

**GOVERNMENT OF PAKISTAN**

**FINANCE DIVISION**



**COMPILATION OF ORDERS**

**RELATING TO**

**VARIOUS SCHEMES OF PAY SCALES,  
ALLOWANCES AND FRINGE BENEFITS**

**(1972 to 2017)**

*ABDUL QADIR KHAN  
Section Officer  
Finance Division  
Government of Pakistan  
Islamabad*

## Executive Summary

Basically, this book is only a compilation of orders on the subject of pay scales issued by the Government of Pakistan from time to time. Efforts have been made to ensure that no orders are left out. This book consists of following Five Parts:-

- a) Part I contains definitions of various basic terms used in this Compilation.
- b) Part II covers history of Pay Scales issued from 1<sup>st</sup> January, 1949 till 1<sup>st</sup> July, 2017 such as,

	<u>Period</u>
i. Prescribed Scales of Pay	1-1-1949 to 1-12-1962
ii. National Pay Scales	1-3-1972 to 1-7-1981
iii. Basic Pay Scales	1-7-1983 to 1-7-2017

- c) Part III consists of details of all "Pay Scales" issued from 1972 to 2017. Feedback received from various stakeholders in the form of various O.Ms issued by the Finance Division concerning clarifications, amendments, ad-hoc reliefs, and removal of anomalies, etc., has also been incorporated in this book in order to make it comprehensive and useful for the users.
- d) Part IV covers the following topics contained in four Appendices:
  - Appendix-I - Consolidated statement showing the dates of revision and details of the Revised Pay Scales since 1972.
  - Appendix-II - Statement showing common Allowances drawn along with Pay since 1972.
  - Appendix-III - Orders for fixation of Pay in the Pay Scales revised from time to time.
  - Appendix-IV - Increases in Pay other than on Revision of Pay Scales.
- e) Part V consists of all "Management Grades and Management Positions (MP) Scales, Allowances and Fringe Benefits" issued from 1978 to 2017.

6. It is hoped that this Compilation will be helpful in understanding the Government efforts for making improvements in the pay packages of the Federal Government employees, from time to time, since 1972.

## Preface

In order to facilitate the Federal Government offices and the employees in getting information regarding the revisions, made by the Federal Government, in the pay, allowances and fringe benefits, from time to time, Finance Division had earlier compiled the orders of the Federal Government relating to Pay Scales, Allowances etc. First such compilation was printed in 1984. Its updated second edition was printed in 1990.

Necessity for compilation of such an updated book on revision of pay scales, allowances and fringe benefits was being felt for quite some time. Finance Division, therefore, initiated an exercise in this regard and has now compiled an updated document upto 2017.

This book consists of Five Parts. Part I comprises definitions of basic terms. Part-II covers history of Pay Scales from 01 January, 1949 to-date. Part III consists of all "Pay Scales" issued from time to time, during the years 1972 to 2017. Part IV contains Appendices. The orders containing details of "Management Grades and Management Positions (MP) Scales, Allowances and Fringe Benefits" issued from 1978 to 2017 have been included in this Compilation for the first time, in its Part V.

The amendments and clarifications, relating to the "Pay Scales" issued by the Government of Pakistan, from time to time, have also been included in this book so as to make it authentic source of reference. It is hoped that the book will prove handy and useful for the users.

Errors or omissions, if any, may be brought to the notice of Ministry of Finance for rectification, etc.

Secretary to Government of Pakistan,  
Ministry of Finance

Islamabad

Dated: 25-08-2017

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**PART- I**

**DEFINITIONS**

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## PART-I DEFINITIONS

Unless there is something repugnant in the subject or context, the terms defined in this chapter are used in the sense explained hereunder:-

(1) **Compensatory Allowance** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance but does not include sumptuary allowance nor the grant of free passage by sea to or from any place outside Pakistan. [FR 9(5)]

(2) **Joining Time** means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted. [FR 9(10)]

(3) **Overseas Pay** means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile. [FR 9(20)]

(4) **Pay** means the amount drawn monthly by a Government servant as –

- (i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre; and
- (ii) Overseas pay, technical pay, special pay and personal pay; and
- (iii) Any other emoluments which may be specially classed as pay by the President. [FR 9(21) (a)]

(5) **Permanent post** means a post carrying definite rate of pay sanctioned without limit of time. [FR 9(22)]

(6) **Personal Pay** means additional pay granted to a Government servant –

- (a) to save him from a loss of substantive pay in respect of permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure: or
- (b) in exceptional circumstances, on other personal considerations.  
[FR 9(23)]

(7) **Presumptive pay of a post**, when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties but it does not include special pay unless the Government servant performs or discharges the work or responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned. [FR 9(24)]

(8) **Special pay** means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of –

- (a) the specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility; or
- (c) the un-healthiness of the locality in which the work is performed.  
[FR 9(25)]

(9) **Subsistence grant** means a monthly grant made to a Government servant who is not in receipt of pay or leave-salary.

(10) **Substantive pay**

(a) Substantive pay means the pay other than special pay, personal pay or emoluments classed as pay by the President under rule 9 (21)(a)(iii), to which a Government servant is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;  
[FR 9(28)]

(b) In cases where Government servants are not in receipt of substantive pay, the officiating pay drawn by them continuously for three years or more may be treated as substantive pay for the purpose of fixation of pay on promotion to a higher grade;

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[Authority: Fin. Div. U.O. No F. 2 (22) R.3/601, Dated 17-08-1981]

(c) The authority which appoints an officer to a temporary appointment may declare that the officer shall hold the appointment substantively for the purposes of the acting allowance rules. The effect of such a declaration will be that if the officer officiates in another appointment while continuing to retain a lien on the temporary appointment, his emoluments in respect of the temporary appointment will be regarded as his substantive pay for the purpose of calculating his salary. Art. 76-D. of C.S.R

(11) **Technical pay** means pay granted to a Government servant in consideration of the fact that he has received technical training in Europe. [FR 9(29)]

(12) **Temporary post** means a post carrying a definite rate of pay sanctioned for a limited time. [FR 9(30)]

(13) **Tenure post** means a permanent post which an individual Government servant may not hold for more than a limited period. [FR 9(30-A)]

(14) (a) **Time-scale pay means** pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive.

(b) Time-scale are said to be *identical* if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

(c) A post is said to be on the *same* time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having

been created in order to fill all posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post. [FR 9(31)]

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**PART- II**

**HISTORY OF PAY SCALES**

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## PART-II

### HISTORY OF PAY SCALES

Following three Schemes of Pay Scales have been introduced since Independence: –

- i) Prescribed Scales of Pay.
- ii) National Pay Scales.
- iii) Basic Pay Scales.

Brief description of **above** said schemes is given **as follows**: –

#### (i) PRESCRIBED SCALES OF PAY

Prescribed scales of pay were introduced with effect from 01.01.1949 and revised with effect from 01-12-1962.

#### SALIENT FEATURES

- These Scales were sanctioned for each post separately in various Ministries/Divisions/Organizations etc.
- More than five hundred pay scales were operative for different categories of Government servants.
- One or more Efficiency Bars were introduced in each scale to judge the efficiency of Government servants at various stages.
- Selection grades, special pays and technical pays were introduced as an incentive for improvement of skill of Government servants.

- Government servants were divided in four classes along with comparison with present pay scales, as shown below: –

i.	Class –I (Gazetted)	BPS-17 and above.
ii.	Class –II (Gazetted/NG)	BPS- 16
iii.	Class –III (Non Gazetted)	BPS-3 to 15
iv.	Class –IV (Non Gazetted)	BPS-1 and 2.

**(ii) NATIONAL PAY SCALES (NPS)**

National Pay Scales were introduced with effect from 01.03.1972 and revised with effect from 01.05.1977.

**SALIENT FEATURES**

- A uniform set of 22 National Pay Scales was introduced for all the Government servants.
- Selection grades, special pays and technical pays were abolished altogether.
- The concept of Efficiency Bar was eliminated in the scales for Gazetted Officers and retained up to N.P.S-15.
- Government servants were divided in twenty-two grades and classes of Government servants were abolished.
- The benefit of one premature increment on promotion was allowed.

**(iii) BASIC PAY SCALES (BPS)**

Basic Pay Scales were introduced with effect from 1<sup>st</sup> July 1983, and revised on 1<sup>st</sup> July 1987, 1<sup>st</sup> June 1994, 1<sup>st</sup> December 2001, 1<sup>st</sup> July 2005, 1<sup>st</sup> July 2007, 1<sup>st</sup> July 2008, **1<sup>st</sup> July 2011, 1<sup>st</sup> July 2015, 1<sup>st</sup> July 2016 and 1<sup>st</sup> July 2017.**

## SALIENT FEATURES

- The nomenclature of the scales was changed without disturbing the basic structure of N.P.S.
- The Basic Pay Scales are not to be regarded as grades like in N.P.S.
- Officials shall henceforth be appointed/promoted to posts and not in grades.
- Selection grades were introduced for certain categories of employees.
- Various Special/Technical Pays and Allowances were allowed as incentives for higher qualifications, etc.
- The concept of advance increments on possessing/acquiring higher qualification was introduced to encourage the Government servants to improve their qualification/skills and they were discontinued in BPS 2001, *w.e.f* 01-12-2001.
- Efficiency Bars were totally removed from the Pay Scales.



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**PART- III**

**NATIONAL/BASIC PAY SCALES (1-22)**

**SINCE 1972**

**SECTIONS (I – XXIV)**

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**SECTION - I**

**NATIONAL PAY SCALES (1 - 15)**

**(Non-Gazetted  
(1972)**

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No.F.1(2)-NG.Imp/71

Islamabad, the 8<sup>th</sup> March, 1972

**Subject:— Scheme of National Scales of Pay, Allowances and other Fringe Benefits for Non Gazetted Civil Employees (other than Teaching Personnel).**

The President and CMLA has been pleased to sanction, with effect from the 1<sup>st</sup> March, 1972, a scheme, as detailed below, of National Scales of Pay, Allowances and other fringe benefits, for non-gazetted civil employees of the Central Government, paid directly from the Civil Estimates or the Defence Estimates.

### **PART I - NATIONAL SCALES OF PAY AND ALLIED MATTERS**

(A) The National Scales of Pay shall be as in the Schedule annexed to this Office Memorandum. No addition to, or alteration in, these scales shall be made except with the approval of the President.

(B) There shall be no Selection Grade in the National Scales of Pay. Those Government servants who were in the existing Selection Grades since before the 1<sup>st</sup> March, 1972, will be fixed in the appropriate National Scales on the basis of the maximum of the Selection Grade.

(C) In the case of the existing Government servants, \*(excluding those on LPR) i.e. those who have been in the non-gazetted civil employ of the Central Government since before the 1<sup>st</sup> March, 1972, initial pay in the National Scale of Pay of the post held by them on the 1<sup>st</sup> March, 1972, will be fixed at the stage equal to or if there be no such stage, at the stage next above, the aggregate of the following, viz.,—

- (i) The existing basic pay, i.e., the basic pay that would have been admissible on the 1<sup>st</sup> March, 1972, but for the issue of this Office Memorandum.

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\*[Authority: F.D. O.M. No.1(2)-NG.Imp/71, dated the 8<sup>th</sup> March, 1972 and 4(3)-NG.Imp-II/72, dated 03-07-1972.]

- (ii) An amount of increase, to be determined in accordance with the percentage increase formula given below:—

**Percentage - Increase Formula**

<u>National Scale of Pay in which pay is to be fixed</u>			<u>Percentage-Increase of the existing basic pay</u>
1 and 2	40%	}	Subject to a minimum of Rs.20 and a maximum of Rs.40.
3 and 4	30%		
5, 6 and 7	20%	}	Subject to a minimum of Rs.30 and a maximum of Rs.60/-.
8, 9, 10 and 11	15%		
12, 13, 14 and 15	10%		

[Note.—(a) Where the aggregate of (i) and (ii) above exceeds the maximum of the relevant National Scale of Pay, the excess will be allowed as a Personal Pay, subject to subsequent reductions under Fundamental Rule 37.

(b) In cases in which, with the Revised Prescribed Scale, a Special Pay stood permanently attached to a post and the incumbent of the post was ordinarily not transferable to another post not carrying such special pay except on promotion or demotion the term “existing basic pay” occurring in sub-clauses (i) and (ii) above will be inclusive of that special pay.]

**Clarification**

If any special pay existing before 1<sup>st</sup> March, 1972 is not considered as part of existing basic pay, it will continue to be allowed along with the relevant National Scale, even if it had been sanctioned under F.R.9(25)(a).

2. The intention of this clarification is to prevent loss to employees whose special pays were sanctioned under F.R. 9(25) (a), but which cannot be considered as part of “existing pay”.

3. However, in future, no special pays will be sanctioned for considerations prescribed in F.R. 9(25)(a).

4. It is further clarified that if any special pay existing since before 1<sup>st</sup> March, 1972 is considered as part of “existing basic pay” under Note (b) below sub para (c), it will not be allowed along with any National Scale even if it was sanctioned under F.R 9(25) (b) or (c).

5. The intention of the restriction placed in para 4 is that an individual should not get the benefit of particular special pay twice, once in the fixation of his pay in the National Pay Scale by including it as a part of the “existing basic pay” for purpose of conversion and then continue to draw that special pay in addition to the National Pay Scale on the plea that it had been sanctioned under F.R. 9(25) (b) or (a). The benefit can accrue at one stage only, either at stage of conversion to the National Scale or its separate continuation in addition to the National Scale if it has not been considered as a part of the “existing pay” for purposes of fixation of pay in the National Scale.

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[Authority: F. D. O.M. No. 6 (2)-NG-IMP.I(72) (part-II), dated 17<sup>th</sup> June, 1972]

### **Clarification**

The undersigned is directed to state that instances have come to the notice where special pays, other than those of PA/PS, drawn by a government servant in a lower post have been protected on fixation of pay on his promotion to the higher post. Citing such stray cases as precedents, some other civil servants have approached the Wafaqi Mohtasib also. Since the special pay does not form part of the pay of the pay scale of the post and is not, therefore, covered under Fundamental Rules on fixation of pay, the Honourable Wafaqi Mohtasib has taken serious notice of deviations from rules in individual cases treating such decisions as bad precedents not to be created in future.

2. The matter is brought to the notice and it is requested that it may be ensured that henceforth no special pay attached to a post under F.R.9 (25) may be protected on promotion of the government servant to a higher post.

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[Authority: F. D. O.M. No. F.3 (11)/R.I/90, dated 6<sup>th</sup> December, 1992]

(D) The annual increment in the National Scale of Pay will accrue only on the 1<sup>st</sup> day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under the ordinary rules. This is subject to the rules regarding withholding of increments and crossing of Efficiency Bars.

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#### **Amendment/Clarification**

The annual increment in the Basic Scales of Pay will accrue only on 1<sup>st</sup> day of the month of December following the completion of at least six months of service at the relevant stage in that scale as counts for increment under the ordinary rules; provided that:

- a) a retiring Civil Servant shall be entitled to the usual annual increment, for the purpose of calculation of his pension only, on completion of six months service in the year of his retirement, irrespective of due date of 1<sup>st</sup> December following the completion of six months;
- b) The rules regarding withholding of increments and crossing of Efficiency Bars shall not be affected by this decision.

2. In view of the Federal Service Tribunal (FST)'s judgment in Appeal No.275 [R] of 1998 [Mr. Muhammad Yusuf V/S. Divisional Supdt. of Pakistan Railways], the above amendment shall be effective from the calendar year 1998.

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[Authority: F.D. O.M. No. F.3 (20)/R-2/98, dated 8<sup>th</sup> September, 1999.]

#### **Amendment/Clarification**

- i) The words "retiring Civil Servant" is applicable to both gazetted and non-gazetted employees. Para (i) of Part-1 of this Division's Office Memorandum No. F.1 (36) Gaz.Imp/73, dated 18-08-1973 may be treated as amended to that extent.
- ii) The civil servants retiring during the period on and from 1<sup>st</sup> of June and 1<sup>st</sup> of December of a year are entitled to the usual annual increment.

- iii) The amendment is equally applicable to the Civil Servants expired during the above period.

\*(Para 1 (iv) Stands with drawn *vide* OM No. 3(20)R-2/98 dated 21-1-2007)

- iv) The financial effect of the amendment is admissible from the year 1998. No claim of pension/commutation prior to 01-06-1998 will be entertained.

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[Authority: F.D. O.M. No. F.3 (20)/R-2/98, dated 29<sup>th</sup> December, 1999.]

### **Amendment/Clarification**

#### **GRANT OF USUAL INCREMENT IN THE YEAR OF RETIREMENT**

Finance Division have considered the case at length and it is felt that there is no need to amend CSR for this purpose because the increment to the person retiring between 1<sup>st</sup> June to 30<sup>th</sup> November becomes the part of pay scale and is merged in pay. This pay plus other emoluments reckonable for pension are considered for calculation of pension.

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[Authority: F.D. O.M. U.O. No.F.3 (1)-Reg.6/2001 dated 4.12.2001.]

### **Clarification**

#### **GRANT OF USUAL INCREMENT IN THE YEAR OF RETIREMENT TO THE PENSIONER RETIRED PRIOR TO 1998**

I am directed to refer to the Office of the Military Accountant General's letter No. 136/AT/PC/4692-XVI/P-136 dated 25<sup>th</sup> October, 2005 on the subject noted above and to advise that in pursuance of the judgment of the Supreme Court of Pakistan, the benefit of grant of usual increment in the year of retirement allowed *vide* Finance Division's Office Memorandum No: F.3 (2) R-2/98 dated 08-09-1999 and 29-12-1999 may be extended to those Civil Servants who are paid out of Defence Estimates, irrespective of the cut off date of the year of 1998, subject to the following conditions:-

- i) All such cases may be examined and disposed off on case to case basis, after verification from original record, if the applicant applies through proper channel.

- ii) He had completed six month service in the year of retirement and had not reached maximum of his pay scale.

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[Authority: F.D. O.M. No.F.3 (20) R-2/98-Dy.707/2005 dated 2<sup>nd</sup> November 2005]

### **Clarification**

## **GRANT OF USUAL ANNUAL INCREMENT IN THE YEAR OF RETIREMENT TO THE PENSIONERS RETIRED PRIOR TO 1998**

I am directed to refer to the Finance Division O.M No. F.3.(20) R-2/98 dated 8.9.1999 through which the benefit of an increment was allowed for the purpose of pension calculation to those who retired from service between 1<sup>st</sup> June and 1<sup>st</sup> December from the calendar year 1998 and to say that this benefit was not allowed to those who retired from service prior to 1998. However, the Supreme Court of Pakistan in its judgment in number of cases declared the same illegal and allowed the concession to all those who retired after 1.3.1972. In pursuance to the judgments of the Apex Court, the Finance Division has also allowed this benefit to certain pensioners who retired from service prior to 1998. Now, certain pensioners of Pakistan Audit & Account Service who were retired prior to 1998 are approaching this office regarding forwarding of their request on the subject to Finance Division.

\*2. In view of the above, this office is of opinion that instead of allowing the benefit on case to case basis the Department of Auditor General of Pakistan may be authorized to allow such pensioners the benefit of increment, after verification of record, as has been done in the case of Military Accountant General's Office vide Finance Division's letter No.F.3 (20)R-2/98-Dy.707/2005 dated 02-11-2005.

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[Authority: Auditor General of Pakistan's Letter No.1591/PAAS-1/52-95, dated 28.12.2005]

Note: \*The proposal at 2 above was allowed vide Finance Division letter No. F-3(20)R-2/98 Dy-17/2006 dated 7-1-2006.

## **GRANT OF USUAL ANNUAL INCREMENT IN THE YEAR OF RETIREMENT TO THE PENSIONERS RETIRED PRIOR TO 1998.**

I am directed to refer to the Office of Military Accountant General letter No.08/AT/PC/4692-XVI/P-01 dated 4<sup>th</sup> April, 2006 on the subject noted above and to any that arrears of revised pension on account of grant of increment in the year of retirement to the pensioner who retired before 1998 shall be paid with effect from the date of his retirement. Other terms and conditions shall remain the same as embodied in the Finance Division's letter No.F.3 (20) R-2/98-Dy 707/2005 dated 02-11-2005.

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[Authority: F.D. O.M. No .F.3 (20) R-2/98-Dy.314/2006 dated 17<sup>th</sup> April 2006.]

All those Government servants who exhausted/may exhaust the relevant pay scales may be allowed the benefit of annual increment beyond the existing scope of the pay scales w.e.f. 01-12-2005. There will be no presumptive benefit on account of the aforesaid increment prior to 01-12-2005, therefore, no arrears shall be allowed prior to this date. The increment may be treated as personal pay subject to the condition that the employee concerned has put in six months or more service as counts for an annual increment unless withheld under the rules. The amount of the personal pay may not be reduced but treated as part of the pay scale of the concerned Government servant for the purpose of fixation of pay, pension and recovery of house rent etc.

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[Authority: F.D. O.M. No. F.1 (6)/Imp/2005, dated 13<sup>th</sup> October, 2006.]

### **Clarification**

Para-1 (iv) of this Division's Office Memorandum dated 29<sup>th</sup> December, 1999, referred to above may please be treated as withdrawn.

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[Authority: F.D. O.M. No. F.3 (20)/R-2/98, dated 20<sup>th</sup> January, 2007.]

(E) (a) A Class IV Government servant, who has reached the maximum of a National Scale, shall be brought on to the next higher National Scale, with effect from the 1<sup>st</sup> December of the year in which he completes one year of such service, at the above maximum as counts for increment under the rules.

(b) A class III or II (non-gazetted) Government servant who has reached the maximum of a National Scale (lower than the National Scale No.15) shall be brought on to the next higher National Scale, with effect from the 1<sup>st</sup> December of the year in which he completes one year of such service, at the above maximum, as counts for increment under the rules, subject to the condition that there is no adverse entry in his Annual Confidential Report for the last four years. If this condition is not fulfilled, he shall wait at the above maximum till he has earned in succession four Annual Confidential Reports without any adverse entry and his transfer to the next higher National Scale shall take effect from the 1<sup>st</sup> of December of the year, following the year for which he earns the fourth such Annual Confidential Reports.

\* (c) Such UDCs, as were graduates before 1<sup>st</sup> March, 1972, shall be allowed initial pay at a stage not lower than Rs.230 in National Pay Scales No.7.

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\* [Authority: F.D. O.M. No. 3(1) NG.Imp.II/73, dated 11<sup>th</sup> June, 1973]

(d) An employee, who will be adjusted in, or whose basic scale is NPS-15, will, subject to the same conditions as are applicable for movement of employee from the maximum of NPS-3 to 14, be allowed to move over only upto and including NPS-16 of the scheme of National Scales of Pay etc., of 18<sup>th</sup> August, 1973. For this purpose alone, NPS-16 of the Scheme of August 1973, will be deemed as if it were part of the Schedule of National Scales of Pay appended to the Scheme of March 8, 1972.

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[Authority: F.D. O.M. No.1(2) NG.IMP/II/71, dated 26<sup>th</sup> December, 1974]

(e) The initial pay of LDCs who have passed the typewriting test before the introduction of the National Pay Scales should be so enhanced that it should not be less than the pay which they would have been entitled had they passed the typewriting test soon after the introduction of National Pay Scales.

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[Authority: F.D. O.M. No. 3(1) NG.IMP/II/73, dated 7<sup>th</sup> May, 1973]

“Provided that an official whose pay was fixed on 1<sup>st</sup> March, 1972 at the maximum of a National Pay Scales shall be brought on to the next higher National Pay Scale with effect from 1<sup>st</sup> December, 1972. The condition of his having earned annual confidential reports for the last four years without adverse entry in the case of Class III and II (non-gazetted) official shall continue to apply”

“Provided further that in the case of those employees who, on 16<sup>th</sup> December, 1971, were serving in former East Pakistan and assumed duty subsequently in former West Pakistan, the condition that the employee should have earned in succession four annual confidential reports without any adverse entry in ACRs for the last four years, would be reduced **to** two years ACRs earned after resumption of duty in former West Pakistan”.

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[Authority: F.D. O.M. No. 1 (6) NG.IMP/II/75-D-458-R(11)76, dated 18<sup>th</sup> June, 1976.]

(f) (i) The National Pay Scales of Staff Car Drivers and Dispatch Riders are enhanced from No. 3 (Rs. 120-3-150-EB-180) to No. 4 (Rs.130-4-170-EB-5-200), with effect from 1<sup>st</sup> October, 1972. Pay in the enhanced scale (No.4) of individual Drivers and Dispatch Riders will be fixed at the same stage as in the former Scale (No.3). If there is no same stage, it will be fixed at a lower stage, and personal pay will be allowed to bring the aggregate of grade **pay** and personal pay to the level of grade pay in Scale No.3, such personal pay being absorbed in future increases in pay.

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[Authority: F.D. O.M. No. F. 5(16) NG.IMP.I/72, dated 16<sup>th</sup> Nov., 1972.]

(f) (ii) The initial pay of Staff Car Drivers in their enhanced NPS No.4 would be fixed under the ordinary rule i.e. including F.R 23. Requisite options under F.R 23 may be obtained from the individual Staff Car Drivers (and Dispatch Riders vide Finance Division’s Office Memorandum No.D.604-R-4/73-F.26(4)R-1/73, dated **12-5-1972**) and their initial pay in their enhanced NPS-4 may be re-fixed on the basis of those options.

3. It is understood that in a number of cases of Staff Car Drivers/Dispatch Riders, initial pay in the enhanced NPS No.4 was fixed with

effect from 1-10-1972 in accordance with para-3 of the O.M. dated 16-11-1972 referred to above and yet they were incorrectly allowed their next increment in that NPS w.e.f 1-12-1972. This, in spite of re-fixation of their pay in accordance with the preceding para, might result in some amount of over-payments becoming recoverable from several of the Staff Car Drivers/Dispatch Riders concerned. The President has been pleased to decide that these over-payments will not be recovered and will be treated as written off.

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**[Authority: F.D. O.M. No. 26(4) R.I/73, dated 11<sup>th</sup> March, 1974.]**

(f) (iii) 25% of the total posts of Drivers/Dispatch Riders of Government vehicles may be placed in senior scale in every Ministry/Department.

The grant of senior scale will be subject to the following conditions: —

- a. NPS-7 will be granted to the Drivers who have put in 15 years service as Drivers/Dispatch Riders;
- b. If a Driver/Dispatch Rider has rendered more than 10 years but less than 15 years of such service, he may be allowed pay in NPS-6; NPS-7 may be allowed on completion of 15 years of such service;
- c. If a Driver/Dispatch Rider has completed more than 5 years but less than 10 years of service, he may be allowed pay in NPS-5; NPS-6, NPS-7 may be allowed on completion of 10 years and 15 years service in accordance with the above; and.
- d. The above scale will not be allowed to a Driver/Dispatch Rider who has not completed 5 years of such service.

The fixation of pay in the higher scale will be allowed at stage next above the existing basic pay in the lower Scale without any premature increment, which is allowed only on promotion from lower to a higher post.

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**[Authority: Establishment Division's O.M. No. 15 (2)/75-F.I., dated 7<sup>th</sup> May, 1980.]**

(f)(iv) (i) for the grant of NPS-7, the condition of 15 years will apply to both the categories of Drivers/Dispatch Riders;

(f)(iv) (ii) the grant of senior scale involves promotion and should be considered by the relevant DPC on the basis of performance on seniority-cum-fitness basis;

(f)(iv) (iii) Senior scale may be granted subject to (ii) above; and that

(f)(iv) (iv) for the purpose of calculation of senior scale, the posts of Drivers/Dispatch Riders shall be taken together and the promotion will be made on the basis of combined seniority.

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[Authority: F.D. O.M. No. 846-R.3/80, dated 17<sup>th</sup> July, 1980.]

(f)(v) 50% of the total number of posts of Drivers/Dispatch Riders of Government vehicles may be placed in the Senior Scale in every Ministry/Division. This order shall be effective from 7-5-1980.

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[Authority: Establishment Div's O.M. No.15/2/75-F.IV/F/I, dated 10<sup>th</sup> January, 1981.]

(f)(vi) The existing pay scale of Motor Truck/Lorry/Van Drivers may be enhanced from NPS-3 to NPS-4 w.e.f 1-11-1981,

2. The fixation of pay of individual drivers will be made in NPS-4 w.e.f. 1<sup>st</sup> November, 1981 at the stage next above their basic pay in NPS-3 in accordance with the principle enunciated in this Division's O.M.No.438-R-4/75-F.2(31)R.1/75.dated the 18<sup>th</sup> June,1975.

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[Authority: F.D. O.M. No.2 (63)R.I/79-1505-R.I/81, dated the 21<sup>st</sup> November, 1981.]

(f) (vii) In cases of fixation of pay governed by the Fundamental Rules, irrespective of any provision to the contrary in those Rules, where a Civil servant is not transferred from one post to another but is transferred from a lower to a higher scale, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of the transfer to the higher scale. This decision will come into force with effect from 1-3-1975 and would not apply to cases which had been settled before that date.

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[Authority: F.D. O.M. No. F.438-R.4/75-F. 2(31) R.I/75, dated the 28<sup>th</sup> June, 1975]

(g) (i) In the case of Engineering diploma-holders and technical draftsmen employed under the Federal Government, the enhanced National Pay Scales shall be as follows:—

- (a) NPS-11 shall be allowed for posts for which the prescribed qualification for direct entry is Matriculation plus 3 years diploma course in any branch of engineering from a recognized institution.
- (b) NPS-11 shall also be allowed for posts of draftsmen requiring for direct recruits the educational qualification of Matric plus 3 years diploma course.
- (c) The promotees to posts (a) and (b) above shall get the same NPS as direct recruits irrespective of their educational qualifications.
- (d) For the posts of Overseer, B/R Grade-1 and Superintendent E/M Grade-1 in MES, for which the minimum qualification for appointment is a B.Sc. (Engineering) degree-NPS-14 may be allowed tentatively till Government decision allowing Class-I status to Engineering Graduates is fully implemented.
- (e) The: NPS of Head Draftsmen of CEAs Office, MES, T&T Department and Circle Head Draftsmen of Replacement Wing etc., will be enhanced from NPS No.11 to NPS No. 13.

These orders shall take effect from 1-5-1974.

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[Authority: F.D. O.M. No. F.1(24) NG.Imp.II/73-384/74, dated the 8<sup>th</sup> May, 1974.]

(g) (ii) In each of the Federal Government Organizations having regular posts for which the prescribed minimum qualification for direct entry is Matriculation plus 3 years diploma course in any branch of engineering from a recognized institution, 25% of those posts will carry NPS-16.

*Note.* – This also includes the posts of Draftsmen, Divisional Draftsmen, Circle Head Draftsmen, etc., for which the prescribed minimum qualification for direct entry is matriculation plus three years diploma course in Draftsmanship from the recognized institution.

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[Authority: F.D. O.M. No. F. 1(1) NG.Imp.II/75, Dy.No.105/76 dated the 19<sup>th</sup> February, 1976.]

(g) (iii) The scope of the orders issued in para 2 of Finance Division's O.M. No. F.1 (1) NG-IMP.II/75-Dy.No.105/76, dated 19-2-1976, includes the posts of Draftsmen, Divisional Draftsmen, Circle Head Draftsmen, etc., for which the prescribed minimum qualification of direct entry is Matriculation plus 3 years diploma course in draftsmanship from a recognized institution.

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[Authority: F.D. O.M. No. F. 1(1) NG.Imp.II/75-D.473-R.II/76, dated the 24<sup>th</sup> June, 1976.]

(g) (iv) The existing incumbents of the posts who do not fulfil the prescribed qualification referred to in (a) of Finance Division O.M. No. F.1(24)-NG. IMP.II/73-384/74, dated the 8<sup>th</sup> May, 1974 also be treated as entitled to NPS-11.

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[Authority: F.D. O.M. No.340-R.II/76-F.1 (1) NG.Imp.II/76-376, dated the 3<sup>rd</sup> May, 1976.]

(g) (v) The decision mentioned in g(iv) above shall also apply mutatis mutandis in respect of the posts of Draftsmen falling in clause (b) of Finance Division O.M. dated the 8<sup>th</sup> May, 1974 referred to in (iv) above.

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[Authority: F.D. O.M. No. F.1(1)-NG.IMP.II/76-624-R(II)76, dated 16.09.1976.]

(h) (i) The Jamadars attached to Ministers/Secretaries/Additional Secretaries in the Federal Secretariat will be allowed a special pay of Rs.10 p.m. in addition to their pay in the National Pay Scale applicable to them. These orders will take effect from 1<sup>st</sup> May, 1974.

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[Authority: F.D. O.M. No. F. 4(8) R.1/74, dated the 17<sup>th</sup> May, 1974.]

(h) (ii) The Jamadars who prior to the introduction of the National Pay Scales were drawing pay in scales of Rs.72-1-80 and Rs.75-1-85 are also entitled to special pay of Rs.10 p.m. in addition to their pay in the National Pay Scales applicable to them.

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[Authority: F.D. O.M. No. F. 4(8) R.I/74, dated the 13<sup>th</sup> February, 1975.]

(i) The special pays attached to posts of P.Ss/P.As to Ministers and to posts of Stenographers to Secretaries, Additional Secretaries and Joint Secretaries in the Federal Secretariat will be treated as if they were part of the time scale pay of the above posts, for the purposes of fixation of pay of the incumbents concerned, on promotion to higher posts.

2. The above decision will take effect from 1-3-1972 provided that payments consequent on fixation of pay in accordance with this decision shall not be admissible for any period prior to the date of issue of this O.M. These NPS-16 posts should be filled on the basis of seniority -cum- fitness and subject to 10 years service and passing of the prescribed departmental examination.

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[Authority: F.D. O.M. No. F. 1(7) NG.IMP.II/73, dated the 10<sup>th</sup> January, 1976.]

(F) With the National Scale of Pay, no special pay, will be attached to any post, or granted to any Government servant, except on the considerations prescribed in (b) and (c) in Fundamental Rule 9(25). In cases in which, with the Revised Prescribed Scale a special pay stood permanently attached to a post and the incumbent of the post was ordinarily not transferable to another post not carrying such special pay except on promotion or demotion, that special pay will not be admissible with the National Scale of Pay.

(G) With the National Scale of Pay, no technical pay will be attached to any post, or granted to any Government servant.

(H) There will be no special rates of stipend for apprentices/stipendiary-students. Apprentices and stipendiary students will be allowed the minimum of the National Scale of Pay of the post to which they would be appointed on successful completion of their apprenticeship/stipendiary-studentship. The period of apprenticeship/stipendiary-studentship will not count for increment in the National Scale. Those drawing stipends at a higher rate already will not be affected.

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[Authority: F.D. O.M. No. F. 5(15)-NG-Imp.I/72, dated the 31st May, 1972.]

(I) In cases of promotion from a lower to a higher post, where the stage in the National Scale of the higher post, next above the substantive pay in the National Scale of the lower post, gives a pay increase equal to, or less than a full increment, the initial pay in the National Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post. The existing rules/orders regarding grant of minimum pay increases on promotions, shall be treated as withdrawn.

*Note I.* The above clause provides that in cases of promotion from lower to a higher post, where the stage in the National Scale of the higher post, next above the substantive pay in the National Scale of the lower post, gives a pay increase equal to, or less than, a full increment in the initial pay in the National Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post. Operation of this provision is reported to have given rise to an anomaly in certain cases in which the employees promoted from lower to higher posts after having come on to the above mentioned Scheme, became entitled, because of the premature increment referred to above, to initial pay in the National Pay Scales of the higher posts at stages higher than the stages that were being drawn by some of their seniors who stood promoted to those higher posts since before coming on to the above Scheme. The anomaly would be clear from the following illustration:—

Mr. 'A', while in receipt of a pay of Rs.180 as LDC in the (Pre-National) Revised Prescribed Scale was promoted as UDC on 29<sup>th</sup> Feb., 1972 and was allowed initial pay of Rs.190/- p.m. as UDC under F.R. 22 w.e.f. 1<sup>st</sup> March, 1972, became entitled under the above mentioned Scheme to the stage of Rs.230 in NPS-7.

His Junior Mr. 'B' also as LDC was in receipt of a pay of Rs.180 on 12<sup>th</sup> February, 1972 in the pre-National Scale. He continued as LDC till some time after 1<sup>st</sup> March, 1972 w.e.f. 1<sup>st</sup> March, 1972. He was brought to the Scheme of National Scale of Pay and was allowed the Stage of Rs.220 in NPS-5. He was later promoted as UDC on 6<sup>th</sup> March, 1972 and on this promotion under the clause (I) referred to above, was allowed initial pay of Rs.240 in NPS-7.

Thus the pay of Mr. 'B' as UDC in NPS-7 would be higher than that of his senior Mr. 'A'.

2. The above anomaly was unintended result of the operation of clause (I) in Part I of para 1 of the O.M. dated 8<sup>th</sup> March, 1972 referred to above. With a view to remedying it, the President has been pleased to order as follows: –

In those cases of promotion from a lower to a higher post in which the promotion had taken place before the employee's coming on to the Scheme of National Scales referred to above (and to which the above Clause (I) would have been applicable if the promotion in question had taken place after the employee's coming on to the above Scheme), the pay of the employees concerned in the NPS of the higher post would be so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to that post had taken place after the date of his coming on the above Scheme.

3. The above decision would take effect from the date of coming into force of the Scheme of National Scales of Pay referred to above.

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[Authority: F. D. O.M. No. 3 (1)-NG-IMP.II/76-845-R.II/76, dated 26-11-1976.]

4. The word "promotion" has been used here in the context of pay fixation rule and not in the context of recruitment rules.

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[Authority: F.D. O.M. No. F 1(2)-NG-IMP-I/71, dated 16<sup>th</sup> February, 1977.]

*Note II.* The benefit of General Orders issued in Finance Division O.M. No. 3(2) Gaz.Imp.I/75, dated 14-10-1975 is not admissible in those cases in which an employee was promoted from the NPS of an erstwhile non-gazetted post to an erstwhile gazetted post before the date from which he opted to be governed by the NPS Scheme of 18<sup>th</sup> August, 1973. As a result, in the above category of cases, the pay of certain employees in the NPS of the erstwhile gazetted posts became lower than that of juniors. This anomaly is the result of the fact that the employees concerned had to exercise their option in respect of the above NPS Scheme of the 18<sup>th</sup> August, 1973 before the general orders referred to in para 1 above were issued.

2. It has accordingly been decided that the employees of the category referred to in the preceding para may, if they so desire, now opt, in supersession of their previous option in this regard to be governed by

the NPS Scheme of the 18<sup>th</sup> August, 1973, with effect from the date of their promotion from the erstwhile non-gazetted posts to the erstwhile gazetted posts. This revised option will be valid only if it is exercised in writing and is communicated to the Audit Office concerned so as to reach it not later than 30<sup>th</sup> April, 1977.

3. This O.M. will be deemed to have taken effect from 1<sup>st</sup> March, 1972 subject to the condition that no arrears will be payable for any period prior to 1<sup>st</sup> February, 1977.

