



UNIVERSITY OF KERALA

No.Fin.III.I.9900/2011

Thiruvananthapuram, Dated 19.05.2011.

CIRCULAR

Sub:- Pay Revision 2009 – Pay Fixation and allied matters – instructions issued – reg.

Ref:- G.O.(P) No.86/2011 Fin. dt 26.02.2011.

The Following instructions are issued with regard to the payment of Pay and Allowances in the Revised Scale of Pay.

1. The revised Pay will be fixed in response to the option exercised by University employees coming under the purview of State Pay Revision Orders. Pay Fixation Statements will be issued by the Finance Officer.
2. The monetary effect of the Pay Revision shall be w.e.f. 01.07.2009 or the date opted by the employees as detailed in the Pay Fixation Statement.
3. No pay fixation statement will be issued in the case of employees initially appointed on or after 01.07.2009. In their case, they are deemed to have been appointed in the revised scale. The Drawing Officer/ Head of the Department who maintains their service book/ GER shall make necessary entries in the Service Book/ GER, authorize increments due and intimate the revised rate of pay to the AR Audit for disbursing the revised salary.
4. In all other cases, the Drawing Officer shall make necessary entries in the SB/GER with regard to the Pay Fixation detailed in the Statement issued by the Finance Officer and authorize subsequent increments as being done now. Thereafter a consolidated statement showing the rate of Pay from time to time due to the incumbent as noted/ authorized in the SB/GER shall be prepared and forwarded to the AR Audit for effecting payments. In the case of Establishment Staff working in the Kariavattom Campus, the consolidated statement shall be prepared by the JR, Campus Administration Kariavattom. In the case of establishment staff in Departments in and around SH Campus, the consolidated statement will be forwarded by Finance III section. In the case of establishment Staff in the University Office, the consolidated statements shall be prepared by DR Administration II.

[Authorization of subsequent increments should be subject to eligibility and fulfillment of the conditions such as declaration of probation, rendering of qualifying service etc]

5. All Department Heads are required to enter the details of Pay Fixation in the Service Books and forward proposals for grant of increments, to the Finance Officer or the JR Campus Administration Kariavattom as the case may be.
6. The consolidated statement in respect of all Self drawing Officers (ie those whose GER is maintained) shall be issued from Finance III section.
7. Salary in the revised scale is payable in cash for the month of February 2011 onwards and the arrears up to January 2011 shall be impounded and credited to the UPF account of the employees.
8. The salary automation in the case of Self drawing Officers and Establishment Staff came into effect from 01.09.2009 and 01.12.2009 respectively. The arrears due from 09/2009 and 12/2009 respectively in the cases as noted above shall be disbursed through the automated system (KUFIN). But the arrears prior to introduction of the automated system shall be claimed directly by the incumbents concerned in the case of Self drawing officers and by the Drawing and Disbursing Officers in the case of Establishment Staff by presenting bills attached with UPF schedule, to the concerned Audit sections where the related audit volumes for the prior period are maintained. The Drawing and Disbursing Officers/ DR Administration II/ Heads of Offices and Departments shall see that the above instructions are complied with.
9. All doubts with regard to the payment of revised salary and allied matters may be referred to the Finance Officer.

sd/-

FINANCE OFFICER

Approved for issue

SECTION OFFICER

To

1. PS to VC / PVC
2. PA to Registrar /C.E/ Finance Officer/DP&D/Spare
3. All Heads of Departments/Offices
4. All Sections in the Administration/ Finance/Audit
5. Stock File