in the pre-revised structure as on 31.12.2015.
7	Applicable ACP level in the Pay Matrix corresponding to the ACP Pay Band and Grade Pay shown at Sr. No. 4 above.
8	Amount arrived at by multiplying basic pay as at Sr. No. 6 by 2.57
9	Applicable Cell in the ACP level either equal to or just above the Amount at Sr. No. 8 above
10	Revised Basic Pay (as per Sr. No. 9)
11	Stepped up pay with reference to the revised pay of the junior, if applicable, [Rule ..... and ..... of HCS (RP) Rules, 2016]. Name and pay of the junior also to be indicated distinctly.
12	Revised pay with reference to the Substantive Pay in cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post if applicable [Rule .....(....)]
13	Personal Pay, if any [Rule ..... and .....]
14	Non-Practicing Allowance as Admissible at present in the existing pre-revised structure (in terms of para ..... of this Notification)
15	Date of next increment (Rules ..... & .....) and pay after grant of increment.

Date of Increment	Pay after Increment in applicable level of Pay Matrix
01.07.2016	

16. Any other relevant information.

Date:  
Office:

**Signature & Designation**  
of Head of Office

**Annexure-III**  
**UNDERTAKING**

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in Haryana Civil Services (Revised Pay) Rules, 2016 or Haryana Civil Services (Assured Career Progression) Rules, 2016, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :

Signature \_\_\_\_\_

Place :

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Annexure-IV**  
**UNDERTAKING**

I hereby undertake that as a result of any rectification or adjustment in the pay scale granted to me on the strength of any interim order by any Court of Law or on the basis of any interim order by any Court of Law, any excess amount which may be found to have been made as a result of relevant appropriate decision taken by the Government on the final decision of the Court of Law, will be refunded by me to the Government either by adjustment against future payments due to me or otherwise. I further undertake to abide by such relevant appropriate decision of the Government taken on the final decision of such Court of Law as the case may be.

Date:

Place:

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_