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[Authority: F.D. O.M. No. 3(2) Gaz.Imp.I/75, dated 7<sup>th</sup> February, 1977]

*Note III.* – In cases of the category described in the preceding para, the initial pay of the Government servant on promotion to the higher post as fixed under the ordinary rules, will, where necessary, be enhanced by a stage so that it will not be lower than the initial pay that would have been admissible to him if he had been promoted to the above higher post from the maximum of the National Pay Scales of the lower post in question without having first been transferred to the next higher National Pay Scales under Finance Division's Office Memorandum dated 27-12-1972 referred to in para 1 above. This decision will take effect from 1-3-1972.

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[Authority: F.D. O.M. No. D.435/75-R.I-F.2(33)/75-R.I, dated the 14<sup>th</sup> June, 1975.]

(J) The pay of an Assistant on his promotion as Assistant-in-charge after 1-3-1972 shall be fixed in the next higher National Pay Scale above the one in which he was drawing pay as an Assistant in the light of **para (I) of Part I** of O.M. No. 1(2) NG-Imp/71, dated 8-3-1972.

2. All relevant existing orders shall be deemed to have been modified to the extent indicated in para 1 above.

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[Authority: F.D. O.M. No. F. 1(9) NG.IMP.II/72-510-R.II/76, dated 08-11-1976.]

### **Clarification**

With reference to Finance Division's O. M. No. F.3 (2) Gaz.Imp.I/75, dated 14<sup>th</sup> October, 1975 read with O.M. No. F.1 (43) R-3/A/83, dated 18.03.1984 allows re-fixation of pay on option basis w.e.f. the 1<sup>st</sup> of December of a calendar year in which a Civil Servant before reaching the maximum of a pay scale is promoted between the 2<sup>nd</sup> June and 30<sup>th</sup> November. This concession is restricted to promotions to a higher pay scale and is meant to remove the anomaly of the senior Civil servant's pay becoming less than that of his junior due to former's failure to complete the required six months' stay at one stage for the purpose of earning the annual increment in the higher pay scale on the 1<sup>st</sup> of December of the same calendar year.

2. A similar anomaly may arise in cases where a Civil servant is promoted, between the 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year, to a higher post carrying the same pay scale in which he is already drawing pay below the maximum of the pay scale by virtue of selection grade/move-over or by holding a lower post. The matter has been considered and it has been decided to extend the concession of option for re-fixation of pay on the 1<sup>st</sup> of December of the relevant year in such cases.

3. The decision will be effective from the 1<sup>st</sup> of June, 1991, with no financial benefit of the arrears prior to 01-05-1995.

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[Authority: F.D. O.M. No. F. 2 (1) R.I/95, dated 8<sup>th</sup> May, 1995.]

### **Clarification**

The mode of fixation of pay of civil servants who while drawing pay in higher pay scale by way of selection grade/move-over are promoted to higher post carrying lower pay scale has been under consideration of the Finance Division. The points of retention of the pay scale different from the sanctioned pay scale of the post as well as grant of the financial benefit on promotion of the Government servant concerned are involved. The existing rules and orders on the subject do not completely cover such cases which are mainly the off-shoot of the facilities of selection grade/move-over or move-over following selection grade.

2. Keeping in view all subjects, it has been decided that a Civil servant on promotion to a higher post in such cases shall retain the pay scale in which he is already drawing pay, as personal to him. In addition, he shall be allowed the benefit of next stage (equal to one increment) in fixation of pay.

3. Option of re-fixation of pay on promotion taking place between 2<sup>nd</sup> June and 30<sup>th</sup> November of a calendar year shall not be applicable in such cases.

4. The above decision will take effect from the 1<sup>st</sup> of June, 1991, but no arrears shall be admissible prior to 01.5.1995.

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[Authority: F.D. O.M. No. F. 2 (1) R.I/95, dated 22nd June, 1995.]

In order to adopt a uniform mode of fixation of pay where a government servant already drawing pay in a pay scale by virtue of selection grade, or, otherwise holding a lower post in the pay scale, is promoted to a higher post falling in the same pay scale, it has been decided to allow next stage equal to one increment of pay on promotion in such cases.

2. There are also cases where special pay has been attached to one or both the posts involved and has been specially protected for fixation of pay purposes like that of P.As/Stenographers in the Federal Secretariat. It has been decided to follow the following mode of fixation of pay for a government servant falling in such cases:—

- (i) If no special pay is attached to lower post but it is available in the higher post, his pay on promotion would be fixed at the stage plus special pay of higher post would be allowed; or
- (ii) If special pay is attached to the lower post but not the higher post, his pay on promotion would be at next stage after adding pay plus special pay;
- (iii) If special pay is attached to both lower and higher posts and;
  - (a) if the difference in special pays is more than one increment, he would be allowed present pay plus higher special pay.

- (b) if the difference is less than one increment, he would be allowed next stage plus special pay of higher post.

3. Ministries/Divisions/Departments etc. are accordingly requested to get the cases of fixation of pay involved settled on the above lines with the Audit/ Accounts Officers concerned as already pointed out in the Finance Division's O.M. No. F.1087-R.2/91, dated 02-09-1991. However, to ascertain the relevant degree of importance of the duties and responsibilities, the recruitment rules of the post and a declaration on the lines suggested in Audit Instructions (3) below F.R. 30 may be kept in view.

4. These orders would be effective from 01-06-1991. Cases already decided prior to this date shall not be re-opened.

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[Authority: F.D. O.M. No. F. 2(8) R.I/80, dated the 17<sup>th</sup> November, 1991.]

Under Finance Division's O.M. No.F.2(8) R.I/80, dated the 17<sup>th</sup> November, 1991 on the subject "Fixation of pay on promotion within the same pay scale", the following may be added to sub-para 2(i) of the O.M. *ibid*:—

"Or at the next stage (plus pay of the higher post) in case the special pay of the higher post is less than the rate of increment of the higher post."

2. The above amendment shall be effective from the date of issue of the original O.M. dated 17<sup>th</sup> November, 1991 referred to above but arrears will be paid from the date of issue of this O.M.

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[Authority: F.D. O.M. No. F. 2 (8) R.I/97-237, dated 11<sup>th</sup> March, 1997.]

Under this Division's O.M of even number dated 11-3-1997 on the subject "Fixation of pay on promotion within the same pay scale", the word "Special" may be inserted between the words "plus" and "pay" in the first line of the stipulation under para 1 of the said O.M.

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[Authority: F.D. O.M. No. F. 2 (8)-R.I/97-237, dated 9<sup>th</sup> April, 1997.]

## PART II.- ALLOWANCES AND OTHER FRINGE BENEFITS

**(A) Washing Grant.**—Washing Grant will be admissible, till further orders, to liveried staff @ Rs.3 p.m. provided they are in National Pay Scale 1,2,3, or 4.

**(B) Exemption from School Fees.**—Children of non-gazetted civil employees drawing pay of Rs.500 p.m. and below who are studying in Central Government Schools managed directly by the Central Government will be exempted from payment of tuition fees upto the Matriculation stage. In cases in which the children of this category of employees are studying in school other than Central Government Schools managed directly by the Central Government, the tuition fee charged by those other schools will be reimbursed to the extent of the amounts of the corresponding tuition fees and Science fees fixed from time to time by the Director, Federal Government Institutions for schools managed directly by the Central Government. Such exemption/reimbursement will continue till further orders. Such exemption will be admissible or such reimbursement allowed on production of the following documents:—

- (i) A certificate signed by the employee concerned, to the effect that the child for whom the exemption/reimbursement is being claimed is his/her legitimate son/daughter. Such a certificate will be necessary only when a person joins Central Government Service or when an employee's child enters school, or when an employee joins a Central Government Office other than his former one, or when an employee's child changes his/her school.
- (ii) A certificate, signed by the head of the school concerned stating that the child is studying in his/her school, and also stating the child's parentage (father's name when the employee is a male, and father's and mother's name when the employee is a female). Such certificate will be necessary only when a child enters a school for the first time.
- (iii) Requisite school receipt, every month, regarding payment of tuition fee.

- (iv) At present all the secondary schools managed directly by the Central Government are located at Islamabad/Rawalpindi and are under the administrative control of the Director, Central Government Institutions, Islamabad. The rates of tuition fees fixed by him from time to time will, therefore, form the basis for reimbursement under the above Scheme. The present rates, as intimated by him, are as follows (These may be supplied while admitting claims for reimbursement):—

Class	For Boys Fee		For Girls Fees	
	Tuition	Science	Tuition	Science
	Rs.	Rs.	Rs.	Rs.
VI	2.00	-	1.50	-
VII and VIII	3.00	-	1.50	-
IX and X	4.00	00.25	2.00	00.25

- (v) It may be mentioned that the definition of the term “fee”, as defined in the Punjab Education Code, which has also been adopted by Central Government, includes only tuitions and science fees.

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[Authority: F.D. O.M. No. 4 (7).NG-Imp/72, dated the 5<sup>th</sup> June, 1972.]

- (vi) The children of Central Government employees posted abroad and whose children are **not** studying outside Pakistan, reimbursement of tuition fees in question is available only to those officials whose children are studying in Pakistan and not otherwise.

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[Authority: F.D. O.M. No. 4 (7)-NG-Imp.II/72, dated 26<sup>th</sup> June, 1972.]

(C) (i) **House Rent Allowance.**— House Rent Allowance will be admissible, till further orders, at Hyderabad, Islamabad, Karachi, Lahore, Lyallpur (Faisalabad), Multan, Peshawar, Quetta and Rawalpindi, to all non-gazetted civil employees posted at, and residing in the stations referred to above, at the uniform rate of 15% of the **minimum** of their respective National Scales of Pay if they are not provided with Government accommodation.

(C) (ii) The other existing conditions regulating the grant of this allowance shall continue to apply except that production of rent receipt will not be necessary.

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[Authority: F.D. O.M. No. 5(27).NG-Imp/72, dated 29<sup>th</sup> January, 1973.]

(C) (iii) House Rent Allowance will be admissible, subject to the only condition that Government accommodation has not been made available to the employee concerned. These orders take effect from 1-2-1974.

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[Authority: F.D. O.M. No. F. 3(8).Gaz.Imp/73, dated 10<sup>th</sup> January, 1974.]

(D) **Residence-Office Conveyance Allowance.** – Residence-Office Conveyance Allowance will be admissible, till further orders, at Islamabad, Karachi, Lahore, Lyallpur (Faisalabad), Peshawar, Quetta and Rawalpindi and will be granted to all non-gazetted civil employees drawing pay up to Rs.650 p.m. with marginal adjustments and at rates as indicated below: –

<b>Distance between Residence and place of duty</b>	<b>Rate</b>
Not less than 3 miles and not more than 7 miles	Rs.10 p.m. with marginal adjustment upto the pay of Rs.659 p.m.
More than 7 miles	Rs.15 p.m. with marginal adjustment upto the pay of Rs.664 p.m.

*Note I.* – The East Pakistan Allowance and the West Pakistan Allowance at present admissible under paragraph 3 of Finance Ministry's O.M. No. Dy. NG. 1(3) IMP/63, dated the 1<sup>st</sup> February, 1963, the Washing Allowance at present admissible under Finance Ministry's O.M. No. F. 10(1)-R.5/68, dated the 14<sup>th</sup> October, 1968, and ad hoc increases in emoluments sanctioned after the coming into force of the Revised-Prescribed Scales, e.g. the Ad-hoc Relief sanctioned in Finance Ministry Office Memorandum No. F.8(1)-R.5/69, dated the 21<sup>st</sup> February, 1969, will not be admissible.

*Note II.* – Civil internees returning from former East Pakistan should be allowed to exercise option in favour of the Scheme of National Pay Scales with effect from 1-3-1972 or any other date between 1-3-1972 and 30-11-1972 within six months of the date of their arrival in Pakistan.

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[Authority: F.D. O.M. No.F.3 (20)-NG.IMP.II/73, dated 6<sup>th</sup> November, 1973.]

*Note III.* – All other Allowances not withdrawn under this Scheme shall continue to be admissible at the existing rate and subject to the existing conditions.

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[Authority: F.D. O.M. No. F.3 (3)-NG.IMP.II/77-414, dated 4<sup>th</sup> Sept., 1972.]

2. With effect from the 1<sup>st</sup> March, 1972, all non-gazetted civil employees of the Central Government (other than teaching personnel) paid directly from Civil or the Defence Estimates \*contingencies/\*\*work-charged establishments, will be governed by the Scheme detailed above except as provided in the following paragraph: –

Consequent on the latest revision of scales or pay and allowances with effect from 1<sup>st</sup> March, 1972, the emoluments of the employees paid from Contingencies should be regulated with reference to the Scheme of the National Scales of Pay and Allowances and other Fringe Benefits sanctioned\* vide this Ministry's O.M. No. 1(2)-NG.IMP/71, dated the 8<sup>th</sup> March, 1972.

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\*[ Authority: F.D. O.M. No.F.1(2)-NG.IMP/71, dated 3<sup>rd</sup> April, 1972.]

3. (a) All employees of the category mentioned in the preceding paragraph who have been in the employ of the Central Government since before 1<sup>st</sup> March, 1972 (in these orders termed "existing Government servants"), will have the option not to be governed by the above scheme. This option will be valid only if it is exercised in writing and is communicated to the head of the office concerned so as to reach him not later than the 30<sup>th</sup> November, 1972. If however, on the date of issue of this Office Memorandum, an existing Government servant be on deputation/training/foreign service outside Pakistan

or on leave, head of his office within three months of the date of his return. The option once exercised shall be treated final. "Such officials as opt for the scheme with effect from a date between 2-3-1972 and 30-11-1972 (both dates inclusive) will not, during the period they draw their pay in the pre-Scheme Scale of Pay, be entitled to the pay, allowances and other fringe benefits forming part of the Scheme if they have already drawn pay in the National Scales and also availed of the allowances and other fringe benefit under the scheme. The pay, allowances etc., thus overdrawn and the monetary equivalent of the fringe benefits thus availed of, will be adjusted against the emoluments to be drawn thereafter. However, date of accrual of the first increment in the National Scales of Pay will, in these cases also, be the 1<sup>st</sup> December, 1972.

3. (a) (i) The existing Government servants may opt for the Scheme w.e.f. the 1<sup>st</sup> March, 1972 or from any date thereafter upto and including the 30<sup>th</sup> November, 1972. An intimation of option for the scheme in this manner must, however, be given in writing by the employees concerned to their Head of Office by the 30<sup>th</sup> June, 1972 (extended upto 31-8-1972 vide Finance Division O.M. No. 5(2)NG.IMP.I/72, dated the 30<sup>th</sup> June, 1972).

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[Authority: F.D. O.M. No. 5 (2)-NG.IMP.I/72, dated the 10<sup>th</sup> June, 1972.]

(a) (ii) The civilian government servants who were recalled for Military Duty during 1971 War and later taken as POWs, have been allowed to opt for the Scheme as in 3(a) (i) above.

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[Authority: F.D. O.M. No. F.1(3)-NG.IMP.II/75, dated 28<sup>th</sup> June, 1975.]

(b) Two identical copies of the option exercised in the preceding subparagraph will be prepared by the existing Government servant concerned. One copy will be returned to him, duly signed by the head of his office or of the latter's nominee, in token of the option having been received. The other copy also bearing the countersignature of the head of the office or of his nominee will be placed in the service book of the Government servant concerned.

(c) An existing Government servant who does not exercise and communicate the above option within the prescribed time limit, shall be deemed to have opted to be governed by the Scheme detailed in paragraph 1 above.

4. Those of the existing Government servants, who validly opt not to be governed by the Scheme detailed in paragraph 1 above, shall continue to be governed by the rules, orders, etc., regarding scales of pay etc, which would have been applicable to them if this Scheme had not been introduced. To such optees, none of the benefits sanctioned in or under this Scheme shall be allowed for so long as they continue to be in the non-gazetted civil employ of the Central Government.

5. A Central Anomaly Committee will be set up in the Ministry of Finance to resolve the anomalies arising out of the introduction of the National Pay Scales. A separate letter is being issued in this regard.

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**[Authority: F.D. O.M. No.1(2)-NG-Imp/71, dated 8<sup>th</sup> March, 1972]**

5. Consequent upon the introduction of the National Scales of Pay for non-gazetted Government servants employed under the Central Government with effect from the 1<sup>st</sup> March, 1972, it has been decided that an Anomalies Committee will be set up forthwith in each Ministry/Division, to look after the cases of anomalies pertaining to it and its attached departments, subordinate offices and other offices. Each such Committee will be headed by a Joint Secretary to the Central Government, and shall include the Deputy Financial Adviser among its members. The rest of the membership will be decided upon by the Secretary concerned. In order to ensure uniformity of treatment, such Committees will be located only in the Secretariat Ministry/Division concerned, and not in any attached department, subordinate office, or other office.

6. It has also been decided to set up a Central Anomalies Committee in the Ministry of Finance, with the following constitution:-

- |   |          |
|---|----------|
| (i) Joint Secretary (Regulation)  | Chairman |
| (ii) Chairman of the Anomaly Committee of the Administrative Ministry/Division, | Member   |

- |   |           |
|---|-----------|
| (iii) Mr. Mohibullah, Deputy Secretary (Regulation-I)   | Member    |
| (iv) Representative of the Comptroller and Auditor General  | Member    |
| (v) Representative of Financial Adviser (Defence) in the case of civilians paid from Defence Estimates. | Member    |
| (vi) Mr. Tajammul Hussain, Section Officer (Implementation Unit).                                       | Secretary |

7. All cases involving anomalies inherent in the National Pay Scales, or arising out of the Fixation of pays in the National Pay Scales, will be initially examined in the Ministry/Division concerned by its Anomalies Committee. If as a result of this examination, the Committee concerned is satisfied that there is an anomaly, it will refer the matter to the Central Anomalies Committee for decision giving details in the following form: —

- (a) Name of the Government servant —
- (b) Name of the office where he is working for the time being.
- (c) Name of his parent department.
- (d) His designation at present.
- (e) Post he is holding at present.
- (f) Exact nature of the anomaly (detailed description to be given).
- (g) Reasons for considering it an anomaly.  
(detailed reasons to be given).
- (h) Number of Government servants placed in similar position.
- (i) Solution proposed by the Anomalies Committee of the Administrative Ministry/Division concerned.
- (j) Reasons for that solution (detailed reasons to be given).

8. That certain Ministries/Divisions are not clear about what constitutes an “anomaly”. It is, therefore, clarified that only dissimilar treatment of employees similarly placed in matters relating to the terms and conditions of their entry into Government service and of their service would constitute an “anomaly”. To be specific, the following are the matters referred to above: –

- (i) Method of recruitment.
- (ii) Standard of Selection.
- (iii) Prescribed minimum qualifications relating to academic education, Professional/technical/vocational education and experience.
- (iv) Nature and duration of training, especially that during probationary period.
- (v) Nature of duty.
- (vi) Level of responsibility.
- (vii) Quantum of work.
- (viii) Comparative position in pre 1-3-1972 Scales of Pay.

9. It is requested that the Anomalies Committee of Ministries/Divisions be kindly asked to keep this definition of “anomaly” in view while referring case to the Central Anomalies Committee.

10. In referring cases to the Central Anomalies Committee, the Anomalies Committee concerned will forward seven complete sets of papers by name to the Secretary of the Anomalies Committee.

11. The Central Committee will hold its meetings as and when necessary and the Ministry/Division concerned will thereupon nominate the Chairman of its Anomalies Committee to attend them.

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[Authority: F.D. O.M. No. 1 (2)NG.IMP/71(Part), dated the 14<sup>th</sup> June, 1972.]

5. Certain Ministries/Divisions appear to have drawn an inference that similar treatment of employees dissimilarly placed in matters specified in our letter dated 14<sup>th</sup> June, 1972 would also constitute as an anomaly. It is clarified that definition of anomaly as given in our letter dated 14<sup>th</sup> June, 1972, is exhaustive, and any inference which extended the scope of this definition will be contrary to what was intended to be conveyed in our letter of 14<sup>th</sup> June, 1972. Similar treatment of employees dissimilarly placed does not constitute an anomaly; it is an inherent feature of the Scheme of National Scales of Pay etc., and has been brought about as a result of compressing 500 pay scales into fifteen.

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[Authority: F.D. O.M. No.1(1)-NG-Imp.II/71, dated the 24<sup>th</sup> July, 1974.]

**SCHEDULE TO THE MINISTRY OF FINANCE OFFICE MEMORANDUM  
NO. 1(2)-NG-Imp/71, DATED THE 8<sup>TH</sup> MARCH, 1972**

**NATIONAL SCALES OF PAY**

National Pay Scale No.	National Scale of Pay	Posts to which applicable
1.	100-2-116-EB-3-140	Posts the maximum of the Revised-Prescribed scale of which – does not exceed Rs.100.
2.	110-3-152-EB-4-160	-do- exceeds Rs.100 but does not exceed Rs.120.
3.	120-3-150-EB-5-180	-do- exceeds Rs.120 but does not exceed Rs.140.
4.	130-4-170-EB-5-200	-do- exceeds Rs.140 but does not exceed Rs.160.
5.	150-6-180-EB-8-220-EB-10-280	-do- exceeds Rs.160 but does not exceed Rs.240.
6.	165-8-205-EB-10-255-EB-10-315	-do- exceeds Rs.240 but does not exceed Rs.275.
7.	180-10-230-EB-10-280-EB-15-370	-do- exceeds Rs.275 but does not exceed Rs.330.
8.	200-12-260-EB-15-335-EB-15-425	-do- exceeds Rs.330 but does not exceed Rs.375.
9.	225-15-300-EB-16-380-EB-20-480	-do- exceeds Rs.375 but does not exceed Rs.430.
10.	250-18-340-EB-20-440-EB-20-540	-do- exceeds Rs.430 but does not exceed Rs.490.
11.	275-20-375-EB-20-475-EB-25-600	-do- exceeds Rs.490 but does not exceed Rs.550.
12.	300-20-400-EB-25-525-EB-25-650	-do- exceeds Rs.550 but does not exceed Rs.600.
13.	325-25-450-EB-25-575-EB-25-700	-do- exceeds Rs.600 but does not exceed Rs.650.
14.	350-25-475-EB-25-600-EB-30-750	-do- exceeds Rs.650 but does not exceed Rs.700.
15.	375-25-500-EB-30-650-EB-35-825	-do- exceeds Rs.700.

*Note (i)* In cases in which, with the Revised-Prescribed Scale a special pay stood permanently attached to a post and the incumbent of the post was ordinarily not transferable to another post not carrying such Special pay except on promotion or demotion, the maximum referred to in Column 3 above will be arrived at by adding that special pay to the maximum of the Revised Prescribed Scale in question.

*Note (ii)* In the case of posts carrying in the Revised-Prescribed Scale, an Ordinary Grade as well as Selection Grade, the National Scale of Pay will be determined with reference to the maximum of the Ordinary Grade only. However, if any existing Government servant was in Selection Grade on the 29<sup>th</sup> February, 1972, the National Scale of Pay may be determined with reference to the maximum of that Selection Grade.

*Note (iii)* In case in which the Revised Prescribed Scale of the post is a fixed rate of pay that fixed rate of pay will be deemed to be the maximum of the Revised-Prescribed Scale for purposes of Column 3 above.



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**SECTION - II**

**NATIONAL PAY SCALES (16 - 22)**

**(GAZETTED)**

**(1972)**

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No. F.1 (36) Gaz.Imp.I/73

Islamabad, the 18<sup>th</sup> August, 1973

Subject:— **Scheme of National Scales of Pay, Allowances and other Fringe Benefits for Gazetted Civil Employees (other than Teaching Personnel)**

The President has been pleased to sanction the Scheme of National Scales of Pay, Allowances and other Fringe Benefits for gazetted civil employees (other than teaching personnel) of Federal Government, paid directly from the Civil Estimates or from the Defence Estimates detailed below:—

*Note.*— As is evident from the operative paragraph of the Finance Division O.M. No. F.1(36)-Gaz.Imp.I/73, dated 18-8-1973, the scheme applies only to the civil employees (other than teaching personnel) of the Federal Government paid from the Civil Estimates or from the Defence Estimates. However, autonomous/semi-autonomous organizations under the administrative control of the Federal Government, in cases where the power to lay down pay scales for their employees vests solely in them under their Charters, may adopt this Scheme with such modifications as deemed necessary. Where such power does not vests solely in the autonomous/semi-autonomous organizations and is exercisable by or with the approval of the Federal Government, the cases should be referred to the Regulations Wing of the Finance Division through the administrative Division concerned, with proposal for determining the appropriate National Scales etc.

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[Authority F.D O.M No. 1(36)GAZ. IMP. 1/73, dated 18-8-1973 and F. 1(36) GAZ. Imp. 1/73, dated 24-9-1973.]

## **PART I.— NATIONAL SCALES OF PAY AND ALLIED MATTERS**

(A) **Introduction of National Scales of Pay.**— The National Scales of Pay for gazetted civil employees shall be as in the Schedule annexed to this Office Memorandum.

(B) **Date of Effect.**— The National Scales will be deemed to have come into force from the 1<sup>st</sup> March, 1972, subject to the condition that on fixation of pay in these scales, no arrears will be payable in respect of the period prior to the 1<sup>st</sup> August, 1973.

(C) **Addition to the number of National Scales.**—No addition to, or alteration in, these Scales shall be made except with the approval of the Prime Minister.

(D) **Abolition of Selection Grades and Technical Pays.**— There shall be no Selection Grades in the National Scales; Provided that the pays of Government employees who were substantive or officiating in any of the pre-National Scale Selection Grades on the 11<sup>th</sup> August, 1973 will be fixed in the appropriate National Scales on the basis of the maximum of the said Selection Grades.

2. There shall be no technical pay attached to any post, nor shall it be granted to any Government servant.

(E) **Continuance of Special Pays.**— If a special pay was attached to a post or admissible to post or admissible to certain incumbents of such posts in the pre-National Scales, such special pays shall continue till further orders to be admissible at existing rates with the National Scales, without any maximum limit of pay.

*Note I.* — None of the special pay that were attached to posts in the pre-National Scales, Junior Administrative Grade or Senior Administrative Grade, or where admissible to any incumbents of **such** posts, shall be admissible with the National Scales of Pay. These orders take effect from 1-3-1972.

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[Authority: F.D. O.M. No. F.34/74. F. 3(8) Gaz.Imp.I/73 dated the 12th January, 1974.]

*Note II.*—With effect from 1-2-1974, the post of Chief Engineer, Pak. P.W.D., which is in NPS 20, will carry a special pay of Rs.150 p.m. in addition.

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[Authority: F. D. O. M. No. F. 3(8) Gaz.Imp.I/73, dated 29th January, 1974.]

*Clarification.*—The term “Junior Administrative Grade”, referred to above, includes all those pre-National “New Scales the maximum of which were lower than Rs.2,000 but not lower than Rs.1,700”.

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[Authority: Authority: F.D. O.M. No. F. 3(8) Gaz.Imp.I/74 dated the May, 1974.]

(F) **Scales for the Central Secretariat Service.** – (1) The following shall be the **Scales for the** Central Secretariat Service (Class I): –

- (a) The Junior Time-Scale (National Scale II); and
- (b) The Senior Time-Scale (National Scale III)

Provided that a member of that Service shall, for only so long as he holds a post carrying the designation of Deputy Secretary to the Government of Pakistan, draw pay in National Scale IV without any special pay.

(2) The number of posts in the Senior Time-Scale from time to time, shall be 50% of the sanctioned permanent cadre strength of the Central Secretariat Service (Class I).

*Note I.* – Notwithstanding anything to the contrary in the above O.M. for all categories of incumbents governed by the Scheme referred to above, posts of Deputy Secretary to the Federal Government carry National Pay Scale No.18 plus special pay Rs.440 p.m. and posts of Counsellor in Pay Scale No.19 in Pakistan Missions abroad under the Ministry of Foreign Affairs.

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[Authority: F.D. O.M. No. F. 5 (29) Gaz.Imp.I/73, dated 19th February, 1974.]

*Note II.* (I) Post of Counsellors in Pakistan **Missions** abroad under the Ministry of Foreign Affairs. – These posts carry NPS-19 under the Scheme of National Scales of Pay, etc.

(II) Post of Deputy Secretaries to the Federal Government: –

- (i) In case the incumbents of these posts belong to the Occupational Groups that have posts in NPS-19, the option to draw their parent cadre pay in NPS-19 (without special pay) or their presumptive pay in NPS-18 plus the special pay of Rs.440 continues to be available on the conditions applicable before the introduction of the Scheme of National Scales of Pay, etc.

- (ii) Counsellors under the Ministry of Foreign Affairs, while posted as Directors in that Ministry also have the option either to draw pay in NPS-19 (without special pay) or their presumptive pay NPS-18 plus Special Pay of Rs.440 subject to the conditions referred to in (i) above.
- (iii) Deputy Secretaries, who have already been appointed as such under the lateral entry scheme and were hitherto entitled to NPS-19 under their formal terms of appointment, would have the option to draw pay in NPS-19 or their presumptive pay in NPS-18 plus the Special Pay of Rs.440 subject to the conditions as in (i) above.

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[Authority: F.D. O.M. No. F. 5 (29) Gaz.Imp.I/73, dated 25<sup>th</sup> July, 1974.]

*Note III.* In the case of the incumbents of the following categories of posts, who since before 1<sup>st</sup> July, 1975, might be drawing pay in the National Pay Scale No.17 (Rs.500-50-1000/50-1250), their pay in that scale will w.e.f. 1<sup>st</sup> July, 1975, be enhanced by five premature increments subject to the condition that the pay so enhanced shall in no case exceed the maximum of above scale: —

- (i) The NPS-17 posts of Engineers, the prescribed minimum qualification for which is Graduation in any branch of Engineering;
- (ii) The NPS-17 posts for which the basic minimum qualification is a Master's degree in any of physical/natural science;
- (iii) The NPS-17 posts of Lecturers in Colleges.

2. Those who are appointed to the above posts on or after 1<sup>st</sup> July, 1975, will be allowed Initial pay at the stage of Rs.750 in NPS-17 except in those cases in which initial pay at higher than that stage be admissible under any rules or orders of the competent authority.

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[Authority: F.D. O.M. No. F.532-R.5/75, F.No.3(4) R.I/75, dated 30<sup>th</sup> June, 1975.]

Provided that the concession of five premature increments in question is not admissible to an incumbent who does not possess the minimum qualification laid down as a condition for the post concerned, being within the scope of the above O.M.

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[Authority: F. D. O. M. No. F. 3(4)R.I/75, dated 26<sup>th</sup> July, 1975.]

*Note IV.* The members of the former Central Secretariat Service, while holding the post carrying the designation of Deputy Secretary to Federal Government, were entitled to draw pay in NPS-19 (Rs.1800-80-2200) without any special pay. Deputy Secretaries of this category had, therefore, originally the choice either to come on to the NPS-19 or to retain their pre-scheme Selection Grade (Rs.1125- 75-1500) plus Special Pay of Rs.440 p.m. It was in this context that these Deputy Secretaries gave, or were deemed to have given their option under para 3 of the O.M. of 18<sup>th</sup> August, 1973.

2. The context was later altered materially with the issue of Finance Division Circulars No. F.5(29) Gaz.Imp.1/73, dated 19-2-1974 and No. F. 5(27)Gaz. Imp 1/73, 6<sup>th</sup> January, 1975, according to which *inter alia* the Deputy Secretaries of the above category opting for the NPS Scheme ceased to be entitled to NPS-19 and instead became entitled to NPS-18 plus special pay of Rs.440 and drawl of pay in NPS-18, subject to the year of service rule (for fixation of pay in Grade-18 itself).

If this changed position had been known to the Deputy Secretaries of the category referred to above at the time when they gave their option for the Scheme, it might have been more beneficial to them (to come on to the Scheme from date different from those which they had already opted for it).

3. It has accordingly been decided that the Deputy Secretaries of the category referred to above who had or were deemed to have exercised their option for the Scheme prior to the issue of Finance Division circulars dated 19<sup>th</sup> February, 1974 and 6<sup>th</sup> January 1975, may, if they so desire, exercise their option afresh under paragraph 3 of Finance Division circular No. 1(36) Gaz.Imp. 1/73

dated 18<sup>th</sup> August, 1973. The revised option will be valid only if it is communicated to the Audit Office concerned not later than 30<sup>th</sup> June, 1977.

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[Authority: F. D. O. M. No.F.4 (3) Gaz.Imp.I/75-194-R.II/77, dated 30<sup>th</sup> March, 1977]

*Note V.* In the case of an officer, belonging to an Occupational Group which has posts in NPS-19, who while holding a position of Deputy Secretary in the Federal Government and drawing pay in the National Pay Scale No.18 plus Special Pay of Rs.440 p.m. is transferred to a post carrying NPS-19, the service rendered by him as Deputy Secretary to the Federal Government w.e.f. the date of completion of 13 years of his service in Grade-17 and above, will be treated as if it were service rendered in NPS-19 for purposes of fixation of pay and accrual of increments in the said NPS-19 post.

2. The above decision would be deemed to have taken effect from the date of the coming into force of the Scheme of National Scales of Pay etc.; referred to above, subject to the condition that the consequential arrears, if any, of pay, allowances, etc.; would not be payable for any period prior to 27-3-1976.

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[Authority: F.D. O.M. No. F.5(29) Gaz.Imp.I/73-189-R.II/76, dated 27<sup>th</sup> March, 1976.]

*Note VI.* In respect of all such employees as were in civil employ since before the 20<sup>th</sup> August, 1973, whether belonging to an erstwhile regularly constituted Service (including the erstwhile Central Secretariat Service) or holding post in the erstwhile cadres not so constituted and were promoted from the post in the National Pay Scale-17 to a post in National Pay Scale-18 or who are deemed to have been appointed in NPS-18, the initial pay under the Scheme of National Pay Scale will be fixed in NPS-18 in accordance with the provision of *Note (iii) (a)* under the sub-para (G) of Part-I of Finance Division O.M. No. F. 1(36) Gaz. Imp.I/73, dated 18-8-1973. This decision will be effective in the case of each employee from the date of his option for the Scheme, or from the date of actual appointment to NPS-18, whichever is later.

2. It has also been decided that in the case of those employees who entered/may enter service on or after the 20<sup>th</sup> August, 1973, initial pay in NPS-18 shall be fixed in accordance with the normal rules.

3. All relevant existing rules/orders shall be deemed to have been modified to the extent indicated in para 1 and 2 above.

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[Authority: F.D. O.M. No. F.5(27) Gaz.Imp.I/73, dated 6<sup>th</sup> January, 1975.]

**(G) Initial Fixation of Pays.**—(1) Subject to the provisions of clause (3) below, in the case of existing gazetted employees (i.e. those who have been in the gazetted civil employ of the Federal Government since before the 12<sup>th</sup> August, 1973) initial pay in the National Scales 16 to I8 will be fixed at the stage equal to or (if there be no such stage) at the stage next above, the aggregate of the following viz:—

- (a) The existing basic pay (i.e. the grade pay in the pre-National time scale, plus the technical pay and personal pay, if any, that would have been admissible to them but for the issue of these orders); and
- (b) An amount of increase, to be determined in accordance with the following formula:—

<u>National Scale of Pay in which Pay is to be fixed</u>	<u>Percentage increase over existing basic pay</u>
I II & III	<u>10% subject to a minimum of Rs.30 and maximum of Rs.60. Rs.60.</u>

Provided that no consequential arrears shall be payable for any period prior to 1-6-1974.

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[Authority: F.D. O.M. No. F.1 (36) Gaz.Imp.I/73, dated 18-8-1973 and F.D. O.M. No.F.3(21) Gaz.Imp.I/74, dated 1st August, 1974.]

2. In case of National Scales Nos. 19 and 20 pay will be fixed at stage next above the basic pay in those cases where the National Scale is higher than the pre-National Scale. In other cases, it will be fixed at the stage equal to the

basic pay (or if there be no such stage), at the next lower stage plus personal pay equal to the difference between the basic pay and that stage.

*Note I.* – The benefit of revision of scales of pay will not be admissible to those Government servants who had retired, or had died, between the 1<sup>st</sup> March, 1972 and the 12th August, 1973.

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**[Authority: F.D. O.M. No. F.5(38) Gaz.Imp.I/73 dated 29th December, 1973.]**

*Note II.* – The above provision (initial fixation of pay) was meant to apply to those of the above cases in which the employee opts for the Scheme of the 18<sup>th</sup> August, 1973 with effect from a date subsequent to the date of his promotion from an erstwhile non-gazetted post in the National Scale of Pay. In other cases in which the employee opts for the Scheme of the 18<sup>th</sup> August, 1973 with effect from the date of his promotion from an erstwhile non-Gazetted post in the National Scale to a gazetted post in the pre-National Scale of Pay, fixation of initial pay in the National Scale of the latter post is to be done under the rules/orders that would have been applicable but for the promulgation of the Scheme of National Scales of Pay.

The employees to whom the above clarification is applicable and who have already exercised their option under the Scheme of the 18<sup>th</sup> August, 1973, may, if they so desire, revise that option within a period of three months from the date of issue of this Office Memorandum.

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**[Authority: F.D. O.M. No.F.3 (19) Gaz.Imp.I/74 dated 16th May, 1974.]**

*Note III.* – Fixation of pay in the above manner will be subject to condition that the maximum of relevant National Scale is not exceeded.

*Note IV.* – Fixation of pay in the National Scales will be subject to the length of service restrictions prescribed in the Central (Gazetted) Civil Service Revision of Pay Rules, 1951, as amended from time to time and as modified in column 4 of the Schedule annexed.

*Note V.*— The provisions regarding (a) the admissibility of increments in the case of promotion of officers from the junior scale (National Scale 18) to senior scale (National Scale 19) and (b) the restriction as to the length of service for drawing full pay of the posts in the Junior Administrative Grade (National Scale IV) and above, which existed in the Central (Gazetted) Civil Revision Pay Rules, 1951 and the New Scales of Pay, 1962, as amended from time to time, shall subject to the modification in CoI.4 of Schedule the annexed to this OM, continue to apply to the National Scales.

*Note VI.*—For initial fixation of pay in National Scale 20 of the officer of the Central Secretariat Service (Class I) mentioned in the proviso to clause (1) of sub-para (F), the special pay of Rs.440 will be treated as part of grade pay.

3. The benefit of percentage increase mentioned in clause (G)(1) will not be admissible to such of the gazetted employees as have already availed of this benefit under the Scheme of National Scales of Pay, etc., for non-gazetted employees. In their case, fixation in the relevant gazetted National Scale will be at the stage equal to their grade pay in the gazetted pre-National Scale, or (if there be no such stage), at the stage next below their existing grade pay plus personal pay equal to the difference subject to subsequent reductions under Fundamental Rule 37.

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[**Authority:** F. D. O. M. No. F. 1(36) Gaz.Imp.I/73 dated 18<sup>th</sup> August, 1973.]

*Note I.* – Mr. 'X', an Engineering Supervisor in the T&T Department was since before 2<sup>nd</sup> June, 1972 drawing pay at the stage of Rs.460 in NPS-9 (Rs.225-15-300-EB-16-380-EB-20-480). On 6-8-1972, he was promoted as Assistant Engineer, then carrying the New Scale of Rs.350-35-525-40-925. His initial pay in this New Scale was fixed at the stage of Rs.490. Later, he opted for the Scheme of National Scales of Pay etc. (Gazetted) with effect from the date of the above promotion and consequently his initial pay in NPS-16 was fixed at the stage of Rs.470 w.e.f. 6<sup>th</sup> August, 1972. As at this stage, his service as Assistant Engineer

was of less than six months on 1<sup>st</sup> December, 1972, he continued to draw pay at that stage until 30<sup>th</sup> November, 1973. Mr. 'Y' who was junior to Mr. 'X' as Engineering Supervisor, also since before 2<sup>nd</sup> June, 1972 was drawing pay in that capacity at the stage of Rs.460 in NPS-9. In that NPS, he draws annual increment on 1<sup>st</sup> December, 1972, which raised his pay to Rs.480. He was promoted as Assistant Engineer on 28<sup>th</sup> May, 1973 and on this promotion, his initial pay in NPS-16 was fixed at the stage of Rs.505. Thus, for the period from 28<sup>th</sup> May, 1973 to 30<sup>th</sup> November, 1973 while the pay of Mr. 'Y' in NPS-16 was Rs.505; that of his senior Mr. 'X' was only Rs.470. Both of them draw an increment on 01-12-1973 which raised the pay of Mr. 'Y' to Rs.540 and that of his senior Mr. 'X' to Rs.505 only. This anomaly would continue at least for so long as the above official remains in NPS-16.

2. The above anomaly has arisen as a result, obviously, of the fact that after his promotion as Assistant Engineer w.e.f. 6<sup>th</sup> August, 1972, Mr. 'X' could not draw an increment in the higher scale on 1<sup>st</sup> December, 1972, his service as Assistant Engineer being less than 6<sup>th</sup> months on that date. This kind of anomaly might have arisen, or may arise, also in other cases of promotion made between the 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year. In order to remove such anomaly, it has been decided that in cases in which a civil servant, before reaching the maximum of a National Pay Scale, is promoted to a higher National Pay Scale between the 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year and his initial pay in the latter scale is fixed with reference to his last pay in the former scale, he may, at his option, get his pay in the higher scale concerned re-fixed w.e.f. the 1<sup>st</sup> December of the above year of promotion with reference to his presumptive pay on that date in his pre-promotion scale, referred to above. This decision will apply to cases of promotion upto NPS-17 as well as to those cases of promotion to NPS-18 in which drawal of pay in NPS-18 is not subject to the year of service rule.

3. This will be deemed to have taken effect from 1<sup>st</sup> March, 1972 subject to the condition that no arrears will be payable for any period prior to 14-10-1975.

*Note II.* – (a) The benefit of the above general orders is not admissible in those cases in which an employee was promoted from the NPS of an erstwhile non-gazetted post to an erstwhile gazetted post before the date from which he has opted to be governed by the NPS Scheme of 18<sup>th</sup> August, 1973. As a result, in the above category of cases, the pay of certain employees in the NPS of the erstwhile gazetted posts has become lower than that of their juniors. This anomaly is the result of the fact that the employees concerned have to exercise their option in respect of the above NPS Scheme of the 18<sup>th</sup> August, 1973 before the general orders of October 14, 1975 were issued.

(b) It has accordingly been decided that the employees of the category referred to in the above sub-para (a) may, if they so desire, now opt, in super session of their previous option in this regard, to be governed by the NPS Scheme of the 18<sup>th</sup> August, 1973 with effect from the date of their promotion from the erstwhile non-gazetted posts to the erstwhile gazetted posts. The revised option will be valid only if it is exercised in writing and communicated to the Audit Officer concerned so as to reach it not later than 30<sup>th</sup> April, 1977.

(c) No arrears will be payable for any period prior to 14<sup>th</sup> October, 1975.

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[**Authority:** F.D. O.M. No. F. 3(2) Gaz.Imp.I/75 dated 7<sup>th</sup> January, 1977.]

*Clarification.* – The provision of Finance Division's O.M. dated 14<sup>th</sup> October, 1975, referred to in *Note 1* above as well as O.M. No. F. 5(2) (4) Imp.1/78 dated the 20<sup>th</sup> March, 1978 and F.2(83) R.2/81, Dy. No.1318-R.2/81, dated the 15<sup>th</sup> December, 1981 extending the application of the O.M. dated the 14<sup>th</sup> October, 1975, to cases of promotion to NPS-19 and above are also applicable **for** re-fixation of pay in the Basic Pay Scales in case of promotion between 2<sup>nd</sup> June and 30<sup>th</sup> November of a calendar year.

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[**Authority:** F.D. O.M. No. F. 1(49) R.3(A)/83 dated 18<sup>th</sup> March, 1984.]

**(H) Fixation of Pay in National Scales on Promotion.**— In cases of promotion from a lower gazetted post in the National Scales to a higher one, the initial pay in the higher post shall be fixed under the normal rules, or subject to the length of service restriction as mentioned in notes **(III) and (IV)** under Clause (2) of sub-para (G) above, as the case may be. The existing rules/orders regarding grant of minimum pay increases in certain cases on promotion from a non-gazetted **post** to a gazetted post will also continue to apply to the National Scale.

**(I) Uniform Date of Increment.**— The annual increment in the National Scales will accrue only on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under the ordinary rules. This is subject to the rules regarding with-holding of increments and crossing of efficiency bars.

**(J) Moving-over to next higher National Scale.**— A Gazetted Government employee who has reached the maximum of National Scale 16 or 17 shall be brought on to the National Scale 17 or 18, respectively, with effect from the 1<sup>st</sup> December of the year in which he completes three years of such service at the above maximum as counts for increments under the rules, subject to the following conditions:—

- (i) An employee who will be adjusted in, or whose basic pay scale is, National Scale 16 will be allowed to move over only upto and including National Scale 17.
- (ii) An employee who will be adjusted in, or whose basic pay scale is, National Scale 17 will be allowed to move over only upto and including National Scale 18.
- (iii) He has earned, in succession, Annual Confidential Reports, without any adverse entry, from the year of reaching the maximum up to the year of moving over {both years included}. If this condition is not fulfilled, such employee shall wait at the maximum till he has earned in succession the requisite number of

Reports without any adverse entry, and his transfer to the next higher scale shall take effect from the 1<sup>st</sup> of December of the year following the year for which the last such Report is earned.

**(K) Special provision in respect of certain posts.** – Notwithstanding the automatic conversion formula prescribed in the Schedule:–

*Note 1.*– With effect from 1-2-1974, the post of Chairman, Central Board of Revenue shall be up-graded to Grade-22, and the posts of Members, Central Board of Revenue, shall be raised to Grade-21 provided that: –

- (i) Where an incumbent has not been duly appointed to Grade 22, the post of Chairman, CBR, shall continue to be in NPS 21 plus Special Pay of Rs.150 p. m; and
- (ii) For such incumbents as have not been duly appointed to Grade 21, the post of Member CBR, shall carry NPS 20 plus special pay of Rs.150 p.m.

*Note 2.*– The following posts shall be adjusted in National Scale (21):–

- (i) Inspector-General of Police;
- (ii) Director General, Pakistan Post Office;
- (iii) Director General, Pakistan Telegraph and Telephones;
- (iv) Director General, Health; and
- (v) A certain number out of the existing posts of District and Session Judges will be placed in National Scale 20 details of which will follow.

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[Authority: F.D. O.M. No. D.112/74-F.3(8) Gaz.Imp.I/73, dated 30<sup>th</sup> January, 1974.]

With effect from 1-3-1974, the post of Member (Traffic/Engineering) and Member (Finance) in the Railway Board, which are in NPS 20, will carry special pay of Rs.150 p.m. in addition.

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[Authority: F.D. O.M. No. F. 3(12) Gaz.Imp.I/73, dated 21<sup>st</sup> December, 1974.]

*Clarification.*— It is clarified that formal notification is required to be issued in cases of move-over, as it would not mean formal promotion from a lower to a higher grade. A formal letter or an Office Order issued with the approval of the head of Department/Division concerned allowing the move-over would be treated by the audit as adequate authority for allowing pay to the employee concerned in the higher pay scale in question in accordance with the relevant rules. However, before allowing the concession of the move-over in any case, the head of the Department/Division concerned will get that case examined by the relevant DPC and satisfy himself that the employee concerned duly fulfils all the requisite conditions prescribed for admissibility of the above concession.

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[Authority: F.D. O.M. No. D-42-Imp.I/76-F.4(1) Gaz.Imp.I/76 dated the 18<sup>th</sup> February, 1976.]

## PART II.— ALLOWANCES AND OTHER FRINGE BENEFITS

**(A) House Rent Allowance.**—House Rent Allowance will be admissible, till further orders, at Hyderabad (including Kotri), Islamabad, Karachi, Lahore, Lyallpur (Faisalabad), Multan, Peshawar, Quetta and Rawalpindi to all gazetted civil **employees** posted at the stations referred to above at uniform rate of 15% of the minima of their respective National Scales if they are not provided with Government accommodation. Such employees will, however, not be required to produce receipt for payment of rent of privately-rented house in their occupation as evidence of payment of rent of that house. The other existing condition regulating the grant of this allowance shall continue to apply.

House Rent Allowance admissible under Clause (C) as amended in Part-II of paragraph 1 of Finance Division, O.M. No. 1(2) NG.IMP./71, dated the 8<sup>th</sup> March, 1972 and Clause (A) in Part II of paragraph 1 of Finance Division, O.M.No.F.1(36)-Gaz.Imp.I/73, dated the 18<sup>th</sup> August, 1973 will be admissible subject to the only condition that Government accommodation has not been available to the employee concerned as on 1-2-1974.

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[Authority: F.D. O.M. No. 3(8) Gaz.Imp.I/73 dated 30<sup>th</sup> January, 1974.]

*Note I.*—For purpose of calculating House Rent Allowance for holders of the posts of Deputy Secretaries to the Federal Government, the minimum of the scale of pay will be Rs.1,440/-.

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[Authority: F.D. O.M. No. F. 5 (29) Gaz.Imp.I/73 dated 13th April, 1974.]

**Clarifications:-**

- (i) The house rent allowance shall be admissible also to Federal Government employees living in private houses at specified stations as are owned by themselves, their wives, relatives or friends.
- (ii) If both husband and wife being Government servants are residing together at the same station in a Government residence allotted to one of them, house rent allowance shall not be admissible to the other even if the station is a specified one.
- (iii) In case at (ii) above, if none of them has been provided with Government residence and both are residing together in a private house at a specified station, the house rent allowance shall be admissible to either the husband or wife who elects to receive the allowance.
- (iv) A Government servant who was allotted a Government residence but has surrendered it on his own, shall also be eligible to draw house rent allowance from the date of vacation of the Government residence, provided the station is a specified one.
- (v) If a Government servant is offered Government residence but he declines to accept it on personal grounds, he shall be paid the house rent allowance, provided the station is a specified one.
- (vi) If a Government servant owns a house at a specified station which is under his occupation, he shall be eligible for the house rent allowance even if he is not otherwise eligible for Government accommodation on the Estate Office Pool.

- (vii) In the case of un-married sons and daughters who are entitled to Government residences but are residing with their parents having been allotted a Government residence, the house rent allowance shall be payable to them subject to suspension of their title to Government residence which can be revived from the date when they elect not to receive the house rent allowance.
- (viii) In the case of Government employees living with their relatives, friends, etc; in houses provided to the latter by Government, the house rent allowance at specified stations shall be paid subject to necessary permission to the sharing of Government accommodation being obtained from the Estate Office.

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[Authority: F.D. O.M. No. F. 5 (17) Gaz.Imp.I/73 dated 20<sup>th</sup> November, 1974.]

**(B) Residence-Office Conveyance Allowance.**—Residence-Office Conveyance Allowance will be admissible till further orders, at Islamabad, Karachi, Lahore, Lyallpur (Faisalabad), Peshawar, Quetta, and Rawalpindi and will be granted to all gazetted civil employees drawing pay upto Rs.650 per month with marginal adjustments and at rates as indicated below:

<b>Distance between Residence and place of Duty</b>	<b>Rate</b>
Not less than 3 miles and not more than 7 miles.	Rs.10 p.m. with marginal adjustment upto the pay of Rs.659 p.m.
More than 7 miles.	Rs.15 p.m. with marginal adjustment up to Rs.664 p.m.

**(C) Senior Post Allowance.**—Senior Post Allowance shall be admissible to gazetted civil employees in National Scales 20, 21 and 22 at the following rates:—

			(Rate per month)
20	..		Rs.100
21	..		Rs.200
22	..		Rs.300

*Note 1:* The Senior Post Allowance mentioned therein is a compensatory allowance not subject to Income Tax.

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[Authority: F.D. O.M. No. F. 5(29)Gaz. Imp.I/73, dated the September, 1973.]

- Note II:*
- (i) The Senior Post Allowance will be admissible during earned leave subject to the provisions of SR 7-B;
  - (ii) The Allowance will not be admissible during leave preparatory to retirement;
  - (iii) The Allowance will not be taken into account for the purpose of contribution of G.P. Fund;
  - (iv) The Allowance will not be treated as part of the emoluments for counting towards calculation of pension;
  - (v) The Allowance will not be admissible to officers serving abroad;
  - (vi) The Allowance will be taken into account for the purpose of recovery of house rent; and
  - (vii) As regards contributions to the Central Employees Benevolent Fund and the Central Employees Insurance Fund, because the employees eligible for this allowance are making the maximum contribution already, the question of taking this Allowance into consideration for the purpose of contribution to these funds does not for the time being arise.

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[Authority: F.D. O.M. No. F. 4(2)Gaz.Imp.I/73, dated 6<sup>th</sup> November, 1973.]

### PART III.—MISCELLANEOUS

All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force.

2. Except as provided in the following paragraph, all gazetted civil employees of the Central Government (other than teaching personnel), paid directly from the Civil or the Defence Estimates, will, with effect from the 1<sup>st</sup> March, 1972, be governed by the Scheme detailed above.

3. (A) All employees of the category mentioned in the preceding paragraph who have been in the gazetted civil employ of the Federal Government since before the 12<sup>th</sup> August, 1973 (in this Office Memorandum termed "existing Government Servants") will have the option not to be governed by the above Scheme. This option will be valid only if it is exercised in writing and is communicated to the Audit Officer concerned in writing so as to reach it not later than the 31<sup>st</sup> December, 1973. If, however, on the date of issue of this Office Memorandum, an existing Government servant be on leave or outside Pakistan, he may exercise the above option and communicate it to the Audit Officer concerned within three months of the date of his return. The option once exercised shall be final. An existing Government servant, who does not exercise and communicate such option within the prescribed time limit, shall be deemed to have opted to be governed by the Scheme detailed in paragraph 1 above.

(B) (1) Existing Government servants may opt to be governed by the Scheme with effect from 1<sup>st</sup> March, 1972, or from any date thereafter upto and including the 28<sup>th</sup> February, 1974. An intimation to this effect must, however, be given in writing by the employee concerned to the Audit Office concerned by the 28<sup>th</sup> February, 1975. The option once exercised shall be final. An existing Government servant, who does not exercise and communicate such option within the prescribed time limit, shall be deemed to have opted to be governed by the Scheme (detailed in paragraph 1 above) with effect from the 1<sup>st</sup> March, 1972.

*Note I:* In the case of employees who were on leave on or since before 1-8-1973, and who opt to be governed by the above Scheme w.e.f. a date earlier than 1-8-1973, the leave salary for the period from 1-8-1973 onwards will be allowed to be drawn as if their pay notionally admissible in the relevant National Scale under the above Schemes on the eve of their proceeding on leave, were the "Pay last drawn" for purposes of this Division's Circular O.M. No. F. 9(16)-R.1/69, dated the 26<sup>th</sup> July, 1969.

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[Authority: F.D. O.M. No. 5(4)/73-R.I. D-10/74, R.I, dated 9th February, 1974.]

(2) Initial fixation of pay in the National Scales will be w.e.f. the date an employee opts, or is deemed to opt, for the Scheme.

4. Those of the existing Government employees who validly opt not to be governed by the Scheme detailed in paragraph 1, shall continue to be governed by the rules, orders, etc., regarding scales of pay etc., that would have been applicable to them if this Scheme had not been introduced.

5. A Committee will be set up in the Ministry of Finance to (a) resolve any anomalies that may arise out of the introduction of the Scheme, and (b) perform such other functions consequent upon the introduction of the Scheme as may be entrusted to it. This Committee shall have the following members:—

- |       |   |                  |
|-------|---|------------------|
| (i)   | Joint Secretary (Regulations) Ministry of Finance.  | <i>Chairman</i>  |
| (ii)  | Representative of the administrative Ministry concerned not below the level of Joint Secretary. | <i>Member</i>    |
| (iii) | Deputy Secretary (Implementation) Ministry of Finance.  | <i>Member</i>    |
| (iv)  | Section Officer (Implementation) Ministry of Finance.   | <i>Secretary</i> |

6. This Committee shall only be a recommending body. Cases shall be referred to this Committee by the Ministry/Division concerned in the following proforma, in septuplicate:—

- (a) Name of the Government servant.
- (b) Name of the Office where he is working for the time being.
- (c) Name of his parent department.
- (d) His designation at present.
- (e) Post he is holding at present.
- (f) Exact nature of the anomaly/difficulty.
- (g) Reasons for considering it an anomaly/difficulty (detailed reasons to be given).
- (h) Number of Government servants placed in a similar position.
- (i) Solution proposed by the administrative Ministry/Division concerned.
- (j) Reasons for that solution (detailed reasons to be given).

*Note I.*—Dissimilar treatment of employees similarly placed in the following matters relating to the terms and conditions of their entry into Government service and of their service would constitute an “anomaly”. To be specific, the following are the matters referred to above:—

- (i) Method of Recruitment.
- (ii) Standard of Selection.
- (iii) Prescribed minimum qualification relating to academic education, professional/technical/vocational education and experience.
- (iv) Nature and duration of training, especially that during probationary period.
- (v) Nature of duty.

- (vi) Level of responsibility.
- (vii) Quantum of work.
- (viii) Comparative position in pre-1-3-1972 Scales of Pay.

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[Authority: F.D. O.M. No. 1(2)-NG.IMP/71(Pt), dated the 14<sup>th</sup> June, 1972]

*Note II.* — Similar treatment of employees dissimilarly placed does not constitute an anomaly.

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[Authority: F.D. O.M. No. F. 1(1)-NG. IMP.II/71, dated the 24<sup>th</sup> July, 1972.]

7. These orders will be incorporated in the rules to be issued in due course.

*Note:* As is evident from the operative paragraph of the Finance Division O.M. No. F.1 (36)-Gaz.Imp.1/73, dated 18-8-1973, the scheme applies only to the civil employees (other than teaching personnel) of the Federal Government paid from the Civil Estimates or from the Defence Estimates. However, autonomous/semi-autonomous organizations under the administrative control of the Federal Government, in cases where the power to lay down pay scales for their employees vests solely in them under their Charters, may adopt this Scheme with such modifications as deemed necessary. Where such power does not vest solely in the autonomous/semi-autonomous organizations and is exercisable by or with the approval of the Federal Government, the cases should be referred to the Regulation Wing of the Finance Division through the administrative Division concerned, with proposal for determining the appropriate National Scale, etc.

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[Authority: F.D. O.M. No.F.1(36)-Gaz.Imp.I/73,dated 18-8-1973 and F.1(36)Gaz.Imp.I/73 dated 26<sup>th</sup> September, 1973]

**SCHEDULE TO THE MINISTRY OF FINANCE OFFICE MEMORANDUM**

**No. F. 1(36) GAZ.IMP.I/73, DATED THE 18TH AUGUST, 1973**

**NATIONAL SCALES OF PAY FOR GAZETTED EMPLOYEES**

<b>National Scale Sl. No</b>	<b>National Scale of Pay</b>	<b>Posts to which applicable</b>	<b>Prescribed length of Class-I Service</b>
		<b>Posts the maximum of the New Scale which-</b>	
<b>I (16)</b>	<b>400-35-750/50-1000</b>	<b>Does not exceed Rs.925</b>	<b>Nil</b>
<b>II (17)</b>	<b>500-50-1000/50-1250 (Junior Class I)</b>	<b>Exceeds Rs.925 but does not exceed Rs 1150.</b>	<b>Nil</b>
<b>III (18)</b>	<b>1000-75-1750 (Senior Class I)</b>	<b>Exceeds Rs.1150 but does not exceed Rs.1699.</b>	<b>Nil</b>
<b>IV (19)</b>	<b>1800-80-2200</b>	<b>Exceeds Rs.1699 but does not exceed Rs.2150.</b>	<b>13 years</b>
<b>V (20)</b>	<b>2300-100-2600</b>	<b>Exceeds Rs.2150 but does not exceed Rs.2600.</b>	<b>15 years</b>
<b>VI (21)</b>	<b>2750 (Fixed)</b>	<b>Exceeds Rs.2600 but does not exceed Rs.2750.</b>	<b>20 years</b>
<b>VII (22)</b>	<b>3000 (Fixed)</b>	<b>Exceeds Rs.2750.</b>	<b>22 years</b>

*Notes:—* (i) In the above Schedule, the term “New Scale” means the pay scales for gazetted officers enforced with effect from the 1<sup>st</sup> December, 1962, under Ministry of Finance O.M. No. Pay. Gaz.I (7)Imp/63, dated the 22<sup>nd</sup> April, 1964.

- (ii) In cases in which with the pre-National Scales, a technical pay stood attached to a post or was allowed to a Service, the maximum referred to in column 3 above will be arrived at by adding that technical pay to the maximum of the National Scale in question.
- (iii) In the case of post which carried in the National Scales an ordinary grade as well as a Selection Grade, the relevant National Scale of Pay will be determined with reference to the maximum of the ordinary grade. However, if any existing Government servant was in a Selection Grade on the 11<sup>th</sup> August, 1973, the National Scale of Pay will be determined with reference to the maximum of the Selection Grade.
- (iv) In cases in which the New Scale of the post is a fixed rate of pay that fixed rate of pay will be deemed to be the maximum of the New Scale for the purposes of column 3 above.

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**SECTION - III**

**REVISED NATIONAL SCALES OF PAY (1-22)**

**1977**

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No.F.1(1)-Imp.I/77

Islamabad, the 28<sup>th</sup> April, 1977

**REVISION OF PAY AND ALLOWANCES OF CIVIL EMPLOYEES  
OF THE FEDERAL GOVERNMENT**

Government has revised the National Scales of Pay and Allowances sanctioned in Finance Division O.M. No. F.1(2)-NG.IMP/71, dated the 8<sup>th</sup> March, 1972 and No. F.1(36) Gaz.Imp.I/73, dated the 18<sup>th</sup> August, 1973 as amended from time to time, as indicated below with effect from 1<sup>st</sup> May, 1977.

**PART I. – NATIONAL SCALES OF PAY**

2. **Pay Scales.** – The Revised National Scales of Pay, as shown in the Annex, shall replace the existing National Scales of Pay.

3. **Initial fixation of Pay.** – (i) In the case of the existing employees, the initial pay in the relevant Revised National Scales of Pay shall be fixed at the stage equal to, or if there is no such stage, at the stage next above, the amount arrived at by allowing an increase of 10% over the aggregate of the basic pay in the existing scales and the dearness allowances that would have been admissible, but for these orders, on the 1<sup>st</sup> May, 1977.

(ii) The annual increment in the Revised National Scales of Pay will continue to accrue on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under the ordinary rules.

4. **Fixation of Pay on Promotion.** – (i) The existing provisions regulating the fixation of pay in cases of promotion from a lower to a higher post upto NPS-15 whereby one premature increment is allowed in the higher National Scale if the pay increase on promotion under the normal rules is equal to, or less than, one full increment, shall also be applicable to fixation of pay on promotion to posts carrying NPS 16, 17, 18 and 19. Simultaneously, the “year of service” formula allowing credit for service in excess of the required minimum of 7 years for fixation of pay in NPS 18 shall be abolished. The existing system of allowing 'minimum benefit' on promotion to posts in NPS-16 and 17 shall also be discontinued.

*Clarification.*—Cases of anomalies have come to notice where the pay of a junior person on promotion after the introduction of Revised National Pay Scales exceeds the pay of his senior promoted to the same higher post under the scheme of National Scales of Pay. The anomalies would be clear from the following illustrations:—

- (i) Mr. 'A' while in receipt of pay at Rs.700 p.m. as Assistant in charge in the pre-revised NPS 13 was promoted as Superintendent in April, 1977 and was allowed pay at Rs.750 p.m. in the pre-revised NPS 14. His pay was subsequently fixed at Rs.940 in the revised NPS with effect from 1-5-1977 in Grade-14.

His Junior Mr. 'B' also an Assistant in charge was in receipt of Rs.700 p.m. on 30-4-1977 in the pre-revised NPS 13. His pay was fixed at Rs.918 p.m. in the revised NPS 13 as an Assistant in charge. He was thereafter promoted as Superintendent in Grade 14 and his pay was fixed at Rs.975 which exceeds the pay of **Mr. 'A'**, his senior, as Superintendent, by Rs.35 p.m.

- (ii) Mr. 'X' while in receipt of pay Rs.950 p.m. in NPS 16 was promoted to NPS 17 on 16-3-1976. His pay was fixed at Rs.1,000 p.m. from 16-3-1976 in NPS 17. This was revised w.e.f. 1-5-1977 as under:—

Pay on 30-4-1977 in NPS 17	Rs. 1,050 p.m.
Addl. Dearness Allowance	Rs. 105 p.m.
Special Dearness Allowance	Rs. 25 p.m.
<b>Total</b>	<b>Rs. 1,180 p.m.</b>
<b>Addl. 10% increase</b>	<b>Rs. 118 p.m.</b>
<b>Grand Total</b>	<b>Rs. 1,298 p.m.</b>
<b>Pay fixed in RNPS on 1-5-1977</b>	<b>Rs. 1,330 p.m.</b>

His junior Mr. 'Y' also in receipt of the same pay in NPS 16 continued to draw pay in that scale till 11-5-1977, his pay was revised to Rs.1,275 in Revised National Scales of Pay 16 from 1-5-1977, on his promotion with effect from 12-5-1977 his pay has been fixed at Rs.1,390 in NPS 17 in terms of para 4 of Finance Division O.M. dated of 28-4-1977. The excess here is Rs.60 p.m.

(iii) Mr. 'M' drawing pay of Rs.1,050 in NPS-17 on 30-9-1976 was promoted to grade 18 on 1-10-1976. His pay was fixed in NPS 18 at Rs.1,075 on the basis of the year of service rule (not taking into account Rs.250 which represented an element of 5 advance increments for which no credit was admissible). Pay on 1-5-1977 was fixed at Rs.1,350. Increment will be due on 1-12-1977, raising his pay to Rs.1,425.

His Junior Mr. 'N' was also drawing pay of Rs.1,050 on 30-9-1976. He draws an increment on 1-12-1976 raising his pay to Rs.1,100. On revision w.e.f. 1-5-1977, his pay was fixed at Rs.1,390 in NPS 17. He was promoted to grade 18 on 10-5-1977. His pay was fixed at Rs.1,500 by allowing him one premature increment. He will receive annual increment on 1-12-1977, raising his pay to Rs.1,575 NPS 18.

Thus the pay of Mr. 'N' promoted to grade 18 under the revised National Scales of Pay will exceed by Rs.150 the pay of his senior promoted to grade 18 some seven months before the introduction of the Revised National Pay Scales.

2. In order to remove the above anomalies, it has been decided that in those cases of promotion from a lower to a higher post under the National Scales of Pay, in which the promotion has taken place before the introduction of Revised National Pay Scales, the pay of the senior employee concerned in the Revised National Scales of Pay of the higher post would be re-fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post had taken place after the introduction of the Revised National Pay Scales w.e.f. 1-5-1977.

3. The above decision would take effect from the date of **coming** into force of the Revised National Scales of Pay.

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[Authority: F.D. O.M. No. F. 5(5)Imp.I/77, dated 19th September, 1977.]

- (ii) The pay of persons appointed to posts in grades 19 and above before they have completed the prescribed length of service for the relevant grade, shall be fixed at the minimum of the scale of the post but, for the purpose of drawl of increments, service in that scale shall count only from the date of completion of the prescribed length of service. In the case of persons appointed to posts in Grade-20 and above after completion of the minimum length of service prescribed for the relevant grade, pay in the scale of the higher post shall be fixed under the normal rules.

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[Authority: F.D. O.M. No. F. 1(1) Imp.I/77, dated 28<sup>th</sup> April, 1977 and 3<sup>rd</sup> July, 1977.]

*Clarification.*— In the case of the existing incumbents of the posts of Deputy Secretary/equivalent in the Federal Secretariat who were appointed as such under the lateral entry scheme and are covered under the above mentioned O.M., the condition of completion of 13 years service prescribed under the pay rules shall not be applicable for the purpose of allowing increments in NPS-19 falling due after 1<sup>st</sup> January, 1978.

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[Authority: F.D. O.M. No. F. 1(8) Imp.I/77, dated 1st September, 1979.]

*Note 1.*— Vide Finance Division's O.M. No. F.1(8)Imp.I/77, dated 5th May, 1978, it was decided that:—

- (a) All categories of incumbents of the post of Deputy Secretary to the Federal Government and other equivalent posts in the Federal Secretariat carrying NPS-18 plus special pay of **Rs.440** p.m. shall, w.e.f. 1<sup>st</sup> January, 1978, draw pay in the Revised National Pay Scale No.19 (Rs.2250-100-2750) without any special pay.
- (b) The pay of existing incumbents of the post of Deputy Secretary and equivalent who were drawing pay in NPS-18 plus special pay of Rs. 440 p.m. will be fixed in NPS-19 on presumptive basis with effect from the date of appointment to the post or completion of the prescribed length of 13 years whichever is later; the service rendered after that date being treated as if it were service rendered in NPS-19.

2. On reconsideration and in supersession of the decision contained in para 2 of Finance Division's O.M. No. F.1(8) Imp.1/77, dated the 5th January, 1978, it has now been decided that the pay of the existing incumbents, i.e., those who on the eve of 1st January, 1978, were holding the above mentioned posts and drawing pay in Revised NPS-18 plus special pay of Rs.440 shall be fixed in Revised NPS-19 at the stage next above the aggregate of grade pay in NPS-18 and the special pay of Rs.440.

3. The pay of all categories of existing incumbents concerned shall be re-fixed with effect from 1st January, 1978 in the manner indicated in para 2 above. Consequently, Finance Division's O.M. No. F.1(8)Imp.1/77, dated 22<sup>nd</sup> November, 1978 shall be deemed to have been cancelled. If, however, as a result of fixation of pay under that O.M. an officer was, on 1st January, 1979, drawing pay in NPS-19 at a stage higher than what would now be admissible under this O.M., the difference will be allowed to be drawn as personal pay to be absorbed in future increments.

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[Authority: F.D. O.M. No. F. 1(8) Imp.1/77, dated 18<sup>th</sup> January, 1979.]

*Note II.*— As a result of the re-fixation of pay in NPS-19 contemplated above, in some cases, the pay of the Deputy Secretaries/equivalents, as on 1st January, 1978, exceeds the pay of their seniors who were promoted as Joint Secretaries/equivalents during the period 1st June, 1977 to 31st December, 1977. In order to remove this anomaly, it has been decided that in the case of officers, who while holding the post of Deputy Secretary/equivalent and drawing pay in NPS-18 plus special pay of Rs.440, were promoted to a post in NPS-20, their pay in the revised NPS-20 would be re-fixed w.e.f. 1<sup>st</sup> January, 1978 so that it would not be less than the pay that would have been admissible to them had their promotion taken place after 31<sup>st</sup> December, 1977.

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[Authority: F.D. O.M. No. F. 1(8)Imp.1/77, dated the 28th February, 1979.]

5. **Advance Increments.**—Orders contained in Health and Social Welfare Division O.M. No. F.15-10/74-Per., dated the 13<sup>th</sup> January, 1975 and Finance Division O.Ms. No.532-R.5/75, F. No.3(4)R.1/75, both dated the 30th

June, 1975, in so far as they relate to the grant of five advance increments to certain categories of employees in NPS-17, shall stand rescinded on the introduction of the Revised National Scales of Pay.

## **PART II. — ALLOWANCES**

6. **Dearness Allowances.**—As from the 1st May, 1977, Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance shall cease to be payable to an employee who draws pay in the Revised National Scales of Pay.

7. **House Rent Allowance.**—All employees not provided with Government accommodation and posted at the following stations shall be entitled to house rent allowance at the rates specified below :—

- |  |   |
|--|---|
| (a) Islamabad, Karachi, Lahore, <u>Peshawar</u> , Quetta, Rawalpindi, Hyderabad (including Kotri), Multan and Lyallpur (Faisalabad). | 30% of the minimum of the relevant Revised National Scale of Pay. |
| (b) Divisional/District Headquarters other than those specified at (a) above and all Tehsil headquarters.                            | 10% of the minimum of the relevant Revised National Scale of Pay. |

The other existing conditions relating to grant of this allowance shall continue to apply.

8. **Residence-Office Conveyance Allowance.**— All employees posted at Islamabad, Karachi, Lahore, Peshawar, Quetta, Rawalpindi, Hyderabad (including Kotri), Multan and Lyallpur (Faisalabad) not residing within their work premises, shall be allowed Conveyance Allowance or Motor Cycle/Car Maintenance Allowance, irrespective of the distance between the office and the residence, at the rates and subject to the conditions specified below:—

- |  |             |
|--|-------------|
| (i) Conveyance Allowance               | Rs.30 p.m.  |
| (ii) Motor Cycle Maintenance Allowance | Rs.60 p.m.  |
| (iii) Car Maintenance Allowance        | Rs.150 p.m. |

Motor Cycle Maintenance Allowance shall be admissible to an employee who maintains a motor cycle/scooter and draws pay of not less than Rs.350 p.m. and Motor Car Maintenance Allowance shall be admissible to an employee who maintains a motor car and draws pay of not less than Rs.1250 p.m. This allowance shall be admissible to an employee who possesses a vehicle in his/her own name or in the name of his/her spouse:

Provided that the allowance shall be admissible to one of the spouses and not to both in respect of the same vehicle.

**9. Local Compensatory Allowance.**—(i) Local Compensatory Allowance shall be admissible to all employees residing at the following stations and at the rates specified below: —

- |     |  |  |
|-----|--|--|
| (a) | Islamabad and Karachi.                   | 10% of pay in the Revised National Scale of Pay, subject to a maximum of Rs.200 p.m. |
| (b) | Lahore, Peshawar, Quetta and Rawalpindi. | 5% of pay in the Revised National Scale of Pay, subject to a maximum of Rs.100 p.m.  |

(ii) In supersession of this Division O.M. No. F.6(3)R-14/75, dated the 15th July, 1975, all non-migratory staff stationed at Quetta shall also be entitled to draw Hill Allowance in accordance with the provisions of Finance Division O.M. No. F.12(6)RI/72-D.691-R 3/73, dated the 18th July, 1973 at the rates specified therein.

(iii) Islamabad Compensatory Allowance, Karachi Compensatory Allowance and Local Compensatory Allowance payable at Lahore, Rawalpindi and Peshawar shall cease to be admissible.

**10. Senior Post Allowance.**—The Senior Post Allowance shall be admissible at the following rates: —

NPS-20	.....	Rs.200 p.m.
NPS-21	.....	Rs.400 p.m.
NPS-22	.....	Rs.600 p.m.

### PART III. – GENERAL

11. **House Rent Recovery.**—The recovery of house rent for residential accommodation provided by the Government shall be made at the rate of 5% of the emoluments of an employee.

12. **Existing Rules.**—All existing rules and orders relating to matters dealt with in this O.M. shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to remain in force.

13. **Extent of Application.**—The Revised National Scales of Pay and Allowances mentioned above shall apply to all civil employees of the Federal Government, except the Civil Armed Forces personnel paid directly from the civil estimates **or** the Defence Services estimates, who are governed by the Scheme of National Scales of Pay.

14. **Options.**—(i) All existing civil employees of the Federal Government who had opted not to be governed by the Scheme of National Scales of Pay shall have the option to retain their existing scales of pay. This option shall be valid only if it is exercised in writing and is communicated to the Audit Officer/Head of the Office concerned so as to reach him not later than 31st July 1977. If, however, on the date of issue of this O.M, an existing employee be on leave or outside Pakistan, he may exercise the option and communicate it to the Audit Officer/Head of the Office concerned within three months of the date of his return from leave or to Pakistan. The option once exercised shall be final. An existing employee who does not exercise and communicate such option on or before 31st July, 1977 shall be deemed to have opted to be governed by the Scheme of National Scales of Pay with effect from 1st May, 1977.

(ii) Those of the existing employees who validly opt not to be governed by the Scheme of National Scales of Pay shall continue to be governed by the rules/orders regarding scales of pay, etc., which are currently applicable to them.

15. **Anomalies.**— A Committee will be set up in the Finance Division to resolve the anomalies arising out of the introduction and revision of the National Scales of Pay. A separate communication will be issued in this connection.

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[Authority: F.D. O.M. No. F. 1(l)Imp.I/77, dated 28th April, 1977.]

Note I.— With effect from 1-2-1979, the special pays admissible vide Finance Division's O.M. No.Dy.NG.1(7)Imp.1/63, dated the 3rd April, 1963, have been enhanced as follows:—

Rate of Special Pay admissible at present		Revised Rates of Special Pay
Rs.15 p.m.	.....	Rs.20 p.m.
Rs.20 p.m.	.....	Rs.25 p.m.
Rs.25 p.m.	.....	Rs.30p.m.
Rs.30 p.m.	.....	Rs.35 p.m.

2. Special pay admissible to Jamadars and Daftaries vide Finance Division's O.M. No. 4(8) R.1/74, dated the 17th May, 1974 and O.M. No. 26(10)R.1/72-1108, dated the 6th January, 1976 shall also be enhanced to Rs.20 p.m., w.e.f. 1<sup>st</sup> February, 1979.

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[Authority: F.D. O.M. No. 1011-R. 4/79, F. 4(43)R. 1/78, dated the 19th May, 1979.]

Note II.— The Special Pay of Rs.35 p.m. sanctioned to any civil servant shall be raised to Rs.45 p.m. w.e.f. 1-2-1979 or from the date of its actual grant to a civil servant whichever is later.

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[Authority: F.D. O.M. No. F. 4(43)R.1/78, dated 7th September, 1979.]

*Note III.*—The rates of special pay to P.As to Federal Ministers/Ministers of State, Federal Secretaries, Federal Additional Secretaries and Federal Joint Secretaries have been raised with effect from 1st February, 1979, as follows:—

	Old Rates	New Rates
1. P.A. to Federal Minister.	Rs. 60 p.m.	Rs. 70 p.m.
2. P.A. to Minister of State.	Rs. 50p.m.	Rs. 60 p.m.
3. P.A. to Federal Secretary.	Rs. 50p.m.	Rs. 60 p.m.
4. P.A. to Additional Secretary.	Rs. 50 p.m.	Rs. 60 p.m.
5. P.A. to Joint Secretary.	Rs. 35 p.m.	Rs. 40 p.m.

[Authority: F.D. O.M. No. F. 4(43) R. 1/78, dated 5th May, 1979.]

*Note IV.*— Grade 16 Private Secretaries attached with the Federal Secretaries and Additional Secretaries will, in addition to their grade pay, draw special pay of Rs.150 p.m. and Rs.100 p.m. respectively, w.e.f. 1st February, 1979.

[Authority: F.D. O.M. No. F. 26(1)R.1/80-31-R. 3/81, dated 20th January, 1981.]

*Note V.*— The special pay of Rs.20 sanctioned to Qasids attached to Ministers/Secretaries/Additional Secretaries in the Federal Secretariat and the Daftries in the Federal Government sanctioned vide Finance Division O.M. No. 1011-R.IV/79, F.4(43)R.1/78, dated 19<sup>th</sup> May, 1979 shall be enhanced to Rs.30 p.m. with effect from 1-7-1986.

[Authority: F.D. O.M. No. F. 3(4)R.1/86, dated 1st July, 1986.]

*Note VI.*— Lift Operators in the Federal Government will be allowed a special pay of Rs.35 p.m. in addition to their pay in the Basic Pay Scales applicable to them.

2. These orders will take effect from 1-7-1986.

[Authority: F.D. O.M. No. F. 3(3)R.1/86, dated the 1st July, 1986.]

## Annexure to Finance Division's O.M. No. F. 1(1)-Imp.I/77, dated 28-4-1977

## NATIONAL SCALES OF PAY

No.		Existing Scale	Revised Scale
1		2	3
NPS	1	100-2-116/3-140	250-5-280/6-340
NPS	2	110-3-152/4-160	260-6-302/7-365
NPS	3	120-3-150/5-180	270-7-326/8-390
NPS	4	130-4-170/5-200	280-8-352/9-415
NPS	5	150-6-180/8-220/10-280	290-10-350/12-470
NPS	6	165-8-205/10-255/10-315	315-12-399/14-525
NPS	7	180-10-230/10-280/15-370	335-14-447/16-575
NPS	8	200-12-260/15-335/15-425	370-16-514/18-640
NPS	9	225-15-300/16-380/20-480	390-20-590/22-700
NPS	10	250-18-340/20-440/20-540	410-22-520/24-760
NPS	11	275-20-375/20-475/25-600	430-24-550/28-830
NPS	12	300-20-400/25-525/25-650	460-28-600/30-900
NPS	13	325-25-450/25-575/25-700	490-30-790/32-950
NPS	14	350-25-475/25-600/30-750	520-30-730/35-1010
NPS	15	375-25-500/30-650/35-825	550-35-900/40-1100
NPS	16	400-35-750/50-1000	625-40-825/50-1325
NPS	17	500-50-1000/50-1250	900-50-1150/60-1750
NPS	18	1000-75-1750	1350-75-1650/100-2150
NPS	19	1800-80-2200	2250-100-2750
NPS	20	2300-100-2600	2600-125-3225
NPS	21	2750	3000-150-3750
NPS	22	3000	3250-200-4250

Note V.— With effect from 1<sup>st</sup> July, 1981, the National Scales of Pay indicated in Column (3) above have been revised as follows: —

	Existing NPS	Revised NPS
	1	2
1.	250-5-280/6-340	250-5-280/6-340-7-375
2.	260-6-302/7-365	260-6-302/7-365-8-405
3.	270-7-326/8-390	270-7-326/8-390-9-435
4.	280-8-352/9-415	280-8-352/9-415-12-475
5.	290-10-350/12-470	290-10-350/12-470-14-540
6.	315-12-399/14-525	315-12-399/14-525-16-605
7.	335-14-447/16-575	335-14-447/16-575-18-665
8.	370-16-514/18-640	370-16-514/18-640-22-750
9.	390-20-590/22-700	390-20-590/22-700-24-820
10.	410-22-520/24-760	410-22-520/24-760-28-900
11.	430-24-550/28-830	430-24-550/28-830-30-980
12.	460-28-600/30-900	460-28-600/30-900-32-1060
13.	490-30-790/32-950	490-30-790/32-950-35-1125
14.	520-30-730/35-1010	520-30-730/35-1010-40-1210
15.	550-35-900/40-1100	550-35-900/40-1100-50-1350
16.	625-40-825/50-1325	625-40-825/50-1325-60-1625
17.	900-50-1150/60-1750	900-50-1150/60-1750-100-2250
18.	1350-75-1650/100-2150	1350-75-1650/100-2650
19.	2250-100-2750	2250-100-3050
20.	2600-125-3225	2600-125-3600
21.	3000-150-3750	3000-150-4200
22.	3250-200-4250	3250-200-4850

2. The pay of the existing employees including retired Government servants re-employed in posts under Government or in Public Sector Corporations etc., drawing pay in the relevant NPS shall, w.e.f. 1-7-1981, be advanced by one stage. The annual increment falling due on December 1, 1981 will, however, accrue as usual on that date.

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[Authority: F.D. O.M. No. 2(18) R.3/81, dated 27th June, 1981.]

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**SECTION - IV**

**BASIC SCALES OF PAY**

**(1983)**

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No.F.1(1)-Imp./83

Islamabad, the 18<sup>th</sup> August, 1983

**Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees  
of the Federal Government (1983)**

The President has been pleased to sanction with effect from 1st July, 1983 a Scheme as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

**PART I. – BASIC SCALES AND ALLIED MATTERS**

2. **Basic Scales of Pay.**—The Basic Scales of Pay, 1983 as shown in the Schedule annexed to this O.M. shall replace the existing Revised National Scales of Pay (RNPS). The Basic Scales shall not be regarded as “grades” and shall not be referred to as grades in official communications. Officials shall henceforth be appointed/promoted to posts and not in grades.

3. **Initial Fixation of Pay.**—(i) The initial pay of an existing employee i.e., an employee who has been in Government service since before the 1st of July, 1983, shall be fixed at the stage in the relevant Basic Pay Scale which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Revised National Pay Scale, provided that where the pay so determined does not give the employee concerned a minimum advantage of 10% of his existing basic pay plus Dearness Allowance over and above the present emoluments drawn by him, his pay shall be fixed at the lowest stage in the Basic Scale that gives him that advantage: “provided further that where such a stage exceeds the maximum of the relevant Basic Scale, the excess will be allowed as personal pay, subject to subsequent reductions under FR 37”. In this fixation formula, “emoluments” would mean the sum of pay, Dearness Allowance and Local Compensatory Allowance, if any.

(ii) Annual increment shall continue to be admissible subject to existing conditions on the 1st of December each year under this Scheme. However, the first annual increment of existing employees in the Basic Scales shall accrue on the 1<sup>st</sup> of December, 1983.

(iii) In such cases the employee concerned may at his option, be allowed w.e.f. 1-7-1983, to draw the pay of the lower post/scale provided the lower post was held by him in a substantive capacity or he had drawn/would have drawn pay in that post/scale for a continuous period of 3 years.

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[Authority: F.D. O.M. No. F.1 (42)R.3(A)/83, dated 16th January, 1984.]

(iv) The initial pay of the employees, referred to above, may be fixed on 1-7-1983 by calculating their "emoluments" referred to in para 3(i) of the O.M. dated 18-8-1983, presumptively on the basis of LCA @ 10% subject to a maximum of Rs.200 irrespective of the stations of posting of the employees concerned, but no arrears of pay shall be admissible.

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[Authority: F.D. O.M. No. F.1 (49)R.3/84, dated 14th June, 1984.]

(v) The pay of employees, who were posted in Pakistan's Missions abroad and who were not in receipt of the Dearness Allowance and Local Compensatory Allowance, was fixed under point-to-point formula i.e., at the stage in the relevant BPS which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Revised NPS.

2. It has been represented that the application of the above formula for fixation of pay caused recurring and permanent loss to some of the employees posted in Pakistan Missions abroad on 1-7-1983 as compared to similar categories of employees drawing same pay but posted in Pakistan, because the Dearness Allowance and LCA admissible in Pakistan were not admissible in Pakistan Missions abroad.

3. Considering the above hardship to the employees concerned and in view of the concession extended vide Finance Division O.M. No. F. 1 (49)R.3/84, dated the 14th June, 1984 to those employees whose pay had been fixed in the BPS on the basis of 10% minimum benefit formula, it has been decided that the pay of those employees who were serving in Pakistan Missions abroad on **1-7-1983** including those who proceeded on LPR and/or retired after 18-8-1983 may be re-fixed in **BPS** on 1-7-1983 after taking into account the emoluments of Dearness Allowance and Local Compensatory Allowance at 10% of pay subject to a maximum of **Rs.200** p.m., as admissible in Pakistan prior to 1-7-1983 on presumptive basis under the alternative formula, if it is more beneficial to them, subject to the condition that no arrears on account of this re-fixation of pay shall be admissible.

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[Authority: F.D. O.M. No. F. 1 (12)R.3/84, dated 15th August, 1984.]

(vi) It has been decided to allow on the specific recommendation of FPSC, on appointment to a post, upto six premature increments above the minimum of the respective pay scale to which they are appointed and not over and above their protected pay under FR 22 to those nominees of the FPSC, who are already in Federal/Provincial Government service.

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[Authority: F.D. O.M. No. F. 2(60)R.2/84, dated 22nd Sept. 1985.]

*Clarification.* – It is clarified that the pay of the existing re-employed civil servants and Armed Forces Officers/Personnel shall be fixed in accordance with para 3(i) of Finance Division's O.M. No. F.1(1)Imp/83, dated the 18th August, 1983. In the case of those retired civil servants/Armed Forces Commissioned Officers who are re-employed since before 20th March, 1980, and who opted to retain the terms and conditions of re-employment obtaining prior to the issue of Finance Division's O.M. No. F.4(4)Reg.7/78, dated the 20th March, 1980, the amount of pension shall continue to be deducted from their revised pay. In the case of re-employed Armed Forces personnel below commissioned rank, the amount of pension in excess of Rs.200 p.m. will continue to be deducted in accordance with existing instructions till 31<sup>st</sup> December, 1983. From 1<sup>st</sup> January, 1984, they will be governed by Finance Division O.M. No. F.12(4)Reg. dated 8<sup>th</sup> February, 1984.

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[Authority: F.D. O.M. No. F. 1 (70)R.3/83, dated the 15<sup>th</sup> March, 1984.]

4. **Fixation of Pay on Promotion.**— The existing provisions regulating the fixation of pay in case of promotion of employees from a lower to a higher post shall continue to apply. —

(i) In the case of promotion from a lower to a higher post/ scale before the introduction of the Basic Pay Scales, the pay of the senior employee concerned may be re-fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of the Basic Scale, 1983:

(a) The above decision will take effect from 1-7-1983. However, no arrears will be admissible for the period prior to 1-1-1985.

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[Authority: F.D. O.M. No. 1(1)-Imp/83 dated 18-8-1983 read with O.M. No. F. 1 (2) R.3/85, dated 21<sup>st</sup> January, 1985.]

5. **Move-over.**— The existing provisions regulating the concession of move-over without promotion to the next higher pay scale of employees in RNPS-1 (B-I) to RNPS-16 (B-16) shall continue to be applicable in this Scheme.

6. The existing concession of 'move-over' of employees from RNPS 16 (B-16) to RNPS 17 (B-17) and RNPS-17 (B-17) to RNPS 18 (B-18) shall be extended upto B-20 and regulated as under: —

(a) the existing condition of the period of stay of three years at the maximum of pay scales B-16 and B-17 in the case of non-technical and non-professional categories shall continue to be applicable.

(i) The case of move-over shall be scrutinized and recommended to the Establishment Division by a Selection Committee consisting of Secretary of the Administrative Ministry concerned and a representative of

the Establishment Division not below the rank of Joint Secretary. The cases would then be processed by the Establishment Division to obtain approval of the competent authority.

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[Authority: F.D. O.M. No. F.1(28)R. 3(A)/84-(II), dated the 15th October, 1984.]

- (b) No move-over beyond B-18 in the case of the categories of employees mentioned at (a) above shall be permissible.
- (c) The move-over in the case of technical and professional categories e.g., Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Archaeologists, Geologists, Meteorologists, Experts on Agriculture, Animal Husbandry and Forestry shall be permissible upto B-20 without the condition of stay at the maximum for three years.
- (d) Since the move-over does not constitute actual promotion to a higher post carrying higher Basic Pay Scale, the incidence of move-over should not be notified. The Government servant concerned shall be allowed to move-over to the next higher Basic Pay Scale w.e.f. 1<sup>st</sup> December of the year following the year in which he reaches the maximum of his Basic Pay Scale as is the practice in vogue in case of move-over of employees in Basic Pay Scales 1 to 15.

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[Authority: F.D. O.M. No. F. 1 (I)Imp/83-(iv), dated 21st September, 1983.]

- (e) Move-over shall be allowed in cases where an employee who is otherwise considered fit for promotion to higher post cannot be promoted for want of a vacancy.
- (f) Normal promotion procedure as is observed in cases of promotion through the competent authority, e.g., Establishment Division/Selection Board shall be followed in allowing move-over to Basic Scales 19 and 20.

2. It was subsequently clarified vide Finance Division O.M. No.1(l)Imp/83 (iv), dated the 21st September, 1983, that as is the practice in the case of Government servants in BPS 1 to 15, the Government servants referred to in **para 6 (a)** above, shall be allowed to move-over to the next higher pay scales with effect from 1<sup>st</sup> December of the year following the year in which they reach the maximum of their pay scales.

3. It is clarified that in respect of those Government servants, whose pay has been fixed at the maximum of a Basic Pay Scale on 1-7-1983, the move-over subject to the fulfilment of the conditions prescribed in Finance Division's O.M. No. F. 1(1)Imp/83, dated 18-8-1983, shall be admissible on 1-12-1984 and not on 1-12-1983.

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[Authority: F.D. O.M. No. F-1(44)R-3/83, dated 3rd January, 1984.]

- (d) Move-over shall be allowed in cases where an employee who is otherwise considered fit for promotion to higher post, cannot be promoted for want of a vacancy/post.

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[Authority: F.D. O.M. No. F.1 (28) R.3(A)/84(I), dated 15<sup>th</sup> October, 1984.]

- (e) Normal promotion procedure as is observed in cases of promotion through the competent authority, e.g., Establishment Division/Selection Board shall be followed in allowing move-over to Basic Scales 19 and 20.
- (f) The concession of move-over to the next higher pay scales (without having to wait at the maximum of a pay scale for three years) may be allowed to all civil employees of the Federal Government in BPS 16 to 19 from 1st December of the year following the year in which they reach the maximum of pay scale, subject to the following provisions:—
- (i) The cases of move-over of employees from BPS 16 to 17 and from BPS 17 to 18 would be scrutinized and recommended by the Move-over Committee constituted as follows:—

## (1) Ministries /Divisions

(a)	Additional Secretary or Joint Secretary (if there be no Additional Secretary)	Chairman
(b)	Joint Secretary/Deputy Secretary of the Administrative Ministry/Division.	Member
(c)	Joint Secretary/Deputy Secretary of the Finance Division.	Member

## (2) Attached Departments/ Subordinate Offices

(a)	Additional Secretary or Joint Secretary of the Administrative Ministry/ Division	Chairman
(b)	An Officer of the Department holding post in BPS-20 or at least in BPS-19 if there be no officer in BPS-20 (in respect of cases of attached department.) OR Head of the subordinate office concerned (in respect of cases of subordinate offices).	Member
(c)	Joint Secretary/Deputy Secretary of the Finance Division.	Member

The cases would then be processed by the Establishment Division to obtain approval of the competent authority.

- (ii) For move-over to BPS 18 the employees should have completed at least five years of service in BPS-17. Service rendered in pay scales below BPS 17 will be computed according to the existing formula.
- (iii) For move-over to BPS 17 and 18, the employee should have earned from average to good reports without any adverse entry during the last five years, inclusive of the year of move-over.
- (iv) The cases of move-over of employees from BPS-18 to 19 and BPS 19 to 20 will be scrutinized and recommended by a selection

committee consisting of Secretary of the administrative Ministry concerned or, in the case of Attached Department, the Head of the Department if he is drawing pay in BPS 22 and a representative each **from** the Establishment Division and the Finance Division not below Joint Secretary.

- (a) Cases of move-over of the rank of employees in BPS-18 and BPS-19 shall be scrutinized and recommended by a Selection Committee comprising the Secretary of the administrative Ministry concerned or in the case of Attached Department, the Head of Department if he is drawing pay in BPS-22 and a representative each of the Establishment Division and the Finance Division not below the rank of Joint Secretary.

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[Authority: F.D. O.M. No. F. 1(82)R.3/85, dated 5<sup>th</sup> October, 1986.]

- (v) The eligibility of the employees for move-over from BPS-19 to 20 would be subject to their having completed the length of service of 12 and 17 years respectively in BPS-17 and above. Service rendered in scales below BPS-17 will be computed according to the existing formula.
- (vi) For move-over from B-19 to 20, at least three good reports without any adverse entry during the last five years. The period of five years shall be inclusive of the year of move-over.

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[Authority: F.D. O.M. No. F. 1(82)R.3/85, dated 6<sup>th</sup> November, 1986.]

- \*(vii) It has been decided that since the entry in the ACR "Not yet fit for promotion" relates to promotion, the above entry may not be taken into account while allowing move-over to a Government servant, and his move-over shall take effect from 1st December of the year.

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\*Substituted vide F.D. O.M. No. F.7(6)Imp.I/89, dated 12-12-1989.

- (viii) The move-over shall not be construed to be a promotion to the post of higher Basic Pay Scale, but the higher pay scale will be treated to be an extension of the existing Basic Pay Scale of the post held by the employee. Therefore, the incidence of move-over shall not be notified.
- (ix) The pay of employees who are allowed the move-over shall be fixed at the stage next above their existing pay in the lower scale. No pre-mature increment will be admissible.
- (x) In case of move-over to BPS-20, no Entertainment Allowance, Senior Post Allowance, Residence Orderly Allowance or any other fringe benefits shall be admissible to the employees.
- (xi) The employee allowed to move-over shall not be entitled to any change in rental ceiling. The House Rent Allowance which is calculated with reference to the minimum of the relevant basic pay scale shall be payable on the basis of the scale in which the official has move-over.
- (xii) The employees shall not be allowed two successive move-over. However, if an employee having moved over to a particular scale is subsequently promoted to a post carrying the same scale, he may again become eligible for further move-over.

2. The above decision would be effective from 1<sup>st</sup> December, 1985 i.e., all those employees who reached the maximum of pay scale 16 to 19 on or before 1st December, 1984 would be eligible to be considered for move-over to the next scale with effect from 1st December, 1985 (Except employees of technical and professional categories who are already eligible for move-over from an earlier date).

3. The guidelines for the scrutiny of the cases of move-over by the Selection Committee/Move-over Committee are contained in the Annexure.

4. These guidelines have been issued with the concurrence of the Establishment Division.

5. Finance Division's O.M. No. F. 1(63) R.3/85(ii), dated the 2<sup>nd</sup> September, 1985, may be treated to have been superseded by these orders. However, the cases in which move-over has already been allowed will not be reviewed in the light of the guidelines.

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[Authority: F.D. O.M. No. F. 1(82)R.3/85, dated 1<sup>st</sup> January, 1986.]

### **Move-over Policy Instructions**

The undersigned is directed to say that vide Finance Division's O.M. No. F.1 (82) R.3/85, dated 1-1-1986, the concession of Move-over to civil employees of Federal Government in BPS-16 to BPS-19 from 1<sup>st</sup> December of the year following the year in which they reach the maximum of their pay scales, subject to certain conditions was allowed. Later on, the facility of move-over was allowed during the currency of a calendar year to those Government servants who become eligible either because of grant of Selection Grade, advance increments, re-fixation of pay or promotion vide Finance Division's O.M. No. F.9 (14) R.3/93-Vol.II, dated 19-6-1994. This concession was made effective w.e.f. 1-6-1992 and afterwards w.e.f. 1-1-1986 for Government servants and w.e.f. 27-2-1986 for employees of corporations, without arrears, vide Finance Division's O.M. No. F.9 (9) R-3/93, dated 9-10-1994. This concession was withdrawn by cancelling relevant orders vide Finance Division's O.M. No. F.9(14)R-3/94-Pt, dated 18<sup>th</sup> April, 1995. However, this facility was kept operative for those Government servants to whom move-over had become due between 9<sup>th</sup> October, 1994 and 18<sup>th</sup> April, 1995, vide Finance Division's O.M. No. F.9 (28) R-3/94, dated 13-9-1995. It was clearly mentioned therein that this concession will not be available on/or after 18-4-1995 but the Finance Division is still receiving such reference contrary to the instructions dated 13-9-1995.

2. To avoid complication and to set the move-over policy back on track, it has been decided to cancel the Finance Division's O.M. No. F.9 (28) R-3/94,

dated 13-9-1995 with immediate effect. Now the move-over cases of same year pertaining to the period prior to 18-4-1995 would not be entertained and the cases already decided before that date would not be re-opened. Henceforth, an official on reaching the maximum of the relevant pay scale either by promotion or allowed move-over to next higher scale only from 1<sup>st</sup> December of the year following the year in which he reached the maximum of the scale subject to fulfilment of conditions of length of service and service record etc.

3. According to policy instructions of 1986, civil employees of the Federal Government were allowed move-over to the next higher basic pay scale with effect from 1<sup>st</sup> December of the year following the year in which they reach the maximum. These instructions were inferred erroneously to imply one year's stay at the maximum before becoming entitled to move-over. This is not case. It is clarified that the term following year, used in the instructions of 1986, in fact means next calendar year. These instructions therefore, clearly refer to admissibility of move-over from 1<sup>st</sup> December of the next calendar year. For example, if an officer reaches the maximum of his scale during 2<sup>nd</sup> December to 31<sup>st</sup> December, 1997, he will be eligible for move-over from 1<sup>st</sup> December of the following (next) year i.e. 1-12-1998. Similarly, if an officer reaches the maximum of his scale on 1-1-1997, he will be entitled for move-over on 1-12-1998 (i.e. next calendar year).

4. The above clarifications/instructions will also be applicable to all employees of Government Corporations/ Autonomous Organizations.

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[Authority: F.D. O.M. No. F. 10 (2) R.3/99, dated the 7<sup>th</sup> October, 1999.]

## GUIDELINES FOR CONSIDERING CASES OF MOVE-OVER OF EMPLOYEES IN BPS-16 TO BPS-19

The following are the guidelines for processing the cases of move-over.

2. Cases of move-over of employees in BPS-18 and 19 shall be scrutinized and recommended by a Selection Committee comprising the Secretary of the Administrative Ministry concerned and a representative each of the Establishment and Finance Division not below the rank of Joint Secretary. The Ministries and Divisions shall prepare a working paper for the Selection Committee embodying the particulars of each officer as per proforma enclosed with these guidelines.

3. Cases of move-over of employees in BPS-16 and 17 will be scrutinized by the concerned Move-over Committee and will be approved by the Competent Authority. The proforma referred to in para 2 above will also be used in this case.

4. While considering an employee for move-over, the Selection Committee/Move-over Committee should briefly indicate the grounds for their recommendations. If a case is postponed, the exact ground for postponement vide para 7 of the guidelines should always be specified. The Ministries/Divisions and Departments should ensure that when the reason for which the case was postponed **ceases** to exist, the case is placed before the Selection Committee/Move-over Committee, as early as possible.

### Criteria for Move-over

5. An employee must fulfil the following requirements for move-over to pay scales 17, 18, 19 and 20, as the case may be:—

- (i) He should be a regular member of the service, cadre or post concerned and should have completed the following length of service to a post in the pay scale in which he is to move-over:—

B-18	..	..	..	5 years
B-19	..	..	..	12 years
B-20	..	..	..	17 years

- (ii) His confidential reports for the last five years in the existing post/pay scale are free from adverse remarks and –
  - (a) are average to good in the case of move-over to scale 17 and 18;
  - (b) are generally good in the case of move-over to scale 19;
  - \* (c) are good for at least three years for move-over to BPS-20.

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\*[Authority: F.D. O.M. No. F. 1 (82) R.3/85, dated 6th November, 1986.]

- (iii) No penalty under the relevant rules was imposed on him during the last five years.
- (iv) He has not reached his present pay scale by move-over.

6. Subject to fulfilment of the conditions mentioned in the preceding paragraph, move-over would be admissible from 1st December of the year following the year in which he reached the maximum of his basic scale.

7. The Selection Committee/Move-over Committee may postpone consideration of a case: –

- (i) If the officer is on long leave or is under suspension or disciplinary action is pending against him or he is on deputation abroad or posted to an ex-cadre post abroad; or
- (ii) his A.C.R. dossier is incomplete or some other information is wanting.

8. If a case was postponed and the employee concerned is subsequently allowed **move-over**, this will be allowed with immediate effect in cases covered under para 7(i) above and the qualifying period from the date the move-over was due to the actual date of move-over shall count towards increments in fixation of pay. If the case was postponed under para 7(ii) above, move-over shall be allowed from the date the move-over was due.

**(PROFORMA)**

GOVERNMENT OF PAKISTAN

MINISTRY \_\_\_\_\_

DIVISION/DEPARTMENT/OFFICE \_\_\_\_\_

**PARTICULARS OF THE OFFICERS FOR SELECTION  
COMMITTEE/MOVE-OVER COMMITTEE**

Name.....Post held.....

Date of Birth.....Basic Pay Scale (Number and Scale) .....

Present Pay Rs.....

1. (i) Date of first appointment in government service on regular basis and method of appointment.
- (ii) Post and scale of pay in which appointment was made.
2. Date of appointment in the present post on regular basis and method of appointment.
3. State how the officer has reached his present pay scale (i.e. by move-over or by appointment/promotion).
4. (i) Date of reaching the maximum of the pay scale.
- (ii) Date from which move-over to the next scale is admissible.
5. Seniority position in the cadre (extract of seniority list to be appended).
6. If the officer is on long leave of six months or more, leave preparatory to retirement, deputation abroad or on posting abroad, indicate the nature of absence, the commencing date and the date of its expiry.
7. Whether there is a post in higher scale in the service, cadre or group reserved for promotion. If so: –
  - (i) its designation & scale.

- (ii) number of vacancies available on the 1st December on which move-over is due.
  - (iii) Whether the government servant is eligible for promotion according to the conditions laid down in the recruitment rules/promotion policy.
8. Total length of service in pay scale 17 and above possessed by the officer on the 1st December of the year on which move-over is due (actual calculations should be appended).
9. Analysis of confidential reports for the last 5 years.

Year	*Overall assessment	Work		Integrity		Intellectual	Fitness for promotion
		*Output	Quality	Moral	General		

\* Final assessment as made by the countersigning officer should be given.

- 10. Adverse entries (if any) during the above period. Indicate the year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).
- 11. Whether under suspension. If so, from which date.
- 12. Whether any disciplinary case is pending against him.
- 13. Penalties, if any, imposed during the last 5 years.

Signature.....

Designation.....

(To be signed by a senior officer)

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(g) The concession of move-over to the next higher scale allowed to Federal Government employees in BPS-16 to 19 may be allowed to all employees of the Corporations/Autonomous Bodies etc., in BPS-16 to 19, who have adopted the scheme of Basic Pay Scales in toto, from 1st December of the year following the year in which they reach the maximum of pay scale, subject to the following provisions and those contained in the annexed guidelines: –

- (i) In respect of move-over of employees of the autonomous bodies/corporations etc., to the pay scales specified in the first column, the selection procedure mentioned in column 2 will be followed and the grant of move-over will then be approved by the authorities specified in column 3.

<b>Move over from</b>	<b>Selection Procedure</b>	<b>Approving Authority</b>
1. BPS-16 to 17 and BPS 17 to 18.	Such cases should be scrutinized and recommended by a Committee consisting of: –	Head of the Organization
	(a) Managing Director (BPS 20 or 19)	Chairman
	(b) A senior officer of the Corporation/autonomous body in (BPS-20/19)	Member
	(c) Member/Director (Finance) BPS-19 or above)	Member
2. BPS-18 to 19 and BPS 19 to 20	Such cases should be scrutinized and recommended by a Committee consisting of: –	Secretary of the Administrative Ministry/Division
	(a) Additional Secretary of the Division concerned with the organization or a Joint Secretary if there be no Additional Secretary.	Chairman
	A senior officer of the corporation / autonomous body in BPS-20 or BPS-19.	Member
	Member/Director (Finance) of the corporation /autonomous body (BPS-19 or above)	Member

- (ii) The move-over shall not be construed to be a promotion to the post of higher basic pay scale but the higher pay scale will be treated to be an extension of the existing basic pay scale of the

post held by the employee. The allowances and fringe benefits attached with the post carrying that higher pay scale will not be admissible to the employee.

- (iii) The pay of the employees who are allowed move-over shall be fixed at the stage next above their existing pay in the lower scale.
- (iv) The employees allowed to move-over shall not be entitled to any change in the rental ceiling. However, the House Rent Allowance if calculated with reference to the minimum of the basic pay scale shall be payable on the basis of the scale in which the officer has moved over.
- (v) The employees shall not be allowed two successive move-over.

2. The above decision would be effective from 1st December, 1984 i.e. all those employees who reached the maximum of the pay scale 16 to 19 on or before 1st December, 1983 would be considered for move-over to the next scale w.e.f. 1-12-1984. However, no arrears would be admissible upto 30-11-1985 to the employees who are not covered in the technical and professional categories, specified under para 6(c) of the Finance Division O.M. No. F.1(l)Imp/83, dated 18-8-1983, as amended.

3. The guidelines for the scrutiny of the cases of move-over by the Committees are contained in the Annexure.

4. These orders and annexed guidelines have been issued with the concurrence of the Establishment Division. The provisions contained in the aforesaid communications will, however, not apply to the Government servants who are serving on deputation with the autonomous bodies/corporations etc., as well as to the incumbents of the Management Grades in the corporations/autonomous bodies etc., where these are in force.

5. Finance Division's O.M. No. F.1(28)R.3(A)/84, dated 22<sup>nd</sup> August, 1985 may be treated to have been superseded by these orders. However, cases in which move-over has already been allowed will not be reviewed.

**GUIDELINES FOR CONSIDERING CASES OF MOVE-OVER  
OF EMPLOYEES IN BPS-16 TO BPS-19 OF THE  
CORPORATIONS/AUTONOMOUS BODIES ETC.**

The following are the guidelines for processing the cases of move-over: —

- (1) The organizations concerned shall prepare a working paper for the Committee embodying the particulars of each employee in the proforma enclosed with these guidelines.
- (2) Cases of move-over of employees in BPS-I6, 17, 18 and 19 shall be scrutinized and recommended by the respective Committee and will then be submitted to approving authority.
- (3) While considering an employee for move-over, the Committee should briefly indicate the grounds for their recommendations. If a case is postponed, the exact ground for postponement vide para 5 of the guidelines should always be specified. The organization concerned should ensure that when the reason for which the case was postponed **ceases** to exist, the case is placed before the Committee, as early as possible.

*Criteria for Move-over*

- (4) An employee must fulfil the following requirements for move-over to pay scales 17, 18, 19 and 20, as the case may be:-
  - (i) He should be a regular employee of the corporation/ autonomous body, and should have completed the following length of service in BPS-17 and above to a post in the pay scale in which he is to move-over: —

BPS - 18	..	..	..	05 years
BPS - 19	..	..	..	12 years
BPS - 20	..	..	..	17 years

- (ii) His confidential reports for the last five years inclusive of the year of move-over in the existing post/pay scale are free from adverse remarks and –
  - (a) are average to good in the case of move-over to scale 17 and 18;
  - (b) are generally good in the case of move-over to Scale-19 and at least three good reports without any adverse entry during the last five years for move-over from Scale-19 to Scale-20. The period of five years shall be inclusive of the year of move-over.

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[Authority: F.D. O.M. No. F. 1(I)R.3/86, dated 6<sup>th</sup> January, 1987.]

- (iii) No penalty under the relevant rules was imposed on him during the last five years.

- (iv) He has not reached his present pay scale by move-over.

5. The Committee may postpone consideration of a case-

- (i) if the officer is on long leave or is under suspension or disciplinary action is pending against him or he is on deputation abroad or posted to an ex-cadre post abroad; or
- (ii) his C.R. dossier is incomplete or some other information is wanting.

6. If a case was postponed and the employee concerned is subsequently allowed move-over, this will be allowed with immediate effect in cases covered under para 5(i) above and the qualifying period from the date the move-over was due to the actual date of move-over shall count towards increments in fixation of pay. If the case was postponed under para 5(ii) above, move-over shall be allowed from the date the move-over was due.

**(PROFORMA)**

GOVERNMENT OF PAKISTAN

MINISTRY/DIVISION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

**PARTICULARS OF THE OFFICERS FOR MOVE-OVER COMMITTEE**

Name.....Post held.....

Date of Birth..... Basic Pay Scale (Number and Scale) .....

Present Pay Rs.....

1. (i) Date of first appointment in the Organization on regular basis.  
(ii) Post and scale of pay in which appointment was made.
2. Date of appointment in the present post on regular basis.
3. State how the employee has reached his present pay scale (i.e. by move-over or by regular appointment/promotion).
4. (i) Date of reaching the maximum of the pay scale.  
(ii) Date from which move-over to the next scale is admissible.
5. Seniority position in the post (give serial number in the Seniority list).
6. If the employee is on long leave of six months or more, leave preparatory to retirement, deputation abroad or on posting abroad, indicate the nature of absence, the commencing date and the date of its expiry.
7. Whether there is a post in higher scale for promotion. If so: –
  - (i) Its designation and Scale.
  - (ii) number of vacancies available on the 1<sup>st</sup> December on which move-over is due.
  - (iii) Whether the employee is eligible for promotion according to the service rules/regulations.

8. Total length of service in pay scale 17 and above possessed by the officer on the 1st December of the year on which move-over is due (actual calculations should be appended).

9. Analysis of confidential reports for the last 5 years.

Year	*Overall assessment	Work		Integrity		Intellectual	Fitness for promotion
		*Output	Quality	Moral	General		

\* Final assessment as made by the Countersigning Officer should be given.

10. Adverse entries (if any) during the above period. Indicate the year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).

11. Whether under suspension. If so, from which date.

12. Whether any disciplinary case is pending against him.

13. Penalties, if any, imposed during the last 5 years.

Signature.....

Designation.....

(To be signed by a senior Officer of the Organization)

(i). (i) All cases of move-over of officers upto BPS-20 irrespective of the Service/Groups to which they belong, would be processed by the Ministries/Divisions/Departments where the employees are working. The confidential record of the officer, if not available, may be obtained from the concerned Ministries/Divisions administering the Service/Cadre/Group.

(ii) The cases of Government servants who are posted in or are on deputation to the Corporations/Autonomous Bodies would be processed by the parent Government/Departments, after which they will be allowed to move-over to the next pay scale.

- (iii) Cases of move-over from BPS-16 to BPS-17 and BPS-17 to BPS-18 may be approved by the Secretaries of the administrative Ministries/ Divisions on the recommendations of the Move-over Committee. They will not be referred to the Establishment Division for obtaining approval of the competent authority.
- (iv) Cases of move-over from BPS-18 to BPS-19 and BPS-19 to BPS-20 after being processed by the Selection Committee, would be referred to the Establishment Division for obtaining approval of Establishment Secretary who has been designated as competent authority to allow move-over in these cases.

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[Authority: F.D. O.M. No. F.1(82)R.3/85, dated 19th February, 1986.]

(j) Government servants posted in the Provincial Government or Statutory Government Organizations named in para 1 above on deputation basis or under Section 10 of the Civil Servants Act, 1973, may also be considered in the manner laid down in Clause (i) above.

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[Authority: F.D. O.M. No. F.1(82)R.3/85, dated 29<sup>th</sup> April, 1986]

(k) The length of service for move-over to BPS-18, 19 and 20, prescribed vide para 1(ii) and (v) of the Finance Division O.M. No. F.1(82)R.3/85, dated 1-1-1986 read with para 5(i) of the guidelines annexed therewith, shall be subject to the following provisions: –

- (1) Where initial appointment of a person not being a person in government service takes place in a post in BPS-18, 19 or 20, the length of service shall be reduced by the following periods : –

First Appointment in	Reduced by
BPS-18	05 years
BPS-19	12 years
BPS-20	17 years

- (2) Where initial appointment of a person already in Government Service takes place, on recommendations of the Federal Public Service Commission, in a post in BPS-17, 18 or 19, the length of service may be calculated according to the following table: –

<b>For Move-over to</b>	<b>Requisite length of service</b>
(a) BPS- 18	5 years in BPS-17
(b) BPS-19, where initial appointment took place in:	
(i) Scale-17	12 years in scale 17 and above.
(ii) Scale-18	7 years in scale 18
(c) BPS-20, where initial appointment took place in:	
(i) Scale-17	17 years in scale 17 and above.
(ii) Scale-18	12 years in scale 18 and above.
(iii) Scale-19	5 years in scale 19

*Note.* – In those cases where initial appointment took place successively in various scales, whichever alternative in (b) or (c) is more beneficial, will apply.

- (3) Where first appointment of a person other than a person covered by proviso (2) was made to government service in BPS-16 or below, one half of the service in BPS-16 and one fourth in BPS-15 and below may be counted as service in BPS-17 for computing length of service.

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[Authority: F.D. O.M. No. F.1 (1)R.3/86, dated 15th June, 1986.]

1. In such cases, the move-over will be considered by the respective Move-over or Selection Committees in accordance with the guidelines contained in the O.M. referred to above.

2. The pay so re-fixed will be taken into account for re-calculating pension of the person concerned despite the fact that arrears of pay have not been allowed.

3. The above instructions will also be applicable in cases of move-over of employees of Corporations and Autonomous Organizations vide O.M. No. F.1(1)R.3/86, dated 27-2-1986.

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[Authority: F.D. O.M. No. F.1(8)R.3/86, dated the 22nd June, 1986.]

(m) The service rendered by an employee *on regular basis* in other Government departments under the Federal/Provincial Government will be included in the length of service, specified in para 2(2) of Finance Division O.M. No. F.1(1)R.3/86, dated 15-6-1986, for move-over subject to the following conditions: –

- (i) There is no break in service between the period of previous service rendered by an employee in other Government Departments, under Federal or Provincial Governments and the service rendered by him in the existing Federal Government Department and that his previous service in other Government Departments has been counted towards fixation of pay in the new/existing Federal Government Department with the approval of the competent authority; and
- (ii) The period of leave without pay should be excluded in calculating total service required for move-over,

2. It is also clarified that in such cases, no benefit of service in posts in BPS-16 and below, if any, shall be admissible. However, benefit of service in posts in BPS-16 and below (vide para 2(3) of the Finance Division O.M. dated 15-6-1986) shall be admissible only where first initial appointment has taken place in BPS-16 and below and not in a post in BPS-17, 18 or 19 which is already covered by para 2(2) of Finance Division O.M. under reference.

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[Authority: F.D. O.M. No. F.1(20)R.3/85, dated 16<sup>th</sup> September, 1987.]

**7.(A) Modification of Scales in case of certain posts.** – (a) In the case of certain posts, the Basic Pay Scales indicated in Annexure-II will be allowed.

(b) In the case of posts of artisans, such as Carpenters, Welders, etc. and Store-keepers and Assistant Store-keepers which require different level of expertise and responsibilities in different organizations, appropriate Basic Pay Scales may, with the approval of the competent authority, be allowed in different organizations or even in the same organization while taking into account the market value of such artisans and their level of competence.

(c) The following principles and guidelines are laid down, in super-session of all instructions issued from time to time, for processing the cases for the grant of scale 21 or 22 to professional and technical officers:—

- (i) In specially meritorious cases, BPS-21, or 22, along with allowances and fringe benefits may be allowed, with the approval of the Prime Minister, to technical and professional officers without requiring them to move from their technical posts where their expertise is particularly needed.
- (ii) The maximum number of posts for grant of BPS-21 and 22 shall not exceed  $12\frac{1}{2}\%$  of existing technical and professional posts in BPS-20 in each province and in each administrative division of the Federal Government including its attached departments and subordinate offices. The number of such posts in BPS-20 should be calculated separately to form one single pool for each administrative division/provincial Government. The Provincial Governments may recommend the grant of scale 21 or 22 upto the following maximum limits:—

Punjab	20 posts
Sind	14 posts
NWFP	10 posts
Baluchistan	6 posts

The maximum limits in respect of provinces would be reviewed in due course.

- (iii) The number of technical posts calculated for the purpose of grant of scale 21 or 22 allocated to each province is subject to the availability of suitable persons for such grant.
- (iv) In especially meritorious cases, the officers of BPS-20 shall be considered only for the grant of scale-21. Scale 22 may be granted in meritorious cases to those officers who have served for at least 2 years in BPS-21.
- (v) The grant of scale-21 or 22, as the case may be, shall be admissible to an officer only once in his career.
- (vi) Grant of scale 21 or 22 to the officer will be personal to him. There would be no need to upgrade the post. He would, however, carry this higher scale in the event of his transfer to another post.
- (vii) The specially meritorious cases for the grant of scale 21 or 22 would be scrutinized and recommended by a Selection Committee constituted as follows: –

**Federal Government**

- |  |          |
|--|----------|
| 1. Finance Minister.   | Chairman |
| 2. Secretary, Establishment Division.                              | Member   |
| 3. Secretary, Finance Division.                                    | Member   |
| 4. Secretary of the administrative<br>Ministry/Division concerned. | Member   |

The Establishment Division shall function as Secretariat of the Committee.

**Provincial Governments**

The Provincial Governments may set up their own Provincial Special Selection Committee headed by the Chief Minister and consisting of Chief Secretary and such other members, as may be determined by the Chief Minister.

(viii) The following conditions will be observed in recommending especially meritorious cases:—

- (i) The officer holds the technical post in the cadre concerned on regular basis and possesses professional/technical qualifications as laid down in the recruitment rules.
  - (ii) He should have completed 22 years of service in Scale-17 and above for the grant of scale 21 or 22.
  - (ii) His confidential reports should be good/very good with no adverse entry.
  - (iii) His expertise is particularly needed in the technical post held by him,
- (ix) The Federal Ministries/Divisions shall submit the proposals for the grant of scale 21 or 22, in especially meritorious cases to the Establishment Division for placing them before the Special Selection Committee. The particulars of each officer shall be shown in the proforma attached as Annexure. The Establishment Division shall process the proposals, place them before the Committee and obtain orders of the Prime Minister on the recommendations. The approval of the Prime Minister would be conveyed by the Establishment Division to the Ministry/Division concerned for the issue of necessary sanction.
- (x) The Provincial Special Selection Committee shall process the cases on the basis of these instructions and the proforma attached. The Provincial Government shall forward its recommendations to the Establishment Division in the form of a Summary over the signature of the Chief Secretary to obtain orders of the Prime Minister. The approval of the Prime Minister would be conveyed by the Establishment Division to the Provincial Government concerned.

3. Any difficulty felt in the implementation of these instructions shall be referred to the Ministry of Finance.

ANNEXURE**(PROFORMA)**GOVERNMENT OF PAKISTAN  
FINANCE DIVISION

A. – Particulars of posts/offices as on (give the date)	Main Ministry/ Division	Attached Departments	Federal Subordinate Offices	Total of Columns 2, 3 & 4
1	2	3	4	5

- (i) Total number of technical/ professional posts sanctioned in BPS-20.
- (ii) Total number of officers holding technical/professional posts in BPS-20 or 21, as the case may be, on regular basis.
- (iii) Pool posts @ 12.5% of the total number of posts in BPS-20, of (i) above.

**B. – Particulars of officers proposed for grant of BPS-21 or 22**

1. Name of the Office.
2. Date of birth
3. Technical/professional category to which the post belongs.
4. Qualification including technical qualification possessed by the officer.
5. Service/cadre to which he belongs.
6. Present postings.
7. Date of regular appointment to a post in BPS-20 or 21 and its designation.
8. Total length of service in posts in basic pay scale 17 and above possessed by the officer. (Note. – Details may be given in Appendix-A).
9. (1) Analysis of confidential reports (Appendix -B).

(2) C.R. Score-overall grading quality/  
output and integrity.

- 10. In the case of adverse entry, indicate the year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).
- 11. State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration
- 12. State the reasons for which his case is considered to be a "specially meritorious" case, and how his expertise is particularly needed in the technical post.

Signature.....

Designation.....

(To be signed by a senior officer)

Appendix-A

**DETAILS OF LENGTH OF SERVICE**

Designation of post held	Method of appointment	Pay Scale	Service rendered (Period with date)	Calculation years months

BPS - 17

BPS - 18

BPS - 19

BPS - 20

BPS - 21

Total . -----  
-----

Signature of Controlling Officer

Appendix-B

## ANALYSIS OF CONFIDENTIAL REPORTS

Year	*Overall assessment	Work		Integrity		Intellectual	Fitness for promotion
		*Output	Quality	Moral	General		

\*Final assessment as made by the countersigning officer.

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[Authority: F.D. O.M. No. F.2(3)R.3/86, dated the 7th April, 1987.]

(d) In cases where it is necessary for Government to recruit and/or to continue in employment certain officials who have acquired expertise in a highly specialised field, special contract terms may be offered to such 'narrow specialists'. For this purpose, a Special Standing Committee shall be constituted by Government to deal with such cases. The Standing Committee shall take into account the market value of the 'narrow specialists' and recommend proper remuneration to engage or to retain their services.

(B) **Fixation of pay in cases under (A) above.**—In cases where the Basic Scale under (A) above higher than the scale which corresponds to the revised NPS has been allowed, initial fixation of pay of the employee concerned shall first be made in the Basic Scale corresponding to his existing RNPS in the light of the initial fixation of pay formula mentioned in para 3 above and thereafter his pay in the higher Basic Scale shall be fixed at the next higher stage.

8. Special Pays.—(a) The existing special pays admissible to officials of various categories working as Private Secretaries and Personal Assistants shall be revised as under:—

Name of Post	Existing	Revised
	Rs.	Rs.
PS to Ministers (Federal)	220	250
*APS to Federal Ministers of State (B-16).	-	150
PS to Ministers (Provincial)	150	200
PS to Secretaries (Federal)	150	200
PS to Additional Secretaries (Federal)	100	150

PS to Secretaries (Provincial)	100	150
PA to Ministers (Federal)	70	100
PA to Ministers of State	60	100
PA to Secretaries (Federal)	60	100
PA to Additional Secretaries (Federal)	60	100
PA to Secretaries (Provincial)	50	75
PA to Joint Secretaries (Federal)	45	75

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\*[Authority: F.D. O.M. No. F.1(1)Imp/83(Pt)(iii), dated 15<sup>th</sup> September, 1983.]

(b) Field Officers on appointment as Deputy Secretary in the Federal Secretariat were allowed a special pay of Rs.400 p.m. in addition to basic pay. In supersession of the above orders, the following decisions have been taken:—

- (i) All officers appointed or posted as Deputy Secretary or equivalent in the Federal Secretariat, President's Secretariat, Prime Minister's Secretariat, National Assembly Secretariat and Senate Secretariat will be allowed a special allowance equal to 20% of their basic pay;
- (ii) officers in receipt of the above allowance will not be allowed any other special pay, deputation pay or deputation allowance, etc.

2. These orders will take effect from 1-11-1985.

3. Finance Division's O.M. No. F.1(14)R.3/83, dated 7-11-1985, granting a special pay of 20% to all officers posted as Deputy Secretary or equivalent and Field Officers on appointment to any post in the Federal Secretariat is cancelled from the date of its issue.

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[Authority: F.D. O.M. No.F.1 (14) R.3/83, dated 8th December, 1985.]

- (i) The Deputy Secretaries or equivalent entitled to special allowance as admissible under the rules will continue to draw the said allowance during their training abroad.

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[Authority: F.D. Letter No. 1086-Imp.I/87, dated 17<sup>th</sup> December, 1987.]

**PART II—ALLOWANCES**

(i) **Dearness Allowance, Local Compensatory Allowance and Leave Travel Concession and Rest and Recreation Allowance.**— As from the 1st July, 1983, the existing Dearness Allowance, Local Compensatory Allowance wherever admissible and the Leave Travel Concession and Rest and Recreation Allowance in lieu thereof, shall cease to be admissible to an employee who draws pay in these Basic Pay Scales.

(ii) The existing rules and orders regulating the grant of House Rent Allowance, Conveyance Allowance and Washing Allowance shall continue to be applicable.

9. **Entertainment Allowance.**—Entertainment Allowance shall be admissible at the following fixed rates to officers drawing pay in B-20 to B-22:—

- |     |      |         |        |      |
|-----|------|---------|--------|------|
| (1) | B-20 | .....   | Rs.400 | p.m. |
| (2) | B-21 | .....   | Rs.450 | p.m. |
| (3) | B-22 | .. .. . | Rs.650 | p.m. |

10. **Non-Practicing Allowance.**—The existing rates of Non-Practicing Allowance shall be revised as under:—

- |                                       |         |        |      |
|---------------------------------------|---------|--------|------|
| Doctors drawing pay in B-17 and B-18  | .. .. . | Rs.500 | p.m. |
| Doctors drawing pay in B-19 and above | .. .. . | Rs.700 | p.m. |

The above Non-Practicing Allowance shall be admissible in all cases where a doctor is not allowed private practice and subject to production of a certificate from the administrative Ministries/Divisions concerned.

Doctors posted in rural areas below town committee level, and allowed private practice, shall be given a Practice Compensatory Allowance @ Rs.200 p.m. for male doctors and @ Rs.300 p.m. for female doctors.

**11. Teaching Allowance.**—Teaching Allowance @ Rs.100 p.m. shall be allowed to qualified High School Teachers who teach Physics, Chemistry, Biology and Mathematics.

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[Authority: F.D. O.M. No. 1(18) R.3/83, dated 22<sup>nd</sup> October. 1983.]

Junior Instructors in Polytechnics who possess Technical Teachers Diploma shall be allowed Teaching Allowance @ Rs.100 p.m.

Doctors who teach basic sciences in Medical Colleges shall be allowed a Teaching Allowance @ Rs.500 p.m.

**12. Charge Allowance.**—Charge Allowance to Principals of Colleges and Polytechnics shall be admissible at the following rates:-

- |   |              |
|---|--------------|
| (a) Principals of Degree Colleges of Technology.      | Rs. 200 p.m. |
| (b) Principals of Intermediate Colleges/Polytechnics. | Rs. 100 p.m. |

**13. Warden Allowance.**—Teachers who are assigned the duty of Hostel Wardens in Colleges and Polytechnics shall be allowed a Warden Allowance of Rs.100 p.m.

**14. Advance Increments to School Teachers on attaining Higher Qualifications.**— Primary, Middle and High School teachers who possess or acquire, while in service, higher qualifications, shall be allowed advance increments as under:—

I. *Primary School*

- (i) A Teacher who possesses or acquires F.A/F.Sc shall be allowed two advance increments.
- (ii) A teacher who (in addition to F.A/F.Sc) also acquires C.T. shall be allowed one additional advance increment,
- (iii) A teacher who acquires a degree of B.A/B.Sc. shall be allowed three additional advance increments.

II. *Middle School*

A teacher who possesses or acquires a degree of B.A/B.Sc. shall be allowed three advance increments.

### III. *High School*

A teacher who possesses or acquires Master's degree shall be allowed three advance increments. In case of a teacher who possesses or acquires Master's degree in Education (M.Ed) and also a Master's degree in any academic subject shall be allowed six advance increments.

Provided that a teacher who has already drawn increments for possessing higher educational qualification under the existing scales shall be allowed increments equal to shortfall in the number of increments, if any, between the increments obtained by him and the increments which have now been prescribed.

**15. Advance increments to Technical and Professional Categories on possessing/acquiring higher qualifications.** – Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry working in Universities, Colleges\* Research Institutions or technical departments shall be allowed advance increments on possessing/acquiring higher qualifications as under: –

- (i) In case a technical/professional employee of the above category possesses D.Sc., Ph.D., degree from a foreign University, he shall be allowed six advance increments on entry into service in B-17.
- (ii) Those of the above categories of officers who possess M.A./M.Sc/M.S. or equivalent from a foreign university or Ph.D. or M.Phil from a university in Pakistan will receive four advance increments on induction in service in B-17.
- (iii) Those of the above categories of employees who while in service obtain a degree shall be allowed four advance increments in case of (i) above and two advance increments in case of (ii) above.  
\*This shall be admissible to BPS-17 only.

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\*[Authority: F.D. O.M. No. F. 1(1) Imp. /83 Pt.II, dated 15<sup>th</sup> September, 1983.]

- (iv) In the case of persons directly appointed to posts in BPS-18, advance increments as mentioned in paras 15(i) and (ii) above for the higher qualifications specified therein, may be allowed in BPS-18. However, no advance increments would be admissible on initial appointment in BPS-18 to a person possessing higher qualifications specified in para 15 above, if these are the prescribed minimum qualifications for such appointment.

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[Authority: F.D. O.M. No. F.1(13) R.3/83, dated 10<sup>th</sup> May, 1984.]

- (v) Employees whose pay have been fixed at the maximum of B-17 on the basis of point to point fixation of pay formula with effect from 1-3-1983 and who possessed/acquired the said higher qualification have not been able to avail of the concession of advance increments. Such employees may be allowed the requisite number of advance increments in BPS-18 with effect from the date they are allowed to move-over to BPS-18 subject to the condition that it will not exceed the maximum.

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[Authority: F.D. O.M. No. F. 1(13) R. 3/83, dated 10th January, 1985.]

- (vi) Such employees will be allowed the requisite number of advance increments/shortfall of the advance increments in BPS-18 on promotion or move-over to PBS-18, as the case may be, subject to the condition that the maximum of BPS-18 will not be exceeded in any case.

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[Authority: F.D. O.M. No. F. 1(13)R. 3/83, dated 28<sup>th</sup> October, 1985.]

*Clarification.* – Employees of technical and professional categories i.e., Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry, Chartered Accountants, Electronic Data Processing Personnel/Computer Personnel, Librarians, Pharmacists, Physiotherapists,

Statisticians, Architects and Town Planners, serving in jobs which are required to be manned by persons holding technical or professional qualifications relevant to these jobs, will be allowed Qualification Allowance of Rs.1000 p.m. on possessing/acquiring Ph.D/D.Sc. degree from any recognized University.

Such employees who have already benefited from the concession of advance increments will have the option either to retain the above benefit or to receive the Qualification Allowance and have their pay re-fixed by excluding the advance increments allowed earlier.

These orders will take effect from 1-1-1986.

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[Authority: F.D. O.M. No. F. 1(97)R.3/85, dated 26th December, 1985.]

16. **Design Allowance.**—Engineers holding University degree in engineering and working full time in the Design Offices shall be allowed a Design Allowance at the following rates:—

Engineers drawing pay in B-17	..	Rs.400 p.m.
Engineers drawing pay in B-18	..	Rs.500 p.m.
Engineers drawing pay in B-19	..	Rs.600 p.m.
Engineers drawing pay in B-20	..	Rs.700 p.m.

- (i) The Design Allowance sanctioned in para 16 above will also be admissible to Architects and Town Planners holding Master's or Engineering degree in Architecture and Town Planning and working full time in Design Offices.

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[Authority: F.D. O.M. No. 1(37)R. 3/83, dated 2<sup>nd</sup> December, 1985.]

17. **Qualification Allowance.**— S.A.S. Accountants shall be allowed a Qualification Allowance of Rs.100 p.m. on qualifying the S.A.S. or equivalent examination. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts.

*Note I:* This allowance shall, however, not be admissible to Accountants of Emergency Cadre or to Audit Assistants who have been or may be promoted as Accountants against the exemptees quota.

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[Authority: F.D. O.M. No. F. 1(1)Imp/83(v), dated 21<sup>st</sup> September, 1983.]

**Clarification. –**

- (i) The employees belonging to technical and professional categories as mentioned in Finance Division O.M. of 26-12-1985 have been allowed a qualification allowance of Rs.1000 p.m. on possessing/acquiring Ph.D., D.Sc. degree from any recognized university. It is clarified that this allowance is admissible to all technical/professional employees of specified categories irrespective of their scale who possess/acquire the degree of Ph.D., D.Sc. and are serving on jobs which are required under the recruitment rules to be manned by persons may be employed in the Secretariat or elsewhere. However, employees of B-17/B-18 posts who have drawn the advance increments for these qualifications and wish to draw the qualification allowance with effect from 1-1-1986, the advance increments shall be adjusted w.e.f. that date.
- (ii) The qualification allowance is also admissible to technical and professional employees employed on relevant jobs in those Autonomous Organizations/Corporations who have adopted the scheme of Basic Pay Scales in toto sanctioned vide Finance Division's O.M. No. F. 1(l)Imp/83, dated 18-8-1983.

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[Authority: F.D. O.M. No. F. 1(97)R. 3/85, dated 8<sup>th</sup> April, 1986.]

**Clarification. –**

**Qualification Allowance. –** The nomenclature of Qualification Allowance of Rs.100 p.m. admissible to SAS Accountants will be changed to “Qualification Pay” under FR 9(21) and reckoned as part of the emoluments for pension with effect from 2-1-1991.

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[Authority: F.D. O.M. No. F. 1(24) Imp-II/90, dated 2<sup>nd</sup> January, 1991.]

18. **Performance Evaluation Allowance.**— Audit Officers working in the Performance Evaluation Cell shall be allowed Performance Evaluation Allowance at the following rates:—

B-17 and B-18	Rs.300 p.m.
B-19 and B-20	Rs. 400 p.m.

19. **Special Research Allowance.**—Field Officers on their appointment in research institutions for doing research work shall be allowed a Special Research Allowance @ 20% of their Basic Pay.

*Note I.*— The special research allowance would be admissible to only such field officers whose services are obtained by the Research Institution concerned from any field Organization and not to those employees who are directly recruited by the Research Institutions themselves according to their recruitment rules.

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[Authority: F.D. O.M. No. F. 1(1)Imp/83-(Pt)(i), dated the 15<sup>th</sup> Sept, 1983.]

20. **Deputation Allowance.**—In lieu of the existing fixed rates of Deputation Allowance, civil servants while on deputation to foreign service in Pakistan, shall be allowed a Deputation Allowance @ 10% of the minimum of their Basic Pay Scales.

21. **Daily Allowance.**—The pay limits for the admissibility of higher rates of Daily Allowance notified vide Finance Division's O.M. No. F. 2(38)R.9/81-D.660/82, dated 17-6-1982 shall be as under:-

Pay Limits	Special Rate Rs.	Ordinary Rate Rs.
Rs. 3200 and above	90	75
From Rs.2100 to Rs. 3199	75	65
From Rs.1001 to Rs. 2099	50	40
From Rs.501 to Rs. 1000	40	35
Upto Rs.500	25	20

### PART III. – MISCELLANEOUS

22. **House Building Advance.**—At present House Building Advance equal to 24 months' pay is allowed to Government servants drawing pay in Basic Scales B-3 and above. This pay limit shall henceforth be raised to 36 months.

23. Government servants who do not claim interest on their G.P. Fund Balances shall not be charged interest on House Building Advance or other advances as admissible under the rules.

*Clarification.* – It is clarified that the concession mentioned in para 23 is admissible in cases where the House Building Advance and Motor Car Advance and Motor Cycle Advance have been sanctioned on or after 1-7-1983 and no interest is claimed on G.P. Fund balance by the Government servant concerned on or after this date. Advance granted prior to 1-7-1983 will continue to be governed by the instructions which were in force prior to that date.

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[Authority: F.D. O.M. No. F. 7(8)R. 7/83, dated the 9<sup>th</sup> July, 1984.]

24. **Cost of Blood Transfusion.** –The cost of blood transfusion is at present reimbursable to the Federal Government servants but not to the Provincial Government employees. Henceforth, the cost of blood transfusion shall be reimbursable to Government servants under the Provincial Governments also.

25. **Encashment of L.P.R.**—At present encashment of LPR upto six months is permissible to Government servants provided the LPR is refused by Government in public interest. Henceforth, the option for encashment of LPR shall rest with the Government servant concerned. In case, a Government servant opts not to take LPR, he shall be allowed leave salary for the period **for** which LPR is admissible subject to a maximum of six months.

*Note:* The option for encashment of LPR shall not be available to the employees who proceeded on LPR prior to 18<sup>th</sup> August, 1983.

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[Authority: F.D. O.M. No. F. 1(1)Imp/83-Pt, dated 26th September, 1983.]

*Note II.* – The civil servants who could but did not proceed on LPR prior to 18-8-1983 and exercised option in favour of encashment shall be entitled to the encashment for the actual period of LPR w.e.f. 1-7-1983 subject to the maximum period of six months.

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[Authority: F.D. O.M. No. F. 1(19)R. 3/83, dated 23rd October, 1983.]

*Note III.* – The pay of civil servants who proceeded on LPR before the introduction of the scheme of Basic Pay Scales would be fixed in the relevant Basic Pay Scales w.e.f. 1<sup>st</sup> July, 1983 on notional basis for the purpose of calculation of average emoluments for pension alone. They would, however, not be entitled to draw that pay as a part of leave salary during the period of leave preparatory to retirement.

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[Authority: F.D. O.M. No. F. 1(12)R. 3/83, dated 12th October, 1983.]

*Note IV.* – Such encashment will be allowed in lump sum after retirement or may be drawn month-wise during the first 6 months or during the last six months of LPR. It is clarified that such civil servants may either draw leave pay for the period for which LPR is admissible subject to a maximum of 6 months in lump sum after retirement or on month to month basis during such period. The amount of leave pay would however, be determined on the basis of that which would have been admissible on the date on which LPR applied for would have commenced.

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[Authority: F.D. O.M. No. F. 1(43) R.3/83, dated 27th December, 1983.]

*Clarification I.* – A Government servant who has 365 days or lesser period LPR on full pay at his credit can have his LPR encashed for the actual period of LPR subject to a maximum of 180 days at his option. He cannot avail of any portion of LPR in that case. Option shall have to be exercised in writing by the Government servants concerned.

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[Authority: F.D. O.M. No. F. 1(19)R.3/83, dated 7th December, 1983.]

*Clarification II.*— A civil servant who wishes to forego his LPR in favour of cash compensation shall exercise his option to this effect in writing 15 months prior to the date of retirement and submit it to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

2. After having exercised the option for encashment of LPR, the Government servant shall have to perform duty during the entire period upto the date of retirement and cannot, save as stated below, avail himself of any kind of leave, during the last 15 months of his service if the leave at his credit was 365 days or less and during the last 12 months of his service, if the leave at his credit was more than 365 days provided that in the latter case, leave can be taken prior to the period of the last 12 months only to the extent that the balance leave at credit does not fall below 365 days.

3. The competent authority may where it is satisfied that the leave applied for is unavoidable or is fully justified e.g., in cases of illness, supported by medical certificate, or for performance of Hajj, etc., grant leave to an employee during the last 15 or 12 months of his service, as the case may be, in accordance with para 2 above. In such a case, the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken. For example, if an employee, who has opted for encashment of LPR has taken 60 days of leave, his cash compensation equal to 30 days leave pay would be forfeited.

4. It is requested that the cases of encashment of LPR may be regulated according to the clarifications given above.

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[Authority: F.D. O.M. No. F. 1(19) R.3/83, dated 11<sup>th</sup> July, 1984.]

*Clarification II.*—It is clarified for the guidance of the Government servants that a written option for encashment or grant of LPR may be submitted by the Government servants at least three months before the date of the commencement of LPR.

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[Authority: F.D. O.M. No. 591-R.4/83, dated 4<sup>th</sup> September, 1983.]

26. The word "family" for the purpose of medical treatment shall also include parents of the civil servant residing with and dependent on him.

27. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this Scheme.

28. **Anomalies.**—A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the introduction of this Scheme.

29. **Orderly Allowance.**—Entitled officer may be allowed an option either to retain the Orderly or to receive an Orderly Allowance of Rs.800 p.m. in lieu thereof.

30. The option for Orderly Allowance will be exercised in writing and will be communicated to the audit office through the head of the office concerned. The following procedure will be observed in this regard:—

- (i) Those opting for the Orderly Allowance would furnish a certificate to their audit office to the effect that they have not been provided with an orderly by the office or have surrendered the one already provided to them. This certificate should be endorsed to the audit office by the officer in charge of administration of the concerned organization.
- (ii) No new post of Naib Qasid may be created in a Ministry/Division/ Department without ensuring that the Residence Orderly surrendered by any officer has been gainfully utilized in the office.
- (iii) In the event of an officer in receipt of Orderly Allowance opting for the residence Orderly, it will be responsibility of the officer as well as the officer in charge of Administration of the concerned organization to intimate the audit office about it and have the Orderly Allowance discontinued from the date the Residence Orderly is provided out of the existing sanctioned strength of the organization.

- (iv) The entitled officers shall be allowed Orderly Allowance during all kinds of leave except extraordinary leave. Such officers shall also be allowed the Orderly Allowance during foreign training abroad provided their families remain in Pakistan.

[Authority: F.D. O.M. No. F. 1(3) Imp.II/85, dated 29th April, 1987.]

Schedule to Finance Division

O.M. No. F. 1(I)Imp/83, dated 18<sup>th</sup> August 1983

**BASIC SCALES OF PAY**

No.	Existing Revised National Pay Scale	Basic Pay Scale
1.	250-5-280/6-340-7-375	B. 1. 440-10-640
2.	260-6-302/7-365-8-405	B. 2. 460-12-700
3.	270-7-326/8-390-9-435	B. 3. 480-14-760
4.	280-8-352/9-415-12-475	B. 4. 500-16-820
5.	290-10-350/12-470-14-540	B. 5. 520-18-880
6.	315-12-399/14-525-16-605	B. 6. 540-20-940
7.	335-14-447/16-575-18-665	B. 7. 560-23-1020
8.	370-16-514/18-640-22-750	B. 8. 590-26-1110
9.	390-20-590/22-700-24-820	B. 9. 620-29-1200
10.	410-22-520/24-760-28-900	B. 10. 660-32-1300
11.	430-24-550/28-830-30-980	B. 11. 700-35-1400
12.	460-28-600/30-900-32-1060	B. 12. 750-40-1550
13.	490-30-790/32-950-35-1125	B. 13. 800-45-1700
14.	520-30-730/35-1010-40-1210	B. 14. 850-50-1850
15.	550-35-900/40-1100-50-1350	B. 15. 900-55-2000
16.	625-40-825/50-1325-60-1625	B. 16. 1050-80-2250
17.	900-50-1150/60-1750-100-2250	B. 17. 1600-120-3040
18.	1350-75-1650/100-2650	B. 18. 2100-150-3600
19.	2250-100-3050	B. 19. 3200-160-4480
20.	2600-125-3600	B. 20. 3800-180-5240
21.	3000-150-4200	B. 21. 4200-225-6000
22.	3250-200-4850	B. 22. 4500-250-6500

## Annexure-II to O. M. No. F. 1(1)-Imp/83

Dated 18-8-1983

Name of Post		Existing Scale	Basic Scale
1		2	3
<b>EDUCATIONAL DEPARTMENT</b>			
1.	Primary School Teacher (Matric with JV/PTC).	NPS-6 Rs.315-12-399/14-525-16-605	B-7 Rs.560-23-1020 with selection grade equal to 1/3 <sup>rd</sup> posts in B-10 (Rs.660-32- 1300)  Physical training instructors in primary schools may be treated at par with primary school teacher in the matter of pay scale and selection grade.
2.	Middle School Teacher (F.A./F.Sc. with CT or equivalent).	NPS-8 Rs.370-16-514/18-640-22-750	B-9 (Rs.620-29-1200) with selection grade equal to 1/3 <sup>rd</sup> posts in B-12 (Rs.750-40- 1500).
3.	Physical Training Instructor (Middle School) F.A. with diploma in Physical Education or equivalent	-do-	-do-
4.	Drawing Master (Middle School) F.A. with one year training in Drawing or equivalent professional qualification.	-do-	-do-
5.	High School Teacher (B.A. /B.Sc. B.Ed.)	NPS-14 Rs.520-30-730/35-1010-40- 1210	B-15 (Rs.900-55-2000) with selection grade equal to 1/3 <sup>rd</sup> posts in B-17 (Rs.1600-120- 3040).
6.	Physical Training Instructor (High Schools/ Comprehensive Schools) (B.A. with Senior Diploma in Physical Education	-do-	-do-

	1	2	3
7.	Librarian (High Schools) B.A. with Diploma in Library Sciences.	-do-	-do-
8.	Head Master/Head Mistress High Schools.	NPS-17 Rs.900-50-1150/60-1750-100- 2250	B-17 (Rs.1600-120-3040) with 1/3 <sup>rd</sup> posts as selection grade in B-18 (Rs.2100-150-3600) minus promotion posts.
9.	Library Assistant	NPS-8 Rs.370-16-514/18-640-22-750	B-9 Rs.620-29-1200
10.	Laboratory Assistant	NPS-5 Rs.290-10-350/12-470-14-540.	B-7 (Rs.560-23-1020) with 1/3 <sup>rd</sup> posts as selection grade in B-10 (Rs.660-32-1300)
11.	Junior Inspector Polytechnic	NPS-14 Rs.520-30-730/35-1010-40- 1210.	B-14 Rs.850-50-1850 with selection grade in B-16 (Rs.1050-80-2250) equal to 1/3 <sup>rd</sup> posts.
<b>HEALTH SERVICES</b>			
1.	Assistant Midwife & Nursing Aid	NPS-3 Rs.270-7-326/8-390-9-435	B-4 Rs.500-16-820
2.	Operation Theatre/ Anaesthetist Assistant	NPS-5 Rs.290-10-350/12-470-14-540	B-6 Rs.540-20-940 with selection grade equal to 25% of total posts in scale of Rs.590-26-1110 (B-8)
3.	Ward master	NPS-5 Rs.290-10-350/12-470-14-540	B-6 Rs.540-20-940
4.	Sanitary Inspector	NPS-6 Rs.315-12-399/14-525-16-605	B-6 (Rs.540-20-940) with 25% of posts as selection grade in B-8 (Rs.590-26-1110)
5.	Dispenser	-do-	-do-
6.	Dresser/Midwife	-do-	-do-
7.	O.T. Technician/ ECG/ENT/Dental Technician	NPS-6 Rs.315-12-399/14-525-16-605	B-9 Rs.620-29-1200 with 1/3 <sup>rd</sup> posts as selection grade in B-11 (Rs.700-35-1400)

	1	2	3
8.	Lab. Technician	NPS-9 Rs.390-20-590/22-700-24-820	-do-
9.	Blood Bank Technician	NPS-7 Rs.335-14-447/16-575-18-665	-do-
10.	Senior Technician	-do-	B-9 Rs.620-29-1200 with 25% of posts as selection grade in B-11 (Rs.700-35-1400)
11.	Lady Health Visitor	NPS-7 (Federal Govt.) Rs.335-14-447/16-575-18-665 NPS-6 (Provincial Govt.) Rs.315-12-339/14-525-16-605	-do-
12.	Medical Technician	NPS-8 (Federal Govt.) Rs.370-16-514/18-640-22-750 NPS-9 (Provincial Govt.) Rs.390-20-590/22-700-24-820	-do-
13.	Chemical Assistant	NPS-11 Rs.430-24-550/28-830-30-980	B-11 (Rs.700-35-1400) with 25% of total posts as selection grade in B-14 (Rs.850-50-1850)
14.	Technical Assistant	-do-	-do-
15.	Bact. Assistant	NPS-11 Rs.430-24-550/28-830-30-980	B-16 Rs.1050-80-2250
16.	General/Charge Nurse	-do-	B-14 (Rs.850-50-1850) General Charge Nurse possessing Midwifery Certificate should be allowed 2 advance increments on initial induction
17.	Speech Therapist	NPS-14 Rs.520-30-730/35-1010-40-1210	B-16 Rs.1050-80-2250
18.	Assistant Physiotherapist	NPS-14 Rs.520-30-730/35-1010-40-1210	This post would be merged with physiotherapist and placed in B-16 (Rs.1050-80-2250)

	1	2	3
19.	Assistant Nursing Superintendent	NPS-16 Rs.625-40-825/50-1325-60-1625.	B-16 (Rs.1050-80-2250) plus a special pay of Rs.100 p.m.
20.	Nursing Adviser	NPS-18 Rs.1350-75-1650/100-2650	B-19 Rs.3200-160-4480
<b>CENTRAL BOARD OF REVENUE</b>			
*1.	Preventive Officer	NPS-10 Rs.410-22-520/24-760-28-900	B-11 Rs.700-35-1400
2.	Intelligence Officer	-do-	-do-
3.	Examiner	-do-	-do-
4.	Income Tax Inspector	-do-	B-11 Rs.700-35-1400 with selection grade equal to 25% of posts in the B-14 (Rs.850-50-1850)
5.	Deputy Superintendent (C&E)	NPS-13 Rs.490-30-790/32-950-35-1125	B-14 Rs.850-50-1850
6.	Senior Intelligence Officer	-do-	-do-
7.	Inspector Preventive Service	-do-	-do-
*8.	Valuation Officer/ Appraiser	-do-	-do-
*9.	Principal Appraiser	NPS-16 Rs.625-40-825/50-1325-60-1625	B-16 Rs.1050-80-2250
(*) The Existing incumbents drawing pay in the up-graded posts of Preventive Officer (NPS-13) and Appraiser/Valuation Officer/Principal Appraisers (NPS-17) will continue to draw pay in the corresponding basic scales B-13 and B-17 respectively as personal to them so long they hold these posts.			
<b>POST OFFICE DEPARTMENT</b>			
1.	Inspector Broadcast Receiver License	NPS-7 (Rs.335-14-447/16-575-18-665)	B-9 (Rs.620-29-1200)
2.	Town Inspector	-do-	-do-
<b>STATISTICS DIVISION AND COMPUTER BUREAU</b>			
1.	Key Punch Verifying Operator/ Machine Operator	(Statistics Division) NPS-7 (Rs.335-14-447/16-575-18-665) (Computer Bureau) NPS-9 (Rs.390-20-590/22-700-24-820)	B-10 (Rs.660-32-1300)    -do-

	1	2	3
2.	Assistant Supervisor/ Machine Operator (Statistics Division)	NPS-11(Rs.430-24-550/28-830-30 980	B-12 Rs.750-40-1550
3.	Supervisor (Statistics Division)	NPS-12 Rs.460-28-600/30-900-32-1060	B-14 Rs.850--50-1850
4.	Data Processing Assistant/ Console Operator (Statistics Division)	-do-	B-16 Rs.1050-80-2250
5.	Data Processing Officer (Statistics Division)	NPS-16 Rs.625-40-825/50-1325-60-1625	B-17 Rs.1600-120-3040
6.	System Analyst/ Programmer (Statistics Division)	NPS-17 Rs.900-50-1150/60-1750-100- 2250	B-17 Rs.1600-120-3040 plus special allowance of Rs.200 p.m.
7.	Assistant Programmer (Computer Bureau)	NPS-17 Rs.900-50-1150/60-1750-100- 2250. Plus special pay Rs.100 p.m.	-do-

**PROVINCIAL GOVERNMENTS**

**IRRIGATION/FOREST/AGRICULTURE/ANIMAL HUSBANDRY/**

**COOPERATIVES DEPARTMENT**

	Name of Post	Existing Scale	Basic Scale
1.	Field Assistant	NPS-5 Rs.290-10-350/12-470-14-540	B-6 Rs.540-20-940 with 1/3 <sup>rd</sup> of total posts as selection grade in B-9 (Rs.620-29-1200)
2.	Stock Assistant/Poultry Supervisor/Poultry Assistant/Sheep Development Assistant/ Laboratory Assistant.	-do-	-do-
2(a).	Veterinary Compounder	-do-	B-6 Rs.540-20-940 with 1/3 <sup>rd</sup> of total posts as selection grade in B-8 (Rs.590-26-1110)

	1	2	3
3.	Junior Research Assistant Sind Government	NPS-8 Rs.370-16-514/18-640-22-750	B-16 Rs.1050-80-2250
4.	Senior Research Assistant Sind Government	NPS-11 Rs.430-24-550/28-830-30-980	-do-
5.	Draftsman	NPS-8 Rs.370-16-514/18-640-22-750	B-11 Rs.700-35-1400
6.	Inspectors Cooperatives	NPS-10 Rs.410-22-520/24-760-28-900	-do-
7.	Zilledar	-do-	B-14 (Rs. 850-50-1850)
8.	Reclamation Supervisor (Sind)	NPS-11 Rs.430-24-550/28-830-30-980	B-17 Rs.1600-120-3040 in all provinces subject to the condition that the incumbents possess the minimum qualification of M.Sc. (Agriculture).
<b>POLICE DEPARTMENT</b>			
1.	Foot Constable	NPS-2 Rs.260-6-302/7-365-8-405	*B-2 Rs.460-12-700
2.	Head Constable	NPS-3 Rs.270-7-326/8-390-9-435	*B-3 (Rs.480-14-760) with 30% posts as selection grade in B-5 (Rs.520-18-880).  *Those Constables and Head Constables who are Matriculate at the time of recruitment or acquire Matriculation Certificate while in service may be allowed five advance increments.  Ration Allowance to the lower Police personnel shall be allowed at the rates admissible to equivalent categories of Civil Armed Forces.

	1	2	3
3.	Assistant Sub-Inspector	NPS-5 Rs.290-10-350/12-470-14-540	B-5 Rs.520-18-880 with 1/3 <sup>rd</sup> posts as Selection Grade in B-7 (Rs.560-23-1020)
4.	Sub-Inspector	NPS-7 Rs.335-14-447/16-575-18-665	B-11 Rs.700-35-1400 with Graduation as minimum qualification.
5.	Inspector	NPS-11 Rs.430-24-550/28-830-30-980	B-14 (Rs.850-50-1850)
6.	Prosecuting Sub-Inspector	NPS-7 Rs.335-14-447/16-575-18-665	B-11 (Rs.700-35-1400). Those who possess Law Degree, five advance increments may be allowed.
7.	Prosecuting Inspector	NPS-11 Rs.430-24-550/28-830-30-980	B-14 (Rs.850-50-1850)
<b>REVENUE DEPARTMENT</b>			
1.	Kanungo/Girdawar	NPS-6 Rs.315-12-399/14-525-16-605	B-9 (Rs.620-29-1200)
2.	Naib Tehsildar/District Kanungo/District Accountant	NPS-9 Rs.390-20-590/22-700-24-820	B-14 (Rs.850-50-1850)
3.	Treasury Officer	NPS-17 Rs.900-50-1150/60-1750-100-2250	B-17 (Rs.1600-120-3040) with 1/3 <sup>rd</sup> of posts as selection grade in B-18 (Rs.2100-150-3600)
<b>GOVERNMENT DEPARTMENTS AND ORGANIZATIONS</b>			
1.	Steno-typists	NPS-8 Rs.370-16-514/18-640-22-750	B-12 (Rs.750-40-1550)
2.	Stenographers	NPS-11 Rs.430-24-550/28-830-30-980	B-15 (Rs.900-55-2000) with 25% posts as selection grade in B-16 (Rs.1050-80-2250)

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**SECTION - V**

**FIXATION OF PAY OF RETIRED GOVERNMENT SERVANTS  
INCLUDING MILITARY OFFICERS ON RE-EMPLOYMENT  
UNDER THE GOVERNMENT AND IN  
AUTONOMOUS BODIES**

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In supersession of all previous orders on the above subject, the pay of a retired Government servant on re-employment shall be fixed in accordance with the following principles: —

- (i) Where the new post carries a fixed pay, he should be allowed the pay of that post less pension.
- (ii) Where the new post carries a time-scale of pay: —
  - (a) If the substantive pay last drawn by the officer before retirement was less than the minimum of the scale of the new post, he should be allowed the minimum of the scale less pension.
  - (b) If the substantive pay last drawn was more than the minimum of the scale but less than the maximum of the scale of the new post, his pay should be fixed at the stage in the scale corresponding to the pay last drawn, **or** if there be no such stage, at the next lower stage in the scale, from the pay so fixed the amount of pension should be deducted.
  - (c) Where the substantive pay last drawn was more than the maximum of the scale of the new post, the pay should be fixed at the maximum less pension.
- (iii) A re-employed Government servant should earn increments in all cases where pay has been fixed in a scale at a stage lower than the maximum.
- (iv) In case a re-employed pensioner is promoted to a higher post, his pay should be fixed in such a manner as if he were a serving officer with the difference that from the pay so determined the pension would be deducted.
- (v) In a case where officiating pay higher than the substantive pay was drawn for a continuous period of 3 years or more immediately before retirement, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of these orders.

2. The above principles should be made applicable to employment in Autonomous Bodies and Public Limited Companies in which Government holds controlling shares.

3. These principles should also be followed in case of appointment to statutory posts as those of Governors, Speakers, Ministers etc. A retired official appointed to any statutory post should draw the pay of the post less the amount of pension drawn by him.

4. The pay of the retired military personnel re-employed in civil posts may also be fixed in accordance with the above principles. In their case, substantive pay shall also include the following elements: provided that they were drawn before retirement/release/leave pending retirement for a continuous period of 3 years or more: –

- (a) Command/Staff/Charge Pay.
- (b) Instructional Pay.
- (c) Qualification Pay.
- (d) Disturbance Pay.

5. The word “pension”, wherever used in these orders, means pension before commutation and/or surrender.

6. These orders will have effect from 1<sup>st</sup> January, 1973.

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[Authority: F.D. O.M. No. F. 4(7) Reg. 7/72, dated 1<sup>st</sup> January, 1973.]

The induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions: –

#### **PART -I**

2. Induction of young officers of Armed Forces of Pakistan upto 8 years commissioned service in civil posts shall be made in accordance with Part-II.

3. Induction of officers of the rank of Major or equivalent who may retire or may have retired on completion of the prescribed age or service limit shall be made in accordance with Part-III.

4. Re-employment of officers of the rank of Major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant Colonel and above and equivalent shall be made in accordance with Part-IV.

## PART-II

5. Young officers of the Armed Forces upto 5 years of commissioned service will be eligible for induction in Grade-17 on regular basis upto 10% of the annual direct recruitment vacancies in the specified Occupational Groups, direct recruitment to which is made through the combined competitive examination held by the FPSC annually.

6. Induction will be made through the High Powered Selection Board constituted by the President for the purpose. The High Powered Selection Board will also determine the Occupational Groups to which the officers are allocated for this purpose, each service Chief may be asked to recommend by the 30th June every year names of officers for induction in grade 17 in various Groups, keeping in view their educational qualification and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinized by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various Groups will be adjusted against vacancies allocated to the Province or Provinces to which they belong.

8. The officers will be appointed on regular basis and the probation period shall be deemed to have been waived. On appointment to the civil post, they will sever their connection with the Armed Forces.

9. The officers will receive the same training as is given to the probationers appointed on the results of the competitive examination held by the FPSC and will be required to pass completely the prescribed examinations during or on conclusion of the training. Their promotion to the high grade will be governed by normal rules and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.

10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority *inter-se*. They will be placed above the competitioners of the year with whom they receive the training.

11. (a) The pay of the inducted officers in civil grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.

(b) Service rendered in Armed Forces will count towards civil pension.

### **PART-III**

12. The officers of the rank of Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in grade 18 on regular basis upto 10% of the annual vacancies in the various Groups and cadres in that grade, as may be specified.

13. Induction will be made through the High Powered Selection Board in accordance with the procedure laid down in para 6.

14. In selecting officers for induction, provincial quotas will be kept in view.

15. The inducted officers will count seniority in the grade in which they are inducted from the date of their induction.

16. The pay of inducted officers will be fixed in the civil grades, on the basis of their pay of the substantive rank or temporary rank, if held for one year.

17. The inducted officers will continue to draw their military pension but it shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to civil pension on their retirement from civil employment if they have completed the prescribed qualifying service (i.e. 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

### **PART-IV**

18. Officers of the rank of Major/equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the ranks of Lieutenant Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable upto the age of 60 years upto the maximum of 10% of annual vacancies in various Groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in grades equivalent to their substantive rank or temporary rank, if held for one year in accordance with the army rank civil grade equivalence formula already approved by the President. However, the officers will be eligible for being considered for a subsequent contract in higher grade.

20. Re-employment on contract basis will be made through the High Powered Selection Board which will also determine the Group or cadre in which re-employment is to be made. The procedure for selection will be the same as prescribed in para 6.

21. In selecting officers for re-employment, Provincial quotas will be kept in view.

22. Re-employment on contract in various grades shall be made by the authorities competent to make appointment to the grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

23. The re-employed officers will be eligible for such training as given to their civilian counterparts.

24. Re-employed officers will not have any seniority and will not be placed on the regular gradation list.

25. Pay of the retired officers of the Armed Forces, who are re-employed in civil posts on contract in grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Service rendered on civil side shall not qualify for a second pension.

26. The Armed Forces Officers re-employed on contract shall be liable to serve anywhere within or outside Pakistan in any post under Federal Government or Provincial Government or local authorities or a Corporation or body set up or established by such Government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region and further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. Termination of contracts either on expiry or otherwise will be done through the High Powered Selection Board. For this purpose, the Ministry, Division, Department or Office concerned will make a reference to the High Powered Selection Board through the Establishment Division sufficiently in advance of the date on which the contract period is due to expire or proposed to be terminated. The High Powered Selection Board shall consider whether the contract shall be extended or terminated, as the case may be. The recommendations of the Board will be submitted to the authority competent to re-employ the officer on contract which shall pass such orders as it may deem appropriate.

28. In case no orders are received by the date on which contracted period is due to expire, the contract shall be deemed to have been extended until further orders.

29. The conduct of re-employed contract officers shall be regulated by rules made, or deemed to have been made or instructions issued by the Government or a prescribed authority, as for civil servants under section 15 of the Civil Servants Act, 1973.

30. A re-employed contract officer shall be liable to such disciplinary action and penalties in accordance with the rules made or deemed to have been made under section 16 of the Civil Servants Act, 1973.

31. The Armed Forces officers re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M. No. F. 1(2)Reg-I/78, dated 21st September, 1978. However, provisions contained in para 3(ii), 5, 6, 10, 11 and 17 shall not apply.

32. The leave at the credit of an officer shall be carried forward in case a contract is extended without any interruption. However, all leave at the credit of an officer shall lapse on the date of final expiry or termination of the contract.

33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants of corresponding grade.

34. Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to an officer of Armed Forces re-employed on contract under any rules made

applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such orders.

35. Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a re-employed officer aggrieved by any order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.

36. The existing officers of the category mentioned in this Part who have already been appointed on contract in civil posts shall be eligible to elect terms and conditions specified in this Part. They shall be required to give their option to elect their existing conditions of appointment or to elect the terms and conditions laid down in this Part for the remaining period of their contract. The option shall be given within two months of the date of issue of these orders. They will be brought on the terms and conditions laid down in this Part effective from 23<sup>rd</sup> December, 1979, the date on which the President was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have elected their existing terms and conditions. Option shall be final.

#### PART-V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.

38. These orders issued with the concurrence of the Ministry of Finance.

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[Authority: Establishment Division O.M. No.14/5/78-HI, dated 10-2-1980.]

39. The induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the instructions as are laid down in the Establishment Division's O.M. No. F. 14/5/78-D.III, dated the 10-2-1980. These instructions will also apply, *mutatis mutandis*, to the corporations and other autonomous bodies set up by the Federal Government or working under their administrative control.

40. The corporations and other autonomous bodies under the administrative control of the Federal Government will draw instructions for induction or re-employment of officers of Armed Forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the Establishment Division Office Memorandum dated 10-2-1980, with the approval of the competent authority.

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[Authority: Establishment Division O.M. No. F.14/5//78-D.III, dated 11-2-1980.]

41. The re-employment and re-employment pay of retired government servants, civil and military, in Federal Government Departments and autonomous bodies, shall henceforth be regulated in accordance with the following principles: –

**I. Post on which re-employment shall be made:**

- (i) Re-employment of retired civil servants shall be made in grades equivalent to substantive or temporary grade if held for one year by the Government servant before retirement.
- (ii) In the case of officers of Armed Forces, re-employment shall be made on contract in accordance with the instructions contained in the Establishment Division O.M. No.14/5/78-D.III, dated 10-2-1980 in the case of civil posts and in the light of orders issued in pursuance of Establishment Division No.14/5/78-D.III, dated 11-2-1980. The equivalent grade in the civil post shall be determined according to the equivalence formula approved by the President (copy attached).

**II. Pay on re-employment under clause (I) above:**

- (i) (a) When a retired civil servant is re-employed under Federal Government after superannuation or after completion of 30 years pensionable service, his initial pay shall be fixed at the minimum of the pay scale of the post in which he is re-employed.
- (b) When a retired civil servant is re-employed under the Government owned/controlled autonomous/semi-autonomous bodies and corporations after completion of 30

years pensionable service, the initial pay of such a Government servant shall be fixed at the minimum of the scale of pay of the post in which he is re-employed.

- (c) A re-employed government servant would earn increments under normal rules.
- (d) In addition to pay, as indicated in clause (a) and (b) above full pension shall be admissible to the re-employed civil servant.
- (ii)(a) When a retired military officer of the rank of Major/equivalent and above is re-employed under Federal Government or under an autonomous body in accordance with clause I (ii), his pay may be fixed at the minimum of the equivalent grade in which re-employment is made and, in addition, full service pension as admissible under the rules shall be paid. The pay scales of the post shall for this purpose be determined with reference to the equivalence formula mentioned in clause I (ii).
- (iii) The pay of retired Government servants other than those covered by I and II above shall be fixed in accordance with the Ministry of Finance O.M. No. F.4(7)Reg.7/72, dated 1-1-1973 referred to above, as amended from time to time.

42. Existing re-employed retired civil servants may opt to be governed by the existing rules/orders or by these revised orders. Where such a government servant opts to be governed by the revised orders, his initial pay should be re-fixed at the minimum of the scale of the post held by him w.e.f. the 1st of the month in which option is given and pension may be allowed in addition as provided in part (II) (i) above.

43. Existing retired officers of the Armed Forces of the rank of Major/equivalent and above who were re-employed in civil post for a specified period may opt either, to be governed by their existing terms and conditions or by these revised orders. Where such re-employed officers opt to be governed by the revised orders, they will be brought on the revised terms and conditions with effect from the 23rd December, 1979 on which date the President was pleased to approve the scheme published vide Establishment Division O.M. No. F.14/5/78-D.III, dated 10-2-1980. From that date, their re-employment would be converted

into re-employment on contract on the terms and conditions laid down in the O.M. of 10-2-1980 for the remaining term of their re-employment or for a period of 3 years, whichever is less. Their pay will be re-fixed at the minimum of the scale of the post held by them w.e.f. 23-12-1979, and if the pay so fixed plus pension is less than the pay received by them immediately before 23-12-1979, the difference shall be allowed as personal pay to be absorbed in future increase of pay.

44. The option will be submitted to the Audit Officer concerned under advice to the Ministries/Divisions, Departments or offices administratively concerned.

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[Authority: F.D. O.M. No. F. 4(4) Reg.7/78, dated 20-3-1980.]

45. The following "Principle of Equivalence" between the rank held in the Defence Service with appointment in National Pay Scales will be as under:—

**Defence Service Rank**

Major General and equivalent	Grade 21 or 22 at the discretion of the Government
Brigadier and equivalent	Grade-20
Colonel and Lt. Colonel (with 10 to 20 years Commissioned service) and	Grade-19
Equivalent Major and equivalent	Grade-18
Captain and equivalent and Lt. and 2/Lt equivalent	Grade-17

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[Authority: Establishment Division O.M. No. F.16/4/79-AV, dated 8th March, 1979.]

46. The Junior Commissioned Officers, Non-Commissioned Officers and other Ranks, on appointment to civil posts in autonomous bodies should be given the following treatment.

- (a) Such personnel on appointment to civil posts should be asked to exercise an option whether they would like to be re-employed on contract or on permanent basis. Option once exercised shall be final.

- (b) If re-employed on contract, pay of such personnel will be fixed at the minimum of the grade of civil post. In addition, they will be entitled to draw service pension. Service rendered on the civil side/in the Corporations shall not, however, qualify for a second pension.
- (c) Existing rules regarding fixation of pay as laid down in Part-III of Establishment Division's O.M. No.14/5/78-D.II, dated 10<sup>th</sup> and 11<sup>th</sup> February, 1980, will continue to apply to those who are inducted permanently in the civil or in the Corporations.
- (d) Those inducted permanently into civil will be entitled to a civil pension/gratuity, if permissible under the rules of the employing agency, in terms of Part-III, para 17 of the Establishment Division O.M. No.14/5/78-D.III, dated 10th February, 1980.

47. This supersedes Finance Division's O.M. No. F.4(4)-Reg. 7/78, dated the 1st December, 1980.

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**[Authority: F.D. O.M. No. F. 4(4) Reg-7/78, dated 29th August, 1981]**

48. In case of re-employment against a post in an autonomous/semi-autonomous body or corporation included in Management Grades vide Finance Division's O.M. No. F. 6(27)-Imp.1/79, dated 30-4-1980, appointment to which is, by law required to be made and the salary of which is required to be fixed by the Federal Government, the re-employed officer, civil or military, shall be entitled to draw minimum of the rank/grade from which he has retired. In addition, he will be entitled to pension and perquisites attached to the Management post concerned.

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**[Authority: F.D. O.M. No. F. 4(4) Reg-7/78-1520, dated 30th November, 1980.]**

49. The pay of the existing re-employed civil servants and Armed Forces Officers/personnel shall be fixed in Basic Pay Scales in accordance with para-3 (i) of Finance Division's O.M. No. F.1(1)Imp/83, dated the 18th August, 1983. In the case of those retired civil servants/Armed Forces Commissioned Officers who are re-employed since before 20th March, 1980 and who opted to retain the terms and conditions of re-employment obtaining prior to the issue of Finance Division O.M. No. F.4(4)Reg-7/78, dated the 20th March, 1980, the

amount of pension shall continue to be deducted from their revised pay. In the case of re-employed Armed Forces personnel below commissioned rank the amount of pension in excess of Rs.200 p.m. will continue to be deducted in accordance with existing instructions till 31st December, 1983. From 1st January, 1984, they will be governed by Finance Division O.M. No. F. 12(4) Reg. 6/84, dated the 8th February, 1984.

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[Authority: F.D. O.M. No. F. 1(70)-R.3/83, dated 15th March, 1984.]

50. The President was pleased to decide that with effect from 1<sup>st</sup> January, 1984, the pay of the retired Defence Services personnel below commissioned rank on re-employment in Government or in autonomous bodies on a regular/permanent basis, would be fixed at the initial stage/minimum of the pay scale of the civil post and no deduction would be made on account of their military pension. In addition, they would be entitled to a civil pension/gratuity in accordance with the existing orders of the Federal Government. In case of re-employment under the autonomous bodies, the entitlement of pension/gratuity would be subject to the rules of the employing agency.

51. Retired Defence Services personnel below commissioned rank already re-employed on permanent basis before 1st January, 1984 may exercise an option:

- (a) either to continue to draw pay fixed with reference to pay of the substantive rank, or temporary rank if held for one year before retirement, minus military pension in excess of Rs.200 p.m. or;
- (b) to draw pay at the minimum of the pay scales of the post in which re-employed.

52. Pensioners who opt for (b) above shall be entitled to fixation of pay at the minimum of the pay scale of the post in which re-employed from the date of their appointment; however, annual increment(s) will be allowed to them for the service rendered by them in the civil post(s), as per orders on the subject. The pay so revised shall be admissible from 1-1-1984. Those opting for (b) above would be entitled to full military pension w.e.f. 1-1-1984 in accordance with the President's decision referred to in para 50 above.

53. In addition, optees in either case would continue to be entitled to civil pension/gratuity as referred to in para 50 above.

54. This Division's O.M.No.F.12(4)-Reg.6/84, dated the 29-1-1984 and of even number dated 8-2-1984 may be treated to have been cancelled *ab-initio*.

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[Authority: F.D. O.M. No. F.6(6) R-3/84-615, dated 1st August, 1984.]

55. The pay of the existing re-employed civil servants and Armed **Forces** Officers/Personnel shall be fixed in Basic Pay Scales in accordance with para 3(i) of Finance Division's O.M. No. F. 1(7) Imp-II/87, dated 1-7-1987. In the case of those retired civil servants/Armed Forces Commissioned Officers who were re-employed before 20-3-1980, and who opted to retain the terms and conditions of re-employment obtaining prior to the issue of Finance Division's O.M. No. F. 4(4) Reg.7/78, dated 20-3-1980, the amount of pension shall continue to be deducted from their revised pay.

56. In the case of retired Defence Service Personnel below commissioned rank already re-employed **on** permanent basis, their pay will also be fixed in terms of para 3(i) of Finance Division's O.M. No. 1(7)Imp.11/87, dated 1-7-1987 read with paras 3-4 of O.M. No. F. 6(6)R.3/84-615, dated 1-8-1984.

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[Authority: F.D. O.M. No. F. 6(9) R.3/87, dated 8th September, 1987.]



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**SECTION - VI**

**INDEXATION OF PAY AND ALLOWANCES –  
(CIVIL SERVANTS AND EMPLOYEES OF AUTONOMOUS BODIES)  
(1985 – 1988)**

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The President has been pleased to direct that with effect from 1-7-1985, the pay of all civil servants and Government employees of Railways, Post Offices, T&T Department as well as civilians paid from Defence Estimates will be indexed in relation to the cost of living. Under this arrangement, the pay admissible to an employee at any time will be the pay due to him in the existing pay scale under the normal rules multiplied by the index applicable to him from time to time. For fiscal year 1985-86, the index will be as follows:—

- (a) Government servants drawing basic pay upto Rs.1500 p.m. 1.135
- (b) Government servants drawing basic pay above Rs.1500 p.m. 1.100

Provided that pay of a Government servant falling in category (b) above will not be less than Rs.1703 p.m.

2. In calculating pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

3. For the fiscal year 1985-86, the **allowances** will not be indexed and will not be affected by the increase in pay due to indexation.

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[Authority: F.D. O.M. No. F. 1(4)Imp.II/85, dated 26<sup>th</sup> June, 1985.]

4. The President has been pleased to direct that with effect from 1-7-1985, the pay of all employees of public sector corporations and autonomous bodies including banks and financial institutions under the Federal Government will be indexed in relation to the cost of living. Under this arrangement, the pay admissible to an employee at any time will be the pay due to him in the existing pay scales under the normal rules multiplied by the index applicable to him from time to time. For the fiscal year 1985-86, the index will be as follows:—

- (a) Employees drawing basic pay upto Rs.1 500 p.m. 1.135
- (b) Employees drawing basic pay above Rs.1500 p.m. 1.100

Provided that pay of an employee falling in category (b) above will not be less than Rs.1703 p.m.

5. In the case of those of the above employees who are governed by the provisions of the Industrial Relations Ordinance 1969, if any increase has been allowed under the said Ordinance under an agreement reached with the Collective Bargaining Agent or in pursuance of a Wage Award, as the case may be, after 1-1-1984, the pay fixation under these orders shall be made after ignoring the increases allowed under such agreement or award and the employee allowed emoluments under these orders or under the agreement or award, as may be more beneficial to him.

6. In calculating the monthly rate of pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

7. For the fiscal year 1985-86, all allowances will not be indexed and will not be affected by the increase in pay due to indexation.

8. Ministries/Divisions are requested to issue, under intimation to this Division, necessary orders immediately in respect of employees of corporations and autonomous/semi-autonomous bodies and banks and financial institutions etc., under their administrative control.

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[Authority: F.D. O.M. No. F.1(4)Imp.II/85 and No.F.1(5)Imp.II/85 both, dated the 26th June, 1985.]

9. The President has been pleased to direct that w.e.f. 1-7-1985, the pay of senior executives of Corporations etc., drawing pay in Management Scales prescribed in Finance Division's O.M. No. F. 1(4) Imp/83, dated 18-8-1983, and further clarified in O.M. No. F. 1(20) R.3(A)/83, dated 16-1-1984, will be indexed in relation to the cost of living. Under this arrangement, the pay admissible to an employee at any time will be the pay due to him in the existing Management Scale under the normal rules multiplied by the index applicable to him from time to time. For the fiscal year 1985-86, the index will be 1.100.

10. In calculating pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

11. For the fiscal year 1985-86, the allowances will not be indexed and will not be affected by the increase in pay due to indexation.

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[Authority: F.D. O.M. No. F. 1(9) Imp.II/85, dated 9th July, 1985.]

12. The following points are clarified in order to facilitate the implementation of indexation of pay of employees of the Federal Government, Corporations and autonomous/semi-autonomous bodies, including banks and financial institutions.

- (I) Indexed pay will be treated as pay for the following purposes:—
  - (i) For deduction of Income Tax.
  - (ii) For deduction of G.P. Fund and Benevolent Fund contributions and Group Insurance Premium.
  - (iii) For the grant of Provident Fund Advance.
  - (iv) For encashment of Leave Preparatory to Retirement.
  - (v) For calculation of Pension.
  - (vi) For the recovery of house rent.
  - (vii) For grant of House Building Advance, Motor Car Advance and Motor Cycle Advance.
  
- (II) Pay in the relevant pay scale and not the Indexed Pay will be taken into account for the following purposes:—
  - (i) For entitlement of Car Maintenance Allowance and Motor Cycle Maintenance Allowance.
  - (ii) For entitlement of T.A. and D.A.
  - (iii) For calculating special pay or allowances where these are a percentage of pay.

- (iv) For the grant of increments and fixation of pay on promotion etc.
- (v) For the calculation of rental ceiling where it is a percentage of actual pay.
- (vi) For the entitlement of Conveyance Allowance,
- (vii) For entitlement of Medical facilities,
- (viii) For calculation of Over-Time Allowance.
- (ix) For calculation of Deputation Allowance.
- (x) For calculation of other allowances where these are based on percentage of pay.

(III) Benefit of Indexation of Pay will also be admissible to the following categories: –

- (i) Contract Officers.
- (ii) Employees appointed on fixed pay or special terms.
- (iii) Contingent paid staff.
- (iv) Re-employed pensioners.

(IV) It is stated that in the case of those employees who are governed by the provisions of the Industrial Relations Ordinance, 1969, increase of 13.5% allowed by the Government under this Division's O.M. No. F. 1 (5)-Imp.II/85, dated 26-6-1985, shall be kept in view while entering into a new agreement with CBA.

(V) Ministries/Divisions are requested to issue, under intimation to this Division, necessary clarifications immediately in respect of employees of Corporations and Autonomous/Semi-Autonomous Bodies and Banks and Financial Institutions etc. under their administrative control.

The President has been pleased to decide that the existing rates of indexation of pay mentioned in the Finance Division O.M. No. F. 1(4) Imp.II/85 and F. 1(5)Imp.II/85, both dated 26-6-1985, for the fiscal year 1986-87, shall be revised (inclusive of the rate of indexation of last year) w.e.f. 1-7-1986, as under:—

- (a) Government servants drawing basic pay upto 1.180  
Rs.1500 p.m.
- (b) Government servants drawing basic pay above 1.135  
Rs.1500 p.m.

Provided that indexed pay of a Government servant falling in category (b) above will not be less than Rs.1770 p.m.

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**[Authority: F.D. O.M. No. F. 1(9) Imp.II/86, dated 1st July, 1986.]**

13. In the case of the above employees who are governed by the provisions of the Industrial Relations Ordinance, 1969, if any increase has been allowed under the said Ordinance under an agreement reached with the Collective Bargaining Agent or in pursuance of a Wage Award, as the case may be, after 1-1-1984, the pay fixation under this O.M. shall be made after ignoring the increases allowed under such agreement or award and the employee allowed emoluments under this O.M. or under the agreement or award, as may be more beneficial to him.

14. The other existing conditions regulating the grant of indexation of pay shall continue to apply.

15. Ministries/Divisions are requested to issue, under intimation to this Division, necessary orders immediately in respect of employees of Corporations and autonomous bodies and banks and financial institutions etc., under their administrative control.

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**[Authority: F.D. O.M. No. F. 1(9)Imp-II/85 and No. F. 1(10)-Imp.II/86 both dated 1st July, 1986.]**

16. The president has been pleased to direct that w.e.f. 1-7-1986, Residence—Office Conveyance Allowance admissible to civil servants and Government employees of Railways, Post Offices, T&T Department as well as civilians paid from Defence Estimates at Islamabad, Lahore, Rawalpindi, Multan, Faisalabad, Karachi, Hyderabad (including Kotri), Peshawar and Quetta, as sanctioned under Finance Division's O.M. No. F.3(5) R.5/81, dated 27th June, 1981 will be indexed in relation to cost of living.

17. Under this arrangement, the amount of Residence—Office Conveyance Allowance admissible to an employee at any time will be the Residence-Office Conveyance Allowance due to him under the normal rules multiplied by the index applicable to him from time to time. For the fiscal year 1986-87, the index for purpose of conveyance allowance will be as under:—

- |   |       |
|---|-------|
| (a) Government servants drawing basic pay upto<br>Rs.1500 p.m.  | 1.040 |
| (b) Government servants drawing basic pay above<br>Rs.1500 p.m. | 1.030 |

18. The allowance will be calculated as shown in the illustrations below:—

#### Illustrations

- (i) Mr. "A" is drawing on 30-6-1986 Conveyance Allowance of Rs.70 p.m. and drawing basic pay of Rs.700 p.m. in BPS-5. It will be multiplied by 1.040. Thus his Conveyance Allowance w.e.f. 1-7-1986 would be Rs.73 p.m.
- (ii) Mr. "B" is drawing on 30-6-1986 Conveyance Allowance of Rs.150 p.m. and drawing basic pay of Rs.1530 p.m. in BPS-16. It will be multiplied by the rate of index of 1.030. Thus his Conveyance Allowance w.e.f. 1-7-1986 would be Rs.155 p.m.
- (iii) Similarly Mr. "C" is drawing on 30-6-1986 motor-cycle maintenance allowance of Rs.100 p.m. and drawing basic pay of Rs.823 p.m. in BPS-9. It will be multiplied by the rate of index of 1.040. Thus his Conveyance Allowance w.e.f. 1-7-1986 would be Rs.104 p.m.

- (iv) Similarly Mr. "D" is drawing motor-car allowance of Rs.285 p.m. and drawing basic pay of Rs.3360 p.m. in BPS-19. It will be multiplied by the rate of index of 1.030. Thus his Conveyance Allowance w.e.f. 1-7-1986 would be Rs.294 p.m.

19. In calculating Conveyance Allowance, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

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[Authority: F.D. O.M. No. F. 1(12) Imp.II/86, dated 1st July, 1986.]

20. The President has been pleased to decide that the existing rate of indexation of pay mentioned in the Finance Division O.M. No. F. 1(9) Imp. 11/85, dated 9-7-1985, for the fiscal year 1986-87, shall be revised to 1.135 (inclusive of the rate of indexation of last year) with effect from 1-7-1986.

21. The other existing conditions regulating the grant of indexation of pay shall continue to apply.

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[Authority: F.D. O.M. No. F. 1(17) Imp.II/86, dated 11<sup>th</sup> August, 1986.]

22. The President has been pleased to decide that w.e.f. 1-7-1986, House Rent Allowance admissible to civil servants and Government Employees of Railways, Post Offices, T&T Department as well as civilians paid from Defence Estimates and in such corporations where the basic pay scheme has been adopted in toto, House Rent Allowance admissible @ 45% of the minimum of the relevant scale at nine specified stations (Islamabad, Lahore, Rawalpindi, Multan, Faisalabad, Karachi, Hyderabad (including Kotri), Peshawar and Quetta) and @ 20% of the minimum of the relevant pay scales at all other places other than specified stations, to their employees will be indexed in relation to cost of living.

23. Under this arrangement, the amount of House Rent Allowance admissible to an employee of such corporations will be the House Rent Allowance due to him under the normal rules multiplied by the index applicable to him from time to time. For the fiscal year 1986-87, the index for the purpose of House Rent Allowance will be as under: —

- |  |       |
|--|-------|
| (a) Government servants drawing basic pay upto Rs.1500 p.m.  | 1.040 |
| (b) Government servants drawing basic pay above Rs.1500 p.m. | 1.030 |

24. The allowance will be calculated as shown in the illustrations below:—

- (i) Mr. "A" posted at one of the nine specified towns is drawing House Rent Allowance of Rs.234 p.m. on 30-6-1986 @ 45% of the minimum of the BPS-5. It will be multiplied by 1.040. Thus his House Rent Allowance w.e.f. 1-7-1986 would be Rs.243 p.m.
- (ii) Mr. "B" posted at one of the nine specified towns is drawing House Rent Allowance of Rs.472.50 p.m. @ 45% of the minimum of BPS-16 on 30-6-1986 and drawing pay of Rs.1530 p.m. It will be multiplied by 1.030. Thus his House Rent Allowance w.e.f. 1-7-1986 would be Rs.487 p.m.
- (iii) Mr. "C" posted at a place other than a specified town is drawing House Rent Allowance of Rs.104 p.m. @ 20% of the minimum of BPS-5. It will be multiplied by 1.040. Thus his House Rent Allowance with effect from 1-7-1986 would be Rs.108 p.m.

25. In calculating indexation of House Rent Allowance, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

26. Ministries/Divisions are requested to issue, under intimation to this Division, necessary orders immediately in respect of employees of such corporations under their administrative control where Basic Pay Scale Scheme has been adopted in toto.

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[Authority: F.D. O.M. No. F. 1(13)-Imp.II/86, dated 1-7-1986 and F. 1(2)Imp.II/87, dated 9th February, 1987.]

27. The question for grant of arrears as a result of re-fixation of pay in the Basic Pay Scales 1983 to the employees who were promoted to higher posts prior to 1-7-1983, has been under consideration of this Division and it has now been decided to allow arrears of pay also to the employees concerned.

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[Authority: F.D. O.M. No. F. 3/12/Imp.II/84, dated 25th April, 1988.]

28. The President has been pleased to decide that with effect from 1-7-1988, the pay of all civil servants and Government employees of Railways, Post Office, T & T Department as well as civilians paid from Defence Estimates will be indexed in relation to the cost of living. For the fiscal year 1988-89, the index will be as follows:—

- (a) Government servants drawing Basic Pay upto Rs.1500/- p.m. 1.028
- (b) Government servants drawing Basic Pay above Rs.1500/- p.m. 1.021

Provided that indexed pay of a Government servant falling in category (b) above will not be less than Rs.1542/- pm.

29. In calculating pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

30. The allowances will not be indexed and will not be affected by the increase in pay due to indexation.

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[Authority: F.D. O.M. No. F. 1(31)-Imp.II/88, dated 1st July, 1988.]

31. The President has been pleased to decide that w.e.f. 1-7-1988, the pay of all employees of public sector corporations and autonomous/semi-autonomous bodies including banks and financial institutions under the Federal Government will be indexed in relation to the cost of living. For the fiscal year 1988-89, the index will be as follows:—

- (a) Employees drawing basic pay upto Rs.1500/- p.m. 1.028
  - (b) Employees drawing basic pay above Rs.1500/- p.m. 1.021
- Provided that indexed pay of an employee falling in category (b) above will not be less than Rs.1542/- p.m.

32. In the case of those of the above employees who are governed by the provisions of the Industrial Relations Ordinance, 1969, if an increase has been allowed under the said Ordinance under an agreement reached with the Collective Bargaining Agents or in pursuance of Wage Award, as the case may

be, after 1-1-1987 and upto 30-6-1988, the pay fixation under this O.M. shall be made after ignoring the increases allowed under such agreement or award and the employees allowed emoluments under this O.M. or under the agreement or award, as may be more beneficial to him.

33. In calculating pay, fraction of a rupee, which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

34. The allowances will not be indexed and will not be affected by the increase in pay due to indexation.

35. Ministries/Divisions are requested to issue necessary orders immediately under intimation to this Division in respect of employees of corporations and autonomous/semi-autonomous bodies and banks and financial institutions etc., under their administrative control.

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[Authority: F.D. O.M. No. F. I(34)-Imp.II/88, dated 1st July, 1988.]

36. The President has been pleased to decide that with effect from 1-7-1988, the pay of Senior Executives of corporations etc., drawing pay in the Management Scales prescribed in this Division O.M. No. F.1/9/Imp.II/87, dated the 27th July, 1987 will be indexed in relation to the cost of living. For the fiscal year 1988-89, the index will be 1.021.

37. In calculating pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

38. The allowances will not be indexed and will not be affected by the increase in pay due to indexation.

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[Authority: F.D. O.M. No. F. 1(35)-Imp.II/88, dated 1st July, 1988.]

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**SECTION - VII**

**BASIC PAY SCALES**

**(1987)**

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No.F.1/7/Imp-II/87

Islamabad, the 1<sup>st</sup> July, 1987

### **Revision of Basic Pay Scales of Civil Employees of the Federal Government**

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates, as detailed in the following paragraphs.

2. **Basic Pay Scales.**—The new scales, as shown in Annexure to this O.M. shall replace the Basic Pay Scales, 1983, and shall be effective from the 1st of July, 1987.

3. **Initial Fixation of Pay.**—(i) The initial pay of an existing employee who has been in Government service since before the 1st of July, 1987, shall be fixed on “Point to Point Basis” i.e., at the stage in the relevant Basic Pay Scale which is as many stages above the minimum as the stage occupied by him above the minimum of existing Basic Pay Scales.

(ii) The annual increment shall continue to be admissible subject to the existing conditions on the 1st of December each year. However, the first annual increment of the existing employees in the Basic Pay Scales shall accrue on the 1<sup>st</sup> December, 1987.

(iii) The existing Indexed Pay sanctioned vide Finance Division O.M. No. F. 1(9)-Imp.II/86, dated 1-7-1986 shall cease to be admissible with effect from 1<sup>st</sup> of July, 1987.

(iv) The interim relief of Rs.20 p.m. sanctioned vide Finance Division's Circular O.M. No. F. 7(1) R.5/87, dated the 24<sup>th</sup> March, 1987, to the low paid employees, shall cease to be admissible with effect from the 1st July, 1987.

(v) In cases of promotion from a lower to a higher post/scale before the introduction of these scales, the pay of the senior employee in the scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

4. **Grant of Selection Grade to Clerical Posts w.e.f. 1-7-1987. —**

- (i) 33% posts of L.D.Cs. (BPS-5) shall be placed in Selection Grade BPS-7.
- (ii) The Senior Clerks (BPS-6) of the Provincial Governments shall be allowed BPS-7 and 33% posts be placed in Selection Grade BPS-9.
- (iii) 33% posts of UDCs (BPS-7) shall be placed in Selection Grade BPS-9.

5. **Grant of Selection Grade to Assistant in Federal Secretariat. —**33% posts of Assistants in Federal Secretariat shall be placed in BPS-15 in place of existing 25% posts in BPS-14.

(i) Special Allowance of Rs.100/ p.m. with effect from 1st July, 1987 will be sanctioned to Assistants-in-Charge serving in the Federal Secretariat.

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[Authority: F.D. O.M. No. F. 1(18) Imp.II/87, dated 2<sup>nd</sup> August, 1987.]

(ii) 33% posts of Superintendents (B-16) working in the Federal Secretariat shall be placed in Selection Grade (B-17) with effect from 1st July, 1987.

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[Authority: F.D. O.M. No. F. 1(28) Imp.II/87, dated 14th September, 1987.]

(iii) 20% posts of Naib Quasids, Quasids and Daftaries working in the Federal Government Organizations shall be placed in Selection Grade w.e.f. 1<sup>st</sup> January, 1988 as under: —

S. No.	Name of Posts	Existing of Pay Scales	Selection Grade
1.	Naib Qasid	B-1	B-2
2.	Qasid	B-1 with special pay of Rs.30 p.m.	B-3
3.	Daftry	B-1 with special pay of Rs.30 p.m.	B-4

2. The special pay of Rs.30 p.m. admissible under the existing orders to Qasids and Daftries, shall continue to be admissible to them when placed in selection grade.

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[Authority: F.D. O.M. No. F. 1(56) Imp.II/87, dated 15<sup>th</sup> December, 1987.]

(iv) 20% posts of Duplicating Machine Operators (B-4) working in the Federal Government Organizations and who have put in 10 years service or more as D.M.O. shall be placed in Selection Grade B-5 w.e.f. the 1st January, 1988.

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[Authority: F.D. O.M. No. F. 1(55)Imp.II/87, dated 16<sup>th</sup> December, 1987 and 22<sup>nd</sup> February, 1987.]

(v) The President has been pleased to decide that 20% posts of Stenotypist (B-12) working in Ministries/Divisions and Departments of the Federal Government shall be placed in Selection Grade B-14 w.e.f. 1st April, 1988.

2. Selection Grade shall be allowed strictly on the basis of seniority-cum-fitness.

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[Authority: F.D. O.M. No. F. 1/45/Imp.II/87, dated 25th April, 1988.]

(vi) The President has been pleased to decide that 25% posts of Assistants (B-11) working in the Attached Departments under the Federal Government shall be placed in Selection Grade B-15, w.e.f. 1st April, 1988.

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[Authority: F.D. O.M. No. F. 1/3/Imp.II/88, dated 25th April, 1988.]

**6. Grant of Advance Increments to Officials for possessing/attaining higher educational qualifications. —**

(a) Advance Increments shall be allowed to the officials in BPS-1 – 15 for possessing or acquiring higher educational qualifications over and above the prescribed qualification in relevant Recruitment Rules to the extent given below: —

	Matric at least 2 <sup>nd</sup> Division	F.A/F.Sc. at least 2 <sup>nd</sup> Division	B.A/B.Sc. at least 2 <sup>nd</sup> Division	M.A/M.Sc. at least 2 <sup>nd</sup> Division
(i) Where the prescribed qualification is Non-Matric.	1	2	3	4
(ii) Where the prescribed qualification is Matric.	Nil	1	2	3

(iii)	Where the prescribed qualification is F.A./F.Sc.	Nil	Nil	1	2
(iv)	Where the prescribed qualification is B.A/B.Sc.	Nil	Nil	Nil	1

(b) Engineers and Doctors shall also be allowed four advance increments in case they possess or acquire a Post Graduate Degree in their relevant field for which they have not been allowed any qualification pay.

(c) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scales, he would be allowed the requisite number of increments as personal pay to be absorbed on moving over/promotion to higher pay scale.

**Clarification:**

(d) In partial modification of this Division's Office Memoranda Nos.F.1/7/Imp.II/87, dated 01-07-1987, 1(12) Imp.II/91, dated 29-06-1991 and 6 (10) Imp/91-Vol.III, dated 08-07-1996, the undersigned is directed to convey the approval of the competent authority to allow 2 advance increments on acquiring LL.B degree, being equal to M.A/M.Sc., to all the officials, with immediate effect, who are working in the organizations which are either dispensing justice or Directly connected with the work of dispensing justice.

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[Authority: F.D. O.M. No. F. 3 (6)Imp/97, dated 12th January, 2000.]

**7. House Rent Allowance.**—All employees not provided with Government accommodation and posted at the stations specified in para 1(a) of Finance Division's O.M. No. F. 2(9)-R.5/81, dated 27-6-1981 shall continue to be entitled to house rent allowance at 45% of the minimum of the relevant Basic Pay Scales without indexation sanctioned vide Finance Division's O.M. No. F.I(13) Imp.II/86, dated 1-7-1986. At all other places, this allowance will be allowed at 30% of the minimum of relevant basic pay scale without indexation against the existing rate of 20% of the minimum of the relevant Basic Pay Scales.

8. **Conveyance Allowance.**—The Conveyance Allowance shall continue to be admissible at the stations specified in para 8 of Finance Division's O.M. No. F. 1(1) Imp. I/77, dated the 28th April, 1977 at the rates given below:-

- |   |              |
|---|--------------|
| (i) Government servants drawing pay of Rs.1650 p.m. and above:-   |              |
| (a) Those maintaining motor car not registered for commercial purposes.   | Rs. 285 p.m. |
| (b) Others  | Rs.150 p.m.  |
| (ii) Government servants drawing pay of Rs.850 p.m. and above but less than Rs.1650 p.m. and maintaining motor cycle/scooter.   | Rs.100 p.m.  |
| (iii) Others.   | Rs.70 p.m.   |
| (c) Government employees who were actually drawing conveyance allowance @ Rs.150 p.m. with indexation prior to 1-7-1987 and whose pay has not been fixed in the new basic pay scales between Rs.1612 p.m. and Rs.1649 p.m. will draw conveyance allowance at Rs.150 p.m. with indexation as personal to them. |              |

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[Authority: F.D. O.M. No. F. 1 (7)Imp.II/87, dated 27th July, 1987.]

9. **Indexation of Conveyance Allowance.**—It has been decided that the existing indexation of Conveyance Allowance allowed vide Finance Division's O.M. No. F.1(12)Imp.II/86, dated the 1st July, 1986 for the fiscal year 1986-87 shall be revised (inclusive of the rate of indexation of the Conveyance Allowance of the last year) w.e.f. 1<sup>st</sup> July, 1987 as under:—

- |  |          |
|--|----------|
| (a) Government servants drawing basic pay Rs.1935 p.m.       | 1.08upto |
| (b) Government servants drawing basic pay above Rs.1935 p.m. | 1.07     |

The other conditions regarding grant of indexation of Conveyance shall continue to apply.

10. **Medical Allowance.**— Medical Allowance @ Rs.50 p.m. shall be allowed to the employees in BPS-1 to 15 instead of the re-imburement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

11. **Research Allowance.**— It has been decided to allow Research Allowance at the rate of 20% of the pay subject to a maximum of Rs.800 p.m. to the employees in BPS-16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the Research Organizations. This allowance would be admissible to employees of such research organizations which are performing purely research work and have been so recognized by the Finance and Establishment Divisions.

12. **Special Allowance for Deputy Secretaries.**— It has been decided to allow Special Allowance at a fixed rate Rs.300 p.m. instead of at 20% of pay sanctioned vide Finance Division's O.M. No. F.1(4)R.3/83, dated the 8th December, 1985, to holders of the post of Deputy Secretary and equivalent working in the Federal Secretariat including President/Prime Minister/National Assembly and Senate Secretariat w.e.f. 1-7-1987. However, in the case of existing Deputy Secretaries and equivalent in B-19 already drawing special allowance at 20% of pay, the amount of their special allowance would be frozen at the rates admissible on 30-6-1987 as personal to them for so long as they hold the post in B-19 and remain posted in the Secretariat.

13. **Anomalies:-** A Committee has been set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

**[Annexure to Finance Division O.M. No. 1/7/Imp.II/87, dated 1<sup>st</sup> July, 1987]**

<b>B.P.S</b>	<b>Existing Scales</b>	<b>New Scales</b>
1.	440-10-640	600-13-860
2.	460-12-700	625-16-945
3.	480-14-760	650-19-1030
4.	516-16-820	675-22-1115
5.	520-18-880	700-25-1200
6.	540-20-940	725-28-1285
7.	560-23-1020	750-31-1370
8.	590-26-1110	790-34-1470
9.	620--29-1200	830-38-1590
10.	660-32-1300	870-42-1710

<b>B.P.S</b>	<b>Existing Scales</b>	<b>New Scales</b>
11.	700-35-1400	910-46-1830
12.	750-40-1550	970-52-2010
13.	800-45-1700	1035-58-2195
14.	850-50-1850	1100-64-2380
15.	900-55-2000	1165-71-2585
16.	1050-80-2250	1350-105-2925
17.	1600-120-3040	2065-155-3925
18.	2100-150-3600	2710-195-4660
19.	3200-160-4480	4130-205-5770
20.	3800-180-5240	4900-235-6780
21.	4200-225-6000	5420-290-7740
22.	4500-250-6500	5800-325-8400

The new Basic Pay Scales may also be made applicable in toto to the employees of Autonomous Bodies/Public Sector Corporations where the old Basic Pay Scales as a package deal are already in force. These instructions will, however, not be applicable to those employees of Banks, Financial Institutions and Insurance Corporations and employees of Public Sector Corporations who are governed by the Industrial Relations Ordinance 1969 and/or whose financial terms of service are settled through collective bargaining.

2. In case of other Corporations where the Basic Pay Scales have not been adopted and their employees are allowed different pay scales and allowances, it has been decided that revision of the existing pay scales of their employees may be made in accordance with the provisions in their Charters in consultation with the Ministry of Finance.

3. Ministries/Divisions are requested to issue necessary instructions accordingly to autonomous organizations under their administrative control.

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[Authority: F.D. O.M. No. F. 1(15) Imp.II/87, dated 21<sup>st</sup> July, 1987.]



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**SECTION – VIII**

**GRANT OF SECRETARIAT ALLOWANCE TO THE CIVIL  
GOVERNMENT SERVANTS IN MINISTRIES/DIVISIONS, ETC.**

**(1988 – 2009)**

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The President has been pleased to decide that Secretariat Allowance @ 20% of basic pay to all Federal Government Employees in the Federal Secretariat, President's Secretariat, Prime Minister's Secretariat, National Assembly Secretariat and Senate Secretariat, shall be granted with effect from 1<sup>st</sup> July, 1988.

2. All the Deputy Secretaries and equivalent working in the Federal Secretariat, who are already receiving Special Allowance of Rs.300/- per month or @ 20% of the pay frozen vide para 12 of this Division's O.M. No. F.1/7/Imp.II/87, dated the 1st July, 1987 would henceforth receive Secretariat Allowance as indicated in para 1 above in lieu of the Special Allowance which will cease forthwith.

3. The Officers deputed from other Services/Departments (who do not belong to the Secretariat Group) to work in the Secretariat and who are already getting special pay or allowance, will be allowed to exercise their option to draw Secretariat Allowance at 20% of their basic pay or to continue to draw their existing special pay/allowance, if any.

4. All other officers/officials working in the Federal Secretariat who are already in receipt of special pay/allowance (except the categories of Private Secretaries/Personal Assistants to Ministers/Minister of State, Secretaries, Additional Secretaries and Joint Secretaries) will also be allowed to exercise their option to draw Secretariat Allowance mentioned above or to continue drawing their existing special pays.

5. Secretariat Allowance will also be admissible to all the employees of the Central Board of Revenue. Provisions of para 2 above will *mutatis mutandis* apply to the officers of CBR where applicable.

6. Employees belonging to other Departments but actually working within the Federal Secretariat will be eligible for the Secretariat Allowance as long as such employees continue to be posted for performing duties in the Secretariat buildings or offices. For such employees, the criteria for eligibility will be actual performance of duties within the Federal Secretariat.

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[Authority: F.D. O.M. No. F. 1(32)-Imp.II/88, dated 1st July, 1988.]

7. Federal Government has decided that 20% Secretariat Allowance admissible under this Division O.M. No. F.1(32)-Imp.11/88, dated 1-7-1988 and subsequent amendments made thereto will not be admissible to the new

incumbents to the Secretariat, CBR, PTV and PBC etc., w.e.f. 11-12-1989. However, the existing recipients of Secretariat Allowance have been allowed to retain it as personal pay.

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[Amended vide Finance Division's O.M. No.F.7(15)-R.13/88(Pt), dated 18-12-89.]

8. In continuation of this Division's O.M. No.F.7(15)-R.13/88(Pt), dated 18-12-1989 on the subject mentioned above, the undersigned is directed to state that the term "personal pay" used therein is clarified as under:—

- (i) It will not be reduced by any amount by which the recipient's pay may be increased in future on account of increments/revision etc.,
- (ii) It will be subject to income-tax and House Rent recovery,
- (iii) It will not be treated as part of emoluments for the purposes of calculation of pension and commutation,
- (iv) It will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave, and
- (v) It will not remain admissible to the recipients on their transfer from the Secretariat, CBR, PTV and PBC.

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[Amended vide Finance Division 's O.M. No.F.7(15)-R.13/88(Pt), dated 26-12-89.]

9. In supersession of this Division's Office Memorandum of even number dated the 18th December and 26th December, 1989, the Federal Government has decided that 20% Secretariat Allowance admissible under this Division's O.M. No. F.1(32)-Imp.II/88, dated the 1st July, 1988 and subsequent amendments made thereto will not be admissible to the new incumbents to the Secretariat, CBR, PTV and PBC etc., with effect from 11-12-1989. However, the existing recipients of the Secretariat Allowance have been allowed to retain it as 'personal allowance' subject to the following conditions:—

- (i) The amount of Secretariat Allowance being drawn by the existing recipients as on 10-12-1989 would be frozen.
- (ii) It will be subject to income-tax and House Rent recovery.

- (iii) It will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave.
- (iv) It would not be admissible during the period of suspension, and
- (v) It will not remain admissible to the recipients on their transfer from the Secretariat, CBR, PTV and PBC etc.

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[Authority: F.D. O.M. No. F.7(15)-R.13/88(Pt), dated 1-2-1990.]

**Clarifications:-**

- (a) In partial modification of this Division's Circular O.M No.F.1 (32)-IMP.II/88, dated the 1<sup>st</sup> July, 1988 on the subject, the President has been pleased to decide that the officials deputed from other Services/Departments to work in the Secretariat and who may already be in receipt of special pay/allowance, in accordance with the terms of deputation under the deputation policy, will continue to draw that special pay/allowance in addition to the secretariat allowance at 20 % of their basic pay.

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[Authority: F.D. O. M. No. F. 1 (32)IMP.II/88, dated 9th August, 1988]

- (b) The undersigned is directed to refer to this Division's O.M. No.F.1(18)-Imp.II/87 dated 02-08-1987 and to state that the nomenclature of "Special Allowance" of Rs.100/- admissible to the Assistants-in-Charge will be changed to "Special Pay" with effect from 13-02-1991, under F.R.9(21) and reckoned as part of emoluments for pension.

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[Authority: F.D. O.M. No. F. 1 (18)IMP.II/87, dated 19<sup>th</sup> February, 1991]

**Discontinuation of Secretariat Allowance for the new incumbents:**

10. In continuation of this Division's O.M. No. F.7(15)-R.13/86(Pt) dated the 1<sup>st</sup> February, 1990, the undersigned is directed to clarify that the following two categories of employees in the Secretariat will continue to draw Secretariat Allowance/Personal Allowance, as indicated below:-

- i. All employees promoted within the same Division and transferred from one Division to another within Federal Secretariat or transferred from Provincial Secretariat to Federal Secretariat and vice versa where they are already in receipt of Secretariat Allowance/Personal

Allowance before promotion or transfer: They will continue to draw Secretariat Allowance/ Personal Allowance, which they were getting just before promotion or transfer after 10-12-1989.

- ii. All employees of Secretariat already in receipt of Secretariat Allowance/Personal Allowance who are re-employed without any break in service: They will be entitled to receive Personal Allowance @ 20% on the minimum of their pay scale.

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[Authority: F.D. O.M. No. F.8(1)-R.13/90(Vol.II), dated 26<sup>th</sup> December, 1990.]

**Grant of Secretariat Allowance to the employees working in the Federal Secretariat**

11. In pursuance of Cabinet decision vide case No.179/20/93, dated 7-9-1993 and in partial modification of this Division O.M. No. F.1(32)-Imp-II/88, dated 1-7-1988 and subsequent amendments made thereto on the above subject, the President has been pleased to grant Secretariat Allowance @ 20% of pay to all employees of the Federal Secretariat subject to the following conditions with immediate effect and till further orders:-

- (a) Secretariat Allowance be limited to all the employees of the Federal Secretariat defined in the Rules of Business as Divisions of the Ministries.
- (b) Only offices appearing in the list of Divisions in the Rules of Business would be eligible. Attached Departments, Subordinate Offices, Corporations, Autonomous/Semi-autonomous bodies and Institutions such as Commissions, Bureau etc. which do not perform Secretariat functions not defined as a 'Division' in the Rules of Business would not be entitled to it.
- (c) Those who are transferred out of the Secretariat will cease to be entitled but shall be entitled on reposting to the Secretariat/ Divisions.
- (d) Where existing personnel in some organisations outside the purview of sub-para (a) above are in fact drawing the allowance already will continue to draw the same as Personal Allowance as a special case. They will cease to draw it on their transfer from the said organisation. It will not be admissible to any fresh employee in such organisations.

12. The Personal Allowance, presently being drawn by the employees of Federal Secretariat as defined in sub-para (a) above shall henceforth be called Secretariat Allowance.

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[Authority: F.D. O.M. No. F.8 (12)-R.13/92(Part.48), dated the 18<sup>th</sup> September, 1993.]

13. **Allowances. –**

- i. *Secretariat Allowance.* – With the introduction of new scales of pay, the Secretariat Allowance is abolished w.e.f. 1-6-1994 and the amount actually drawn on 31-5-1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government employees in BPS 17-22 shall be reduced by the amount of annual increments, by which the Government employee's pay may be increased after 1-6-1994, and shall cease as soon as his pay is increased by an amount equal to/or more than his Personal Allowance. Those in BPS 1-16 will be exempted from this adjustment to the extent that their Personal Allowance will not be reduced/adjusted.
- ii. *Other Allowances, Special Pays etc.* – Special Pays and other allowances including House Rent Allowance will be maintained at the level drawn/ admissible at the rates as on 31<sup>st</sup> May, 1994.

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[Authority: F.D. O.M. No. F.1 (2)-Imp/94(i), dated the 15<sup>th</sup> June, 1994.]

**Admissibility of Secretariat/Personal Allowance on Transfer to and from Secretariat**

14. The undersigned is directed to say that this Division's O.M. No.7(15)-R.13/88 (Pt) dated 21-8-1991 not having been expressly amended/modified, the provisions of paragraph 5 of this Division's O.M. No. F.1 (2)-Imp/94(i), dated the 15<sup>th</sup> June, 1994 shall also be applicable to such Government employees who were drawing Secretariat Allowance at any point of time and were/are reposted to the Secretariat on or after 1-6-1994. This Allowance will be admissible on presumptive basis w.e.f. 1-6-1994 and also adjustable from that date towards further increments irrespective of the date of reposting of the officer to the Secretariat.

15. This Division's O.M. No.F.1(2)-Imp/94 dated 15-6-1994 shall stand modified to the above extent.

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[Authority: F.D. O.M. No. F.6 (2)-Imp/95, dated the 4<sup>th</sup> April, 1995.]

MINISTRY OF LAW, JUSTICE, HUMAN RIGHTS AND  
PARLIAMENTARY AFFAIRS  
(Law, Justice and Human Rights Division)

Islamabad, the 30<sup>th</sup> March, 2000

**F. No. 2(1)/2000-Pub.** – The following Ordinance made by the President is hereby published for general information: –

ORDINANCE NO. XII OF 2000

AN

ORDINANCE

to provide for rescission of certain orders relating to Secretariat Allowance

WHEREAS it is expedient to provide for rescission of certain orders relating to Secretariat Allowance granted to certain employees of the Federal Government and to provide for matters connected therewith and incidental thereto;

AND WHEREAS the National Assembly and the Senate stand suspended in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No.1 as amended;

AND WHEREAS the President is satisfied that circumstances exist which render it necessary to take immediate action.

NOW, THEREFORE, in pursuance of Proclamation of the fourteenth day of October, 1999, and Provisional Constitution Order No.1 as amended as well as Order No.9 of 1999, and in exercise of all powers enabling him in that behalf, the President of Islamic Republic of Pakistan is pleased to make and promulgate the following Ordinance: –

1. **Short title and commencement.** – (1) This Ordinance may be called the Secretariat Allowance (Rescission of Orders, etc.) Ordinance, 2000.

(2) It shall come into force at once.

2. **Rescission of certain orders.** – (1) The orders, office memorandums, instructions and other instruments whereby the Secretariat Allowance was

granted to certain Federal Government Employees in the Federal Secretariat, President's Secretariat, Prime Minister's Secretariat, National Assembly Secretariat, the Senate Secretariat and other organizations of the Federal Government and the orders, office memorandums, instructions and other instruments amending the aforesaid orders, office memorandums, instructions and other instruments, hereinafter referred to as the orders, converting the Secretariat Allowance into Personal Allowance are hereby rescinded and shall be deemed always to have been so rescinded on the 1<sup>st</sup> July, 1988, and no financial benefit whatsoever, save and except as provided in sub-section (2) shall accrue or deemed to have accrued to become payable there under, to the persons employed in the aforesaid Secretariats and other Organisations of the Federal Government notwithstanding any decision of any Court including a High Court and the Supreme Court.

(2) Any order made, instruction issued, decision of any Court including a High Court or the Supreme Court implemented immediately before the commencement of this Ordinance, shall be deemed to have been validly made, issued and implemented and the amount of Secretariat Allowance including Personal Allowance already paid thereunder shall be deemed to have been validly paid and shall not be recoverable from the recipients of such allowances.

**3. Removal of difficulties.**— If any difficulty arises in giving effect to the provisions of this Ordinance, the Federal Government may make such order as it may deem just and equitable to provide recompense for the benefit of the Federal Government Servants who were recipient of the Secretariat Allowance or the Personal Allowance.

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**3. Discontinuation of Allowances.**— The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001:—

- (i) Cost of Living Allowance to BS 1 to BS 22 @ 7% of basic pay.
- (ii) Ad-hoc Relief of Rs.300/- p.m. and Rs.100/- p.m. to BS 1 to 16 (inclusive of BPS-17 by virtue of move over).
- (iii) Secretariat/Personal Allowance.

### **Computing Personal Allowance/Secretariat Allowance for the purpose of pensionable emoluments**

I am directed to refer to Finance Division's O.M. No.F.1 (32)-Imp-II/88 dated 1<sup>st</sup> July, 1988 on the above subject and to state that in pursuance of judgment dated 05-4-2007 passed by Supreme Court of Pakistan in civil miscellaneous petition No.2683 of 2006, it has been decided to allow the inclusion of Secretariat Allowance/Personal Pay/ Personal Allowance in the emoluments reckonable towards pension to all those civil servants who retired between 01-7-1988 to 23-5-1996 while receiving Secretariat Allowance/Personal Pay/ Personal Allowance.

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[Authority: F.D. O.M. No. F.13 (4)-Reg.6/2007, dated the 11<sup>th</sup> February, 2008.]

### **Payment of Secretariat Allowance /Personal Allowance Adjusted in Annual Increments during 1994 - 2001**

The undersigned is directed to refer to para 5(i) of Finance Division's O.M. No.1(2)-Imp/94 (i) dated 15<sup>th</sup> June, 1994, on the above subject and to state that in pursuance of the judgment dated 25-5-2009, passed by the Supreme Court of Pakistan in Civil Petitions No.4 to 9 of 2007, it has been decided to restore the amounts of the Secretariat/Personal Allowance of those civil servants/retired civil servants in BPS 17 - 22 whose Secretariat Allowance/Personal Allowance was adjusted in annual increments during 01-6-1994 to 30-11-2001 i.e. till the date of discontinuation of Secretariat Allowance/Personal Allowance vide Finance Division's O.M. No. F.1 (5)-Imp/2001, dated 04-9-2001.

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[Authority: Finance Division's O.M. No. F.13 (4)-Reg.6/2007, dated the 8<sup>th</sup> August, 2009]

### **Grant of Deputation Pay in Addition to Secretariat Allowance to the Employees working in the Federal Secretariat**

In partial modification of this Division's O.M. No.1(32)-Imp.II/88, dated 9<sup>th</sup> August, 1988, on the above mentioned subject, the President has been pleased to decide that the officials deputed from other Departments to work in the Secretariat, and who were eligible to draw Special Deputation Pay/ Allowance, vide above referred O.M. of Finance Division, will continue to draw Special Deputation Pay/Allowance in addition to the Secretariat Allowance at 20% of their basic pay who were posted prior to 10-12-1989. This facility would not be admissible to those deputed after 10-12-1989.

2. This supercedes all previous orders on the subject.

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[Authority: Finance Division's O.M. No. F.1 (32)-Imp-II/88, dated the 14<sup>th</sup> November, 1992]

### **Deputation Pay in Addition to Secretariat Allowance**

Finance Minister has decided that deputationists cannot be placed in a disadvantageous position. All those employees who are in receipt of deputation pay in addition to Secretariat Allowance should continue to draw Deputation Pay irrespective of date of joining the Secretariat. However, this facility would not be for the fresh entrants to the Secretariat.

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[Authority: Finance Division's O.M. No. F.1 (32)-Imp-II/88, dated the 14<sup>th</sup> March, 1992]



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**SECTION - IX**

**GRANT OF AD-HOC RELIEF TO GRADE 1-16**

**(CIVIL GOVERNMENT SERVANTS)**

**(1988 - 2006)**

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The President has been pleased to sanction with effect from 1st July, 1989 and until further orders an ad-hoc increase @ 5% of pay to the Civil Servants and Government employees of Railways, Post Office and T&T Department as well as Civilians paid from Defence Estimates drawing pay in BPS-1 to 16. The indexation of pay sanctioned in this Division O.M. No. 1(31)-Imp-II/88, dated the 1st July, 1988 will continue to be admissible in addition to the ad-hoc increase being sanctioned now:—

2. The above increase:—

- (i) will be classified as a Compensatory Allowance and will not be subject to income-tax.
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under F.R.45-C.
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave.
- (iv) will not be admissible to the Civil servants posted abroad.

In calculating ad-hoc increase, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

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[Authority: F.D. O.M. No. F. 1 (31) Imp-II/89, dated 22-7-1989.]

### **Ad-hoc Relief to the Government Employees**

The President has been pleased to sanction w.e.f. 1-4-1994 and until further orders, an ad-hoc relief of Rs.50/- p.m. at uniform rate to all employees in B 1 to 22 of the Federal Government including Defence Forces and Civilians paid from Defence Estimates and employees of banks, DFIs and Public Sector Corporations/Autonomous/Semi-Autonomous Bodies. Employees appointed on contingent, contract and daily wages basis are also be eligible to receive the above ad-hoc relief w.e.f. 1-4-1994.

2. The above relief:—

- (i) will be classified as a compensatory allowance and will not be subject to income tax.

- (ii) will not be treated as part of emoluments for the purpose of calculation of pension and recovery of house rent under F.R. 45-C.
- (iii) will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
- (iv) will not be admissible to the civil servants posted abroad.

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[Authority: F.D. O.M NO. F. 1(9) IMP/94, dated the 26<sup>th</sup> March, 1994.]

**Grant of Ad-hoc Relief to Civil Servants of Federal Government drawing pay in BPS 1 to 16.**

The Prime Minister has been pleased to sanction with effect from 1<sup>st</sup> March 1997 and until further orders, Ad-hoc Relief at a uniform rate of Rs.300/- per month to the Civil servants of the Federal Government in B.1 to 16 inclusive of those who are in B-17 by virtue of move-over as well as the employees of Railways, Post Office and T&T Department, civilians paid from Defence Estimates drawing pay in B.1 to 16 inclusive of those who are in B-17 by virtue of move-over.

2. The above increase:-

- i) Will not be treated as part of emoluments for the purpose of recovery of house rent under F.R. 45-C.
- ii) Will be admissible for the entire period of leave including leave preparatory to retirement.
- iii) Will not be treated as part of emoluments for the purpose of calculation of pension.
- iv) Will not be admissible to Civil servants posted abroad.

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[Authority: F.D.O.M. No. F.1 (17) Imp/97, dated 5<sup>th</sup> March, 1997.]

**GRANT OF AD-HOC RELIEF TO CIVIL SERVANTS OF FEDERAL GOVERNMENT DRAWING PAY IN BPS 1 to 16.**

In continuation of this Division's O.M of even number dated 5<sup>th</sup> March, 1997, the President has been pleased to sanction with effect from 1<sup>st</sup> March 1997 and until further order ad-hoc relief at a uniform rate of Rs.300/- per month to

contingent paid and contract employees, daily wages employees and work charge employees working in the Ministries/Divisions/Departments and Subordinate Offices as well. The ad-hoc relief of Rs.300/- per month will be admissible on Orderly Allowance also on the term and conditions laid down in the O.M dated 5<sup>th</sup> March, 1997 referred to above.

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[Authority: F.D. O.M. No. F.1 (17)/Imp/97(i) dated May 26<sup>th</sup> 1997]

**Grant of Ad-hoc relief @ Rs.100/- p.m. to the Federal Government Servants in B.1-16.**

The President has been pleased to allow Ad-hoc Relief @ Rs.100 p.m. w.e.f. 1-1-2000 and until further orders to the Civilian employees of Federal Government as well as Civilians paid from Defence Estimates and Armed Forces Personnel who are in BS.1 to BS.16/equivalent. The employees who are in **B-17** by virtue of move-over will also be entitled to this ad-hoc relief.

2. The above ad hoc relief:
  - (a) Will be subject to Income Tax
  - (b) Will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
  - (c) Will not be treated as part of emoluments for the purpose of calculation of Pension and recovery of House Rent.
  - (d) Will not be admissible to the employees posted/deputed abroad from the country.
  - (e) Will be admissible during the period of suspension.
  - (f) Will not be admissible during extra-ordinary leave.

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[Authority: F.D. O.M. NO. F. 1 (9) IMP/99(I), dated the 31st December, 1999.]

**Grant of Adhoc relief @ Rs.100/- p.m. to the employees in BS.1–16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto**

The President has been pleased to allow Ad-hoc Relief @ Rs.100 p.m. w.e.f. 1-1-2000 and until further orders to the employees in **BS.1–16** of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.

2. This Allowance will be regulated as under:
  - (a) It will be subject to Income Tax
  - (b) It will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
  - (c) It will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
  - (d) It will not be admissible to the employees posted/deputed abroad from the country.
  - (e) It will be admissible during the period of suspension.

3. The cases of the Autonomous/Semi Autonomous Bodies and Public Sector Corporations who have not adopted the Government Pay Scales in toto will continue to be examined by the Standing Committee constituted vide Finance Division's O.M. No. F. 1 (I) Imp/94, dated 26-6-1999.

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[Authority: F.D. O.M. No. F. 1 (9) IMP/99(I), dated the 31st December, 1999.]

**Grant of Ad-hoc relief @ Rs.100/- p.m. to the employees in BS. 1–16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.**

Ad-hoc Relief of Rs.100/-p.m. is also admissible to the employees who are in BS. 17 by virtue of **Move-Over** in Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.

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[Authority: F.D. O.M. No. F. 1 (9) IMP/99(II), dated the 22<sup>nd</sup> February, 2000.]

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**SECTION - X**

**GRANT OF VARIOUS ALLOWANCES AND ADVANCES TO (1) CIVIL  
SERVANTS AND (2) EMPLOYEES OF (a) AUTONOMOUS/ SEMI-  
AUTONOMOUS ORGANISATIONS/CORPORATIONS AND  
(b) NATIONALISED COMMERCIAL BANKS AND FINANCIAL  
INSTITUTIONS  
(1988)**

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1. It has been decided that with effect from 1st July 1988, all Ph.D/D.Sc. Degree holders will be allowed Ph.D/D.Sc. Allowance of Rs.1500/-p.m.

2. The Ph.D. Allowance of Rs.1500/- p.m. would also be admissible to the employees of the Autonomous/Semi-Autonomous Organizations/Corporations, who have adopted the Scheme of basic Pay Scales of the Government in toto.

3. It has also been decided that the eligibility of Ph.D. allowance will not henceforth be linked with the Recruitment Rules and irrespective of the job assigned to them.

4. The orders contained in this Division's Circular O.M. No. F. 1(97)R. 3/85, dated the 26th December, 1985 and 8th April, 1986, regarding the grant of Qualification Allowance to Technical/Professional Employees, stand amended to the extent indicated above w.e.f. the date of issue of the order.

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[Authority: F.D. O. M. No. F. 3(1) Imp.I/88, dated 1st July, 1988.]

5. It has been decided to enhance the existing rate of Computer Allowance of Rs.500/- p.m. to Rs.1000/- p.m. with effect from 1<sup>st</sup> July, 1988.

6. It has also been decided to allow Computer Allowance at the rate of Rs.300/- p.m. to Key Punch Operators/Key Punch Verifying Operators/Data Entry Operators from 1st July, 1988.

7. All other existing terms and conditions regulating the grant of Computer allowance would remain the same.

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[Authority: F.D. O.M. No. F. 3(3)-R. 1/88, dated 1st July, 1988.]

8. The President has been pleased to decide that with effect from 1st July, 1988, Overtime Allowance to Staff Car Drivers and Dispatch Riders shall be allowed at the revised rate of Rs.6/- per hour subject to the maximum of Rs.30/- per day with effect from 1st July, 1988.

9. The existing conditions regulating the grant of this allowance, including the provisions of Rule 275 of the Federal Treasury Rules, will continue to apply.

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[Authority: F.D. O.M. No. F. 4(1)-R.5/88, dated 1st July, 1988.]

10. The Federal Government has been pleased to remove the anomalies in the allowances and fringe benefits existing between officers/executives and clerical/non-clerical staff of nationalized commercial banks and financial institutions w.e.f. 1-1-1989. The revised allowances and fringe benefits for officers/executives are detailed below: –

<i>Allowance/benefit</i>	<i>Revised</i>
House Rent Allowance.	60% of basic pay.
Conveyance Allowance.	Officers upto Grade-I, Rs.250/- p.m.
Motor Cycle Maintenance Allowance	Officers upto Grade-I, Rs.250/- p.m.
Severe Winter Allowance.	Rs.300/- p.m.
Unattractive Area Allowance.	40% of basic pay.
Motor Cycle Advance.	Rs.30,000/- at 5% interest.
House Building Advance.	80 months pay with interest at the same rates on which it is admissible at present.

11. The above orders shall be effective from the 1st August, 1988.

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[Authority: F.D. O.M. No. F. 1/56/Imp.II/87, dated 8th August, 1988.]

12. The question of **rationalization** of the existing rates of special pay or allowance admissible to officers/staff deployed on instructional duties in various training institutions functioning as organizations of the Federal Government or as autonomous/semi-autonomous institutions and imparting training to government servants has been under consideration for some time past. It has now been decided to grant an Instructional Allowance, with effect from 1-7-1986, to all officials deployed on instructional duties in such institutions, including the Heads of the institutions. The Allowance shall be admissible at the rate of 20% of the minimum of the pay scale of the official concerned.

13. Any other special pay, deputation pay or deputation allowance admissible to the instructional staff, including Heads of the institutions, prior to the issue of these orders shall cease to be admissible from the date of grant of the Instructional Allowance.

14. This issues with the concurrence of the Establishment Division.

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[Authority: F.D. O.M. No. F.3(17)-R.2/84, dated 1<sup>st</sup> July, 1986.]

15. With immediate effect and subject to the conditions prescribed in this Division's O.M. No.F.3(17)R-2/84, dated 1-7-1986, it has been decided to change the rate of Instructional Allowance from 20% of the minimum of the pay scale to 20% of the basic pay of the official concerned.

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[Authority: F.D. O.M. No. F. 3(17)R-2/84, dated 13<sup>th</sup> October, 1988.]



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**SECTION - XI**

**EXTENSION OF SCHEME FOR GRANT OF BPS 21/22 TO  
AUTONOMOUS/SEMI-AUTONOMOUS ORGANISATIONS  
(1988)**

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The President has been pleased to decide that the scheme for grant of BPS-21/22 may be extended to those autonomous/semi-autonomous organizations under the administrative control of the Federal or Provincial Governments also who have formally adopted the Basic Pay Scales Scheme including allowances and benefits. The procedure for processing the cases will remain unchanged.

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[Authority: F.D. O.M. No. F.2(3)R-3/86, dated 13<sup>th</sup> October, 1988.]



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**SECTION - XII**

**BASIC PAY SCALES (1 - 15)**

**(NON-GAZETTED)**

**(1991)**

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No.F.1(12)-Imp-II/91

Islamabad, the 29<sup>th</sup> June, 1991

REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL  
EMPLOYEES OF THE FEDERAL GOVERNMENT (1991)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

2. **Basic Pay Scales.**—The existing, modified and revised pay scales are detailed in the Annexure to this O.M. The revised pay scales shall replace the Basic Pay Scales, 1987 and shall be effective from the first of June, 1991.

3. **Initial fixation of Pay.**— (i) The initial pay of the existing employees, who have been in government service since before the 1<sup>st</sup> June 1991, shall first be fixed in the modified scale at the stage having the same pay or if there is no such stage, at the next higher stage. Thereafter the pay shall be fixed in the revised pay scale “on point to point basis” i.e. at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the modified basic scale.

(ii) In the case of those employees whose pay is fixed in the revised scales at a stage which gives less than Rs.100/- increase in pay of May, 1991, a minimum increase of Rs.100/- in pay over May, 1991 level, would be allowed and thereafter pay fixed at the corresponding stage equal to this pay or if there is no such stage, at the next higher stage. The pay fixation formula has been illustrated through examples I, II & III in Appendix.

(iii) The annual increment shall continue to be admissible subject to the existing conditions on the first of December each year.

(iv) The increases allowed since 1-7-1988, as detailed below, shall cease to be admissible from 1-6-1991:—

- (b) Indexed pay sanctioned vide Finance Division's O.M. No. F.1(31)-Imp-II/88 dated 1-7-1988.
- (c) Ad-hoc increase of 5% of pay sanctioned vide O.M. No. F.1 (31)-Imp-II/89 dated 22<sup>nd</sup> July, 1989.
- (d) Ad-hoc increase of 10% sanctioned vide Finance Division's O.M. No.F.1(13)-Imp-II/90 dated 10-7-1990.
- (e) Dearness Allowance of Rs.200/- p.m. sanctioned vide Finance Division's O.M. No. F.1 (23)-Imp-II/90, dated 15-12-1990.

**Clarification:**

The appointment of staff chargeable to contingencies equivalent to staff in BPS 1-4 is governed under the instructions contained in item 20 of Appendix 8 of G.F.R. Vol.II as well as item at Serial No.15(b) (XX) of Annexure to the Finance Division O. M. No.F.1 (5) R.12/80, dated 11<sup>th</sup> March, 1981. Consequent on the revision of the basic pay scales vide Finance Division O. M. No. F.1(12)-Imp.II/91, dated the 29<sup>th</sup> June, 1991, questions have been raised: —

- (i) Whether the revised pay-scales are also applicable to contingent paid staff already employed in the Ministries/Divisions/ Departments.
- (ii) Whether the Revised Basic Pay Scale would automatically be applicable to the contingent paid staff in BPS-1 to 4, the new appointees on or after 01.06.1991.
- (iii) Whether fixation/revision of the salary of a contingent paid employee equivalent to BPS-1 to 4 is still within the competence of the Heads of Ministries/Divisions/ Departments.

The matter has been examined in the Finance Division and it has been decided that the Revised Basic Pay Scales and other relevant fringe benefits, as have been revised w.e.f 01.06.1991, will be allowed to the contingent paid establishment in BPS.1 to 4 from the date i.e., 01.06.1991.

2. Regarding the question at (ii) above, it is clarified that the Revised Basic Pay Scales would be automatically applicable to all the contingent paid staff in BPS.1 to 4 employed/to be employed in the Ministries/Divisions/ Departments on and after 01.06.1991. As regards the point at (iii) above, the fixation/revision of the salaries of the contingent paid employees as per Finance Division's instructions referred to above, is within the competence of the Heads of Departments provided that the fixed pay of each employee shall not exceed the limit/amount which a regular entrant of the same category would get on appointment.

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[Authority: F.D. O.M. No. F.1 (2)/R.I/91, dated 24<sup>th</sup> November, 1991]

**4. Fixation of Pay on Promotion.-**

- (i) In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the employee concerned in the revised scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.
- (ii) Government employees who are allowed selection grade shall be granted one premature increment from 1-6-1991 as is allowed in the case of promotion.

**5. Grant of advance increments to officials for possessing/attaining higher educational qualification.**

- i) From 1-6-1991 onwards, advance increments shall be allowed without the condition of the second Division to the officials in BPS 1 - 15 for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules, to the extent given below:-

		No. of Advance increments for obtaining			
		Matric	F.A/F.Sc	B.A/B.Sc.	M.A/M.Sc.
a)	Where the prescribed qualification is Non-Matric	2	4	6	8
b)	Where the prescribed qualification is Matric.	Nil	2	4	6
c)	Where the prescribed qualification is F.A/F.Sc.	Nil	Nil	2	4
d)	Where the prescribed qualification is B.A/B.Sc.	Nil	Nil	Nil	2

The advance increments already allowed in terms of para-6 of O.M. No. F.1(7)Imp.II/87 dated the 1<sup>st</sup> July, 1987 would be doubled from 1-6-1991.

- ii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification, whichever is later. In case where the employee is already at the maximum of the scale, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move over/promotion. Those employees who had acquired higher qualification in 3<sup>rd</sup> Division prior to 1-6-1991 and were not granted advance increments earlier would henceforth be allowed advance increments w.e.f. 1-6-1991.

***Clarification:***

**GRANT OF ADVANCE INCREMENTS – FIXATION OF PAY**

The undersigned is directed to refer to Para-5 of this Division's O.M. No.1(12)-Imp.II/91 dated 29-6-1991, on the subject noted above and to say that references have been received in this Division seeking clarifications regarding the fixation of pay of employees in B-1–15 who have been allowed advance increments on qualification basis.

2. The case was examined and it has been decided to allow option to those officials who were already drawing advance increments of higher qualifications prior to 1-6-1991 for fixation of their pay in Revised Basic Pay Scale either of the following two methods: –

- (a) to get pay fixed in respect of the remaining increments only, as laid down in Para-5(i) of the Finance Division's O.M. dated 29-6-1991, as referred to above;
- (b) to exclude the number of advance increments already drawn from the actual pay as on 31-5-1991, fix pay in the relevant Revised Basic Pay Scale and then, the number of advance increments as laid down in the table below Para-5(i) *ibid*.

Option will be exercised by such officials in three months from date of this letter failing which fixation of pay already carried out by audit authorities will be considered final. Option one exercised will be final.

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[Authority: F.D. O.M. No. F. 1(12)-Imp.II/91, dated the 15<sup>th</sup> April, 1992.]

## GRANT OF ADVANCE INCREMENTS – FIXATION OF PAY

The undersigned is directed to refer to Para-5 of this Division's O.M. No.1(12)-Imp.II/91 dated 15-4-1992, on the subject noted above and to say that references have been received in this Division seeking extension beyond the stipulated period of three months regarding the fixation of pay of employees in B-1 – 15 who have been allowed advance increments on qualification basis.

2. The case was examined in this Division and it has been decided by the Competent Authority to allow extension in the option beyond the stipulated period of three months upto six months with effect from 16-7-1992 to 15-1-1993.

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[Authority: F.D. O.M. No. F. 1(13)-Imp./92, dated the 7<sup>th</sup> December, 1992.]

## GRANT OF ADVANCE INCREMENTS ON HIGHER QUALIFICATION

The undersigned is directed to refer to this Division's O.M. No.1(12)-Imp.II/91 dated 29-6-1991, in which Advance Increments have been allowed to the employees drawing pay in B-1 – 15 on possessing/acquiring higher qualification over and above the prescribed qualification for the post in the relevant Recruitment Rules.

2. A question has been raised as to whether such employees B-1 – 15 would also be entitled to the advance increments on account of holding promotional posts for which there is no prescribed qualification in the Recruitment Rules as no direct entry is made to these posts.

3. The case has been considered in this Division and it has been decided that such employee holding the post on or after 1-6-1992 for which there is no prescribed qualification in the Recruitment Rules and is filled by 100% promotion basis, will be allowed advance increments on possessing/acquiring higher qualification than prescribed for the feeding post as per criteria laid down in Para-5(i) of Finance Division O.M. No.1(12)-Imp.II/91 dated 29-6-1991 w.e.f. 1-6-1991 for the purpose of fixation of pay. Pay so fixed will be admissible with effect from 1-10-1992.

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[Authority: F.D. O.M. No. F. 1(9)-Imp.II/91-Pt.(G), dated the 4<sup>th</sup> October, 1992.]

## PROTECTION OF PERSONAL PAY FOR HIGHER QUALIFICATION

The undersigned is directed to state that under para-5(d)(ii) of the Finance Division's Office Memorandum No.F.1(12)-Imp.II/91 dated 29<sup>th</sup> June, 1991, the advance increments on higher qualification beyond the maximum of the relevant pay scale are treated as personal pay to be absorbed at the time of move-over/promotion of the Government Servant concerned. Since such absorption of the personal pay amounts to reducing the specific incentive allowed by the Government and may also result in anomaly *vis-a-vis* the junior Government Servant drawing pay below the maximum of the pay scale, it has been decided that the personal pay on account of higher qualification shall not be absorbed/adjusted but shall be treated as part of the time scale of pay for the purpose of fixation of pay of the Civil Servant concerned on his promotion/selection grade/move-over. No arrears prior to 01-5-1995 shall, however, be admissible.

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[Authority: F.D. O.M. No.F.2 (1)/R.I/95, dated 17<sup>th</sup> May, 1995.]

## GRANT OF ADVANCE INCREMENTS TO THE EMPLOYEES DRAWING PAY IN BPS – 16

In partial modification of this Division's Office Memorandum No.1(7)-Imp.II/87, dated 1-7-1987 and No.1(12)-Imp.II/91 dated 29-6-1991 on the above subject, the competent authority has been pleased to allow advance increments to the Federal Government Servants drawing pay in BPS-16 also on acquiring/possessing higher qualification as under: –

	Matric	F.A/F.Sc.	B.A/B.Sc.	M.A/M.Sc.
Where the prescribed qualification is Matric	Nil	2	4	6
Where the prescribed qualification is F.A/F.Sc.	Nil	Nil	2	4
Where the prescribed qualification is B.A/B.Sc.	Nil	Nil	Nil	2

2. These orders will take effect from 1<sup>st</sup> July, 1996.

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[Authority: F.D. O.M. No. F. 6(10)-Imp /91-Vol.III, dated the 8<sup>th</sup> July, 1996.]

**Clarification:**

(d) In partial modification of this Division's Office Memoranda Nos.F.1/7/Imp.II/87, dated 01-07-1987, 1(12) Imp.II/91, dated 29-06-1991 and 6 (10) Imp/91-Vol.III, dated 08-07-1996, the undersigned is directed to convey the approval of the competent authority to allow 2 advance increments on acquiring LL.B degree, being equal to M.A/M.Sc., to all the officials, with immediate effect, who are working in the organizations which are either dispensing justice or Directly connected with the work of dispensing justice.

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[Authority: F.D. O.M. No. F. 3 (6)Imp/97, dated 12th January, 2000.]

### **REMOVAL OF ANOMALY – PERSONAL PAY ON ACCOUNT OF ADVANCE INCEMENTS**

The undersigned is directed to refer to Finance Division's O.M. No.F.1(15)-Imp/2001 dated 27-6-2002, on the above subject and to say that a question has been raised by certain quarters as to whether the dispensation of protection of the amount of personal pay drawn by Government servants beyond the maximum of 1994 basic pay scales by virtue of higher qualification envisaged in the aforesaid O.M. would also be applicable to the technical and professional categories of officers in BS.17 and BS.18.

2. This is to clarify that the subject 'personal pay' in respect of the officers of professional and technical categories was not protect-able as it was not a part of pay scales but was to be absorbed against future increase in the pay of these officers in terms of Fundamental Rule-37. Accordingly, on revision of pay scales under the revised basic pay scales scheme, 2001, the amount of 'personal pay' if any, previously admissible to such categories of officers was required to be absorbed against the increase in pay of the recipients on account of the revision. Hence the question of protection of personal pay in respect of the said categories of officers is not relevant.

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[Authority: F.D. O.M. No. F. 1(65)-Imp /96, dated the 30<sup>th</sup> August, 2003.]

## **GRANT OF ADVANCE INCREMENTS**

The undersigned is directed to refer to Finance Division's O.M. No.F.1(7)-Imp.II/87, dated 1-7-1987 and No.1(12)-Imp.II/91 dated 29-6-1991 on the above subject and to state that in pursuance of FST, Lahore, Judgment in Appeal No.17 (L)CS/2005 dated 26-3-2010 and in continuation of this Division's letter F.No.18(1) L-II/2005-503 dated 3-6-2010 (copy enclosed), it has been decided that advance increments for acquiring/possessing higher qualification will be admissible to those officials who have been promoted to higher posts on the basis of seniority-cum-fitness but were not allowed advance increments to those who possess the same qualification, prescribed for the said promotional post.

2. The above decision is applicable in all identical cases prior to 1-12-2001 (i.e. the date of discontinuation of the scheme).

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[Authority: F.D. O.M. No. F. 1(6)-Imp /2000-392, dated the 18<sup>th</sup> June, 2011.]

## **GRANT OF ADVANCE INCREMENTS ON ACQUIRING OF HIGHER TECHNICAL QUALIFICATION CASE OF MR. MUHAMMAD AMIN (SUB-ENGINEER)**

I am directed to refer to your letter No.241/Reg-I/Adv.Inc/24-94/C/Vol.I, dated 24-11-1996 on the subject cited above and to inform that the officials (BPS-11) possessing or acquiring of Associate Engineering (Diploma) are entitled to advance increments on possessing or acquiring B.Tech (Hons), B.Sc. (Engg) or M.Sc. (Engg) in the relevant Technology.

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[Authority: F.D. letter No. F. 1(48)-Imp /94-1141, dated the 22<sup>nd</sup> January, 1997.]

## **GRANT OF ADVANCE INCREMENTS ON ACQUIRING/POSSESSING HIGHER TECHNICAL QUALIFICATION**

The undersigned is directed to refer to Finance Division's clarification made to Auditor General of Pakistan vide letter No.F.1(48)-Imp/94-1141, dated 22-1-1997 and to state that in pursuance of the Supreme Court of Pakistan's order passed in civil petition No.1409 of 2011 and FST's order dated 15-6-2011 passed in appeal No.59(R)CS/2011, it has been decided that the advance increments allowed under Finance Division's O.M. No.F.1/7/Imp.II/87, dated 1-7-1987 read with O.M. No.F.1(12)-Imp.II/91, dated 29-6-1991 are admissible prior to 01-12-2001 on acquiring/possessing higher technical as well as non-technical qualification irrespective of the fact whether the employee concerned is employed against a technical post or a non-technical post.

2. This decision will take effect from the date the advance increments were allowed.

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[Authority: F.D. O.M. No. F. 1(6)-Imp /2000(Pt-II)-699, dated the 21<sup>st</sup> July, 2014.]

6. **Move-over.-** The concession of move-over shall also be available from 1-6-1991 onwards to those who are enjoying selection grade.

7. **Special pays.-**

- i) The existing special pays admissible to various categories of employees working as Personal Assistants in BPS 15 and Confidential Assistants posted in Ministries/Divisions shall be revised from 1-6-1991 as under:

Name of Post	Existing Rs. p.m.	Revised Rs. p.m.
PA to Ministers (Federal)	100	150
PA to Ministers of State	100	150
PA to Secretaries (Federal)	100	150
PA to Additional Secretaries (Federal)	100	150
PA to Secretaries (Provincial)	75	120
PA to Joint Secretaries (Federal)	75	120
Confidential Assistants posted in Ministries/Divisions	45	65

- ii) The existing special pays admissible to those handling cash in Government Organizations shall be revised as under:-

	Existing Rs. p.m.	Revised Rs. p.m.
Govt. servants handling cash between Rs. 1000/- to Rs. 10,000/- p.m.	15	25
Govt. servants handling cash between Rs. 10,001/- to Rs. 15,000/- p.m.	20	30
Govt. servants handling cash Rs.15001/- to Rs.25000/- p.m.	25	35
Govt. servants handling cash between Rs.25001/- to Rs.35000/- p.m.	30	40
Govt. servants handling cash beyond Rs.35000/- per month	45	60

**8. Teaching Allowance.-** Existing rates of Teaching Allowance shall be enhanced as under:-

- (a) For High School Science Teacher: From Rs.100/-pm to Rs.200/-pm
- (b) For Junior Instructors in Polytechnic: From Rs.100/-pm to Rs.200/-pm

**9. Medical Allowance.-** Existing rates of Medical Allowance of Rs.50/- p.m. admissible to the employees in BPS 1 - 15, shall be enhanced to Rs.60/- p.m.

**10. (a) Diet Allowance.-** The existing rates of diet allowance for nursing cadre (below BPS 16) shall be enhanced from Rs.300/-p.m. to Rs.500/-p.m.

**(b) Uniform Allowance.-** The existing rate of uniform allowance for nursing cadre (below BPS 16) shall be enhanced from Rs.100/- p.m. to Rs.150/- p.m.

**(c) Night Duty Allowance.-** Existing rates of Night Duty Allowance shall be enhanced as under:-

- (i) For Assistants/Clerks: From Rs.6/- per night to Rs.8/- per night
- (ii) For Staff Car Drivers/ Despatch Riders: From Rs.3/- per night to Rs.4/- per night.
- (iii) For Naib Qasid: From Rs.2.50/-per night to Rs.3.50 per night.

**(d) Washing Grant admissible to liveried staff.-** The existing rates of Washing Grant shall be enhanced from Rs.25/-p.m. to Rs.30/-p.m.

**(e) Overtime Allowance admissible to Staff Car Drivers.-** The existing maximum limit of overtime allowance of Rs.30/- per day shall be enhanced to Rs.36/- per day.

**(f) Conveyance Charges for late sitting after office hours.-**The existing rates of conveyance charges admissible to employees in BPS 1 - 16

(Non-Gazetted) shall be enhanced as under:-

<b>(i) On Working Days:</b>	
For officials in BPS 1 - 2	From Rs.3.50 per day to Rs.4.50 per day
For officials in BPS 3 - 15 and B - 16 (Non-Gazetted)	From Rs.4.50 per day to Rs.5.50 per day
<b>(i) On closed holidays:</b>	
For officials in BPS 1 - 2	From Rs.4.50 per day to Rs.5.50 per day
For officials in BPS 3 - 15 and B - 16 (Non-Gazetted)	From Rs.7.00 per day to Rs.8.00 per day

11. **Anomalies.**— A committee will be set up in Finance Division (Regulations Wing) to resolve the anomalies arising out of the issue of this order.

**ANNEXURE TO THE FINANCE DIVISION'S O.M.**

**No. F.1(12)IMP.II/91 DATED 29<sup>TH</sup> JUNE, 1991**

**EXISTING, MODIFIED AND THE REVISED PAY SCALES (BPS 1 - 15)**

BPS No.	EXISTING BPS 1 - 7 - 87	Stages	Modified Scales	Stages	Revised BPS 1 - 6 - 1991	Stages
1.	600 - 13 - 860	20	605 - 17 - 860	15	920 - 26 - 1310	15
2.	625 - 16 - 945	20	630 - 21 - 945	15	945 - 32 - 1425	15
3.	650 - 19 - 1030	20	655 - 25 - 1030	15	975 - 37 - 1530	15
4.	675 - 22 - 1115	20	680 - 29 - 1115	15	1005 - 43 - 1650	15
5.	700 - 25 - 1200	20	705 - 33 - 1200	15	1035 - 49 - 1770	15
6.	725 - 28 - 1285	20	730 - 37 - 1285	15	1065 - 54 - 1875	15
7.	750 - 31 - 1370	20	755 - 41 - 1370	15	1095 - 60 - 1995	15

BPS No.	EXISTING BPS 1 - 7 - 87	Stages	Modified Scales	Stages	Revised BPS 1 - 6 - 1991	Stages
8.	790 - 34 - 1470	20	795 - 45 - 1470	15	1140 - 65 - 2115	15
9.	830 - 38 - 1590	20	840 - 50 - 1590	15	1185 - 72 - 2265	15
10.	870 - 42 - 1710	20	870 - 56 - 1710	15	1230 - 79 - 2415	15
11.	910 - 46 - 1830	20	915 - 61 - 1830	15	1275 - 86 - 2565	15
12.	970 - 52 - 2010	20	975 - 69 - 2010	15	1355 - 96 - 2795	15
13.	1035 - 58 - 2195	20	1040 - 77 - 2195	15	1440 - 107 - 3045	15
14.	1100 - 64 - 2380	20	1105 - 85 - 2380	15	1530 - 119 - 3315	15
15.	1165 - 71 - 2585	20	1160 - 95 - 2585	15	1620 - 131 - 3585	15

### Appendix

Example. I Case of Mr. 'A' drawing pay at the minimum of BPS - 11

a)	Basic Pay on 1.5.91 in existing scale 910-46-1830	Rs.910
	Indexation w.e.f. 1-7- 88	Rs.25
	5% adhoc increase w.e.f. 1 - 7 - 89	Rs.46
	10% adhoc increase w.e.f. 1 - 7 - 90	Rs.91
	Dearness allowance w.e.f. 1 - 12 - 90	Rs.200
	Total	Rs.1272

- b) Pay will **first be** fixed at Rs.915 in the modified scale of 915 - 61 - 1830 and thereafter in revised scale of 1275 - 86 - 2565 on point to point basis at Rs.1275/-.

- c) The individual, being already in receipt of Rs.1272/- (Pay plus increases allowed since 1-7-1988) in May, 1991, would get an increase of Rs.3/- p.m. He would thus be entitled to a minimum increase of Rs.100/- over pay of May, 1991 in terms of para 3(ii) and his pay in the revised scale will be fixed at Rs.1447 to secure the minimum increase of Rs.100/-.

Example. II. Mr. 'A' drawing pay of Rs.1508/- in BPS - 11

a)	Basic Pay on 1.5.91 in existing scale 910 - 46 -1830	Rs.1508
	Indexation w.e.f. 1 - 7 - 88	Rs.32
	5% ad-hoc increase w.e.f. 1- 7- 89	Rs.75
	10% ad-hoc increase w.e.f. 1- 7- 90	Rs.151
	Dearness allowance of Rs.200/- w.e.f. 1 - 12 - 90	Rs.200
	Total:	Rs.1966

- b) Pay will be fixed in the modified scale of 915-61-1830 at the same stage or if there is no such stage at the next higher stage. This would be Rs.1525/-.
- c) The pay will thereafter be fixed in the revised scale 1275-86-2565 on point to point basis in relation to pay in modified scale. Since the pay of Rs.1525 in modified scale is 10 stages above the minimum, the pay in revised scale will be fixed on point to point basis at Rs.2135/- allowing 10 increments on the minimum.
- d) The individual gets more than Rs.100/- increase over pay of May, 1991 and therefore the provision of para 3(ii) will not be attracted.

Example. III. Mr. 'A' drawing maximum of BPS - 11.

a)	Basic Pay on 1.5.91 in existing scale 910-46-1830	Rs.1830
	Indexation w.e.f. 1-7- 88	Rs.38
	5% ad-hoc increase w.e.f. 1-7- 89	Rs.92
	10% ad-hoc increase w.e.f. 1-7- 90	Rs.183
	Dearness allowance w.e.f. 1-12- 90	Rs.200
	Total	Rs.2343

- b) Pay will first be fixed in the modified scale of 915-61-1830 at the maximum Rs.1830/-.
- c) Pay will thereafter be fixed in revised scale 1275-86-2565 on point to point basis. Since the pay of Rs.1830/- in the modified scale is 15 stages above the minimum, the pay in the revised scale will be fixed allowing 15 increments. This would be Rs.2565/-.
- d) The individual gets more than Rs.100/- increase over pay of May, 1991 the application of para-3 (ii) will not be attracted.

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**SECTION XIII**

**BASIC PAY SCALES (16 - 22)**

**(GAZETTED)**

**(1991)**

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No.F.1(12)-Imp-II/91

Islamabad, the 19<sup>th</sup> August, 1991

REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES IN BPS 16 - 22 OF THE FEDERAL GOVERNMENT (1991)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees in **BPS 16 - 22** of the Federal Government paid directly from Civil Estimates or from the Defence Estimates, as detailed in the following paragraphs.

2. **Basic Pay Scales.**—The existing and revised pay scales are detailed in the Annexure to this O.M. The revised pay scales shall replace the Basic Pay Scales, 1987 and shall be effective from the first of June, 1991.

3. **Initial Fixation of Pay.**—(i) The initial pay of an existing employee who has been in Government service since before the 1<sup>st</sup> June, 1991, shall be fixed in the revised pay scale “on point to point basis” i.e., at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the existing basic scale;

(ii) The annual increment shall continue to be admissible subject to the existing conditions on the first December each year;

(iii) The increases allowed since 1-7-1988, as detailed below, would cease to be admissible from 1-6-1991:—

- (a) The existing indexed pay sanctioned vide Finance Division’s O. M. No. F.1(31)Imp-II/88, dated 1-7-1988.
- (b) Ad-hoc increase of 5% of pay sanctioned vide O.M. No. F.1(31)Imp-II/89, dated the 22<sup>nd</sup> July, 1989.
- (c) Ad-hoc increase of 10% sanctioned vide O.M. No.F.1(13)Imp-II/90, dated 10-7-1990.
- (d) The dearness allowance of Rs.200 per month sanctioned vide Finance Division’s O.M. No.F.1(23)Imp-II/90(i), dated 17-1-1991.

4. **Fixation of Pay on Promotion.**— (i) In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the senior employees in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him **if** his promotion to the higher post/scale had taken place after the introduction of these scales.

(ii) The existing concession of grant of one premature increment on promotion as admissible to employees in BPS 1 - 19, shall be extended also to those in BPS - 20 and above.

(iii) Government employees who are allowed selection grade may be granted one premature increment, as is allowed in the case of promotion.

5. **Grant of Selection Grade.**- From 1-6-1991 onwards, the Accountants in BPS-16 in the Audit and Accounts Departments shall be allowed 33% selection grade in BPS-17.

6. **Move-over.**-The employees in BPS - 16 to 19 enjoying selection grade shall also be allowed the concession of one move-over from 1-6-1991 onwards subject to the fulfilment of the existing conditions laid down in the move-over policy.

7. **Special Pays.**- The Existing special pays admissible to various categories of employees working as Private Secretaries posted in Ministries/Divisions shall be revised from 1-6-1991 as under:-

Name of Post	Existing Rs. p.m.	Revised Rs. p.m.
PS to Ministers (Federal)	250	375
PS to Secretaries (Federal)	200	300
PS to Addl. Secretaries (Federal)	150	225

8. **Qualification Pay.**- (i) Existing rates of Qualification Pay for ICMA/ACWA/Chartered Accountants shall be enhanced from 1-6-1991 as under:-

(a)	Part - III (ICMA/ICWA)	from Rs.150 p.m. to Rs.300 p.m.
(b)	Part - V (ICMA/ICWA)	from Rs.400 p.m. to Rs.800 p.m.
(c)	Chartered Accountants	from Rs.400 p.m. to Rs.800 p.m. where FCA/ACA is not the minimum qualification prescribed for the post.

(ii) **Qualification Pay for Senior Officers.**— Qualification pay shall be allowed from 1-6-1991 to those officers who have qualified the following courses at the rates shown against each:—

(a)	PASC National Management Course	Rs.500 p.m.
(b)	National Defence College Course	Rs.500 p.m. as against the existing rate of Rs.100 p.m.
(c)	Advanced Course in Management in NIPA	Rs.100 p.m.

*NOTE.*— One Qualification Pay will be admissible at a time.

**Amendment.**—Qualification Pay for the senior officers revised with effect from 1<sup>st</sup> July, 1995 as under:

- A. PASC National Management Course. Rs.750/- p.m. as against the existing rate of Rs.500/- p.m.
- B. National Defence College Course. Rs.750/- p.m. as against the existing rate of Rs.500/- p.m.
- C. Advanced Course in Management in NIPA. Rs.200/- p.m. as against the existing rate of Rs.100/- p.m.

[Authority: F.D. O.M. No.F.1 (44) Imp/95 dated 13-07-1995]

**GRANT OF QUALIFICATION PAY TO BPS-18 OFFICERS ON COMPLETION OF MID-CAREER MANAGEMENT COURSE (MCMC) ADMINISTRATIVE STAFF COURSE (ASC)**

It has been decided in consultation with Establishment Division to allow Qualification Pay @ Rs.250/- p.m. to BPS-18 officers who successfully complete Mandatory Mid Career Management Course (Administrative Staff Course) at the National Institutes of Management at Karachi, Peshawar and Quetta.

[Authority: F.D. O.M. No.F.1 (44) Imp/95, dated the 10-05-2007]

(iii) **Qualification Pay for S.A.S. Accountants.**— The existing rate of Rs.100 p.m. shall be enhanced to Rs.150 p.m. from 1-6-1991.

**Clarification:**

The existing rate of Qualification Pay for S.A.S. Accountants has been revised as under:-

From Rs.150/- to Rs.200/- p.m. w.e.f. 1-7-1993

[Authority: F.D. O.M. No.F.1 (24) Imp-II/90-Pt, dated 21<sup>st</sup> June, 1993]

9. **Allowances.-** I. (a) *Deputation Allowance (Foreign Service in Pakistan).*- Deputation Allowance at 20% of the minimum of the relevant basic pay scales shall be allowed in future as against the existing rate of Deputation Allowance of 10% of the minimum of relevant Basic Pay Scales.

(b) *Deputation Allowance admissible to audit officers on deputation to Ministries/ Divisions.*- As against the existing Deputation Allowance of Rs.200 p.m. for SAS Accountants (BPS - 16), Rs.300 p.m., for AAG/AO in BPS - 17 and Rs.400 p.m. for officers in BPS - 18 and 19, Deputation Allowance at 20% of the minimum of the relevant basic pay scales shall be allowed in future.

**Clarification-1**

The undersigned is directed to refer to para 10 (vi) of Finance Division O.M. No. F. 1(1) Imp/2005, dated 1<sup>st</sup> July, 2005 on the above subject and to convey that the rates of Deputation/Additional Charge Allowance/Special Pay on Current Charge shall be revised as detailed below *w.e.f.* 1-7-2005.

	Existing	Revised
Deputation Allowance/ Special Allowance on Additional Charge/ Special Pay on Current Charge.	@ 20% of the minimum of Basic Pay Scale subject to maximum of Rs.2000/- p.m.	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.

**Clarification-2****Grant of Deputation Allowance**

The undersigned is directed to refer to the subject noted above and to say that proposal regarding grant of Deputation Allowance has been examined in Finance Division in consultation with Establishment Division and Law, Justice and Human Rights Division and it has been decided that Deputation Allowance may be granted to all officers/officials of different Ministries/ Divisions/ Departments who have been transferred and posted on deputation basis or

under Section 10 of Civil Servants Act, 1973, to a post in a department or service altogether different from the one to which they permanently belong, as interpreted by the Supreme Court of Pakistan (PLD 1931 SC 531 reproduced at S.No.31 page 390 of the ESTACODE Edition 2000) and in accordance with the Establishment Division Office Memorandum No.1/13187-R-I dated 3<sup>rd</sup> December, 1990, as amended from time to time, subject to the following conditions: —

- i. The Deputation Allowance may be allowed at the prevalent rates, as amended from time to time by the Government, in fresh cases for a period of three years or till the date of relinquishment of the charge of the post whichever is earlier. In such cases, if the period is extended with the prior approval of Establishment Division, the Deputation Allowance shall be admissible for such an extended period not exceeding two (02) years.
  - ii. In old cases of transfers/postings on deputation basis and/or under Section 10 of Civil Servants Act, 1973 where the officers were posted initially for a period of 03 years but they were neither repatriated nor their period of deputation was extended after expiry of initial period, specifically and were finally inducted in OMG, they may be treated on deputation till the date of their induction or continuation as such beyond initial or extended period of their posting and may be granted Deputation Allowance accordingly.
2. In future, the concerned Ministries/Divisions may consider and decide such cases with the approval of competent authority within their own set-up.

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[Authority: F.D. O.M. No. F.5 (8) R-2/2007, dated 4<sup>th</sup> July, 2007]

II. **Performance Evaluation Allowance.**— Existing rates of Performance Evaluation Allowance admissible to Audit Officers working in the Performance Evaluation Cell shall be enhanced as under:—

(a)	For officers in BPS - 17 & 18	From Rs.300 p.m. to Rs.400 p.m.
(b)	For Officers in BPS - 19 & 20	From Rs.400 p.m. to Rs.500 p.m.

III. **Teaching Allowance.**— Existing rates of Teaching Allowance shall be enhanced as under:—

For Doctors who teach basic sciences in Medical Colleges	From Rs.500 p.m. to Rs.1,000 p.m.
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**IV. Rural Compensatory Allowance for Doctors posted in rural areas below Town Committee level.**— The existing rates of the Practice Compensatory Allowance (Renamed as Rural Compensatory Allowance) for doctors posted in rural areas below Town Committee level shall be enhanced as under:—

(a)	For Male Doctors	From Rs.200 p.m. to Rs.1,200 p.m.
(b)	For Female Doctors	From Rs.300 p.m. to Rs.1,500 p.m.

**V. Senior Post Allowance.**— The existing rates of Senior Post Allowance shall be enhanced as under:—

(a)	For officers in BPS – 20	From Rs.200 p.m. to Rs.600 p.m.
(b)	For officers in BPS – 21	From Rs.400 p.m. to Rs.800 p.m.
(c)	For officers in BPS – 22	From Rs.600 p.m. to Rs.1,000 p.m.

10. **Anomalies.**— A committee will be set up in Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

**ANNEXURE TO THE FINANCE DIVISION'S  
O. M. NO. 1 (12) IMP-II/91 DATED 19<sup>TH</sup> AUGUST, 1991  
EXISTING AND REVISED PAY SCALES (BPS 16 - 22)**

BPS	Existing BPS 1-7-1987	Stages	Revised Pay Scales 1-6-1991	Stages
16	1350 - 105 - 2925	15	1875 - 146 - 4065	15
17	2065 - 155 - 3925	12	2870 - 215 - 5450	12
18	2710 - 195 - 4660	10	3765 - 271 - 6475	10
19	4130 - 205 - 5770	8	5740 - 285 - 8590	10*
20	4900 - 235 - 6780	8	6810 - 325 - 10060	10*
21	5420 - 290 - 7740	8	7535 - 405 - 11585	10*
22	5800 - 325 - 8400	8	8075 - 450 - 12575	10*

\* Stages extended *vide* F.D. O.M. No. F.1 (12)-Imp.II/91dated 05-09-1991.

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**SECTION - XIV**

**BASIC PAY SCALES (1 - 22)**

**(1994)**

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No.F. 1(2)-Imp/94(i)

Islamabad, the 15<sup>th</sup> June, 1994

**Revision of Basic Pay Scales and Fringe Benefits for Civil Employees  
(B 1 - 22) of the Federal Government (1994)**

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government B 1-22, paid directly from the civil Estimates and/or from the defence Estimates as detailed in the following paragraphs.

2. **Basic Pay Scales.**— The existing and the revised pay scales are detailed in the Annexure to this O.M. The revised pay scales shall replace the existing Pay Scales, 1991, in respect of those employees who give option for these pay scales, in terms of para 6(b) and shall be effective from the first June, 1994.

The undersigned is directed to refer to the Finance Division's Office Memorandum No.F.1(2)R.I/91 dated 24<sup>th</sup> November, 1991 and to state that it has been decided that the revised basic pay scales of civil employees of the Federal Government (1994), as introduced under the Finance Division's Office Memorandum No.F.1(2)-Imp/94(i) dated 15<sup>th</sup> June, 1994, would be applicable to all the contingent paid staff in BPS-1 to BPS-4 employed/to be employed in the Ministries/Departments on and after 01-06-1994 along with the fringe benefits, wherever applicable, as provided therein.

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[Authority: F.D. O.M. No.F.2 (2) R.I/94, 14-09-1994.]

3. **Initial Fixation of Pay.**— The initial fixation of pay of the employees who have been in Government service since before the 1<sup>st</sup> June, 1994, shall be effected w.e.f. 1-6-1994, as below:

- (i) **Employees in BPS 1 to 16.**— By allowing an increase at the rate of 35% of the pay actually drawn on 31-5-1994. The pay of the employees will be fixed at the stage equal to or if there be no stage, in the stage next above.
- (ii) **Employees in BPS-17 and above.**— Initial fixation of pay shall be made by allowing 35% increase on the pay actually drawn on 31-5-1994, in the following two phases:—

- (a) 20% of the increase shall be allowed w.e.f. 1-6-1994 by fixing pay in the relevant scale at the stage equal to or if there be no stage, at the stage next above.
- (b) The remaining 15% increase shall be allowed on and from 1-6-1995 by re-fixing pay in the relevant pay scale on 1-6-1994 by allowing 35% increase over pay drawn on 31-5-1994. The new pay so fixed will be drawn from 1-6-1995 without any arrears.
- (c) The annual increment shall continue to be admissible subject to the existing condition on the 1<sup>st</sup> of December each year.
- (d) The Ad hoc increase allowed as detailed below shall cease to be admissible from 1-6-1994:
  - i. Ad hoc Relief of Rs.100 p.m. sanctioned *vide* Finance Division's O.M. No. F. 1(26)-Imp.II/92(i) (ii), dated 20-7-1992 and O.M. No. F. 1(26)-Imp. II/92, dated 16-9-1992.
  - ii. Additional Ad hoc Relief of Rs.50 p.m. sanctioned *vide* O.M. No. F. 1(28)-Imp/93 (i) (ii) (iii), dated 21-8-1993.
  - iii. Additional Ad hoc Relief of Rs.50 p.m. sanctioned *vide* O.M. No. F. 1(9) Imp/94, dated 26<sup>th</sup> March, 1994.

4. **Fixation of Pay.**— In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employee concerned in the revised scales may be fixed and so enhanced that it would not be less than the pay would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

#### 5. **Allowances.**—

- i. **Secretariat Allowance.**— With the introduction of new scales of pay, the Secretariat Allowance is abolished w.e.f. 1-6-1994 and the amount actually drawn on 31-5-1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government employees in BPS 17-22 shall be reduced by the amount of annual

increments, by which the Government employee's pay may be increased after 1-6-1994, and shall cease as soon as his pay is increased by an amount equal to/or more than his Personal Allowance. Those in BPS 1-16 will be exempted from this adjustment to the extent that their Personal Allowance will not be reduced/adjusted.

- ii. *Other Allowances, Special Pays etc.*— Special Pays and other allowances including House Rent Allowance will be maintained at the level drawn/admissible at the rates as on 31<sup>st</sup> May, 1994.

6. **Option.**—

- a. All existing Government employees are given option either to draw the existing pay scales plus Secretariat Allowance or the new pay scales plus Personal Allowance in the manner as at 5(i) above. Option **to** retain existing scale with Secretariat Allowance must, however, be given in writing by the employees concerned to the audit office/Drawing and Disbursing Officer concerned by the 15<sup>th</sup> July, 1994. Option once exercised shall be final.
- b. An existing Government employee who does not exercise and communicate such option within the prescribed time limit, shall be deemed to have opted to be governed by the new scales and abolition of Secretariat Allowance.

7. **Pension & Retirement Benefits.**— In the case of persons retiring from 1-6-1994 onwards in BPS 17 to 22, pension will be recalculated on 1-6-1995 on the basis of pay re-fixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 1-6-1995 and no arrears will be admissible.

8. The following relief to the widows, dependents, retarded and incapacitated children and invalid pensioners shall be allowed w.e.f. 1<sup>st</sup> June, 1994:—

- a) Restoration of commuted value/gratuity portion of families on completion of required period.
- b) Grant of family pension to dependent disabled/retarded children for life without any age limit.
- c) Elimination of second medical board for the invalidated pensioners for eligibility of commutation.

9. Government servants who have retired on or after 1-6-1993, till the introduction of revised pay scales i.e. 1-6-1994, be allowed pension/commutation on the basis of pay that would have been admissible to them, had the pay revision been effected on the date of their retirement, discounted by 12%.

10. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this scheme.

11. **Anomalies.**—A Committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.

**Clarifications regarding move-over:-**

- (1)(i) The undersigned is directed to refer to this Division's O.M. No.F.1(12)Imp/94(i), dated 15<sup>th</sup> June, 1994 and to say that the queries have been received in this Division about the eligibility for the grant of move-over to those BPS 17-19 employees, from 1<sup>st</sup> December, 1994, who had reached the maximum of the relevant pay scales on 1<sup>st</sup> December, 1993.
- (ii) This aspect of the revision of pay scales has been examined in this Division, in consultation with the Establishment Division, and the view held is that such employees shall be eligible for the grant of move-over from 1<sup>st</sup> December, 1994. However, since their pay will be re-fixed on 1<sup>st</sup> June, 1994, at the maximum of the relevant pay scale on presumptive basis (without arrears), the grant of move-over from 1<sup>st</sup> December, 1994 will also be presumptive. The financial benefits of move-over in such cases will accrue from 1<sup>st</sup> June, 1995, when their pay will actually be fixed at the maximum of their respective pay scales. No arrears/refund etc will be admissible on this account. However, such cases will be considered after June, 1995.

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[Authority: F.D. O.M. No. F.9(14)R.3/95 dated 13<sup>th</sup> April, 1995]

- (iii) The undersigned is directed to say that a question has arisen whether the exemption from adjustment of Personal Allowance stipulated for employees in BPS 1-16 in para 5 (i) of Finance Division's O.M. No. F. 1 (2) Imp/94 (i) dated 15-6-1994 is also admissible to those employees placed in BPS-17 by move-over. The case has been examined in this Division and it is clarified that the aforesaid exemption is applicable to employees in **BPS-16 placed in BPS-17** by virtue of move-over.

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[Authority: F.D. O.M. No. F.6 (1) Imp/95 dated 16-07-1997]

## GENERAL PRINCIPLES FOR REMOVAL OF ANOMALIES

The question of determining anomaly of junior government servants' pay exceeding the pay of the senior has been under consideration with reference to the points raised by the Auditor General of Pakistan on the clarification issued under the Finance Division's Office Memorandum No. F. 1 (34)–Imp/92-Vol.II dated 24-07-1994. In order to streamline the system, it has been decided that anomalies in pay fixation should be established strictly on the basis of the following principles:-

- (i) The senior and junior should be determined with reference to the date of promotion or appointment to the higher pay scale/post in the same **Service Group** or cadre, or, line of promotion in the Ministry/Division/Department/Office where their seniority is being maintained.
- (ii) Any personal benefit of the nature of increase in pay specifically granted to government servant/government servants shall not be treated as a cause of anomaly for others.
- (iii) Except for the cases of personal increase of pay, pointed out at (ii) above, the pay of the senior should not have been less than the pay of the junior before the revision/re-fixation of pay;
- (iv) The anomaly should be resolved by re-fixing pay of the senior equal to that of the junior, if there is equal stage in the pay scale drawn by the senior, and if there be no such stage, at the stage next above in his own pay scale.
- (v) The basis and the principles explained above shall apply in general to cover all cases of anomalies in pay fixation.
- (vi) The basis prescribed for determination of senior and junior is only in the context of removal of anomalies and not for any other purpose i.e. promotion or selection grade, etc.

2. This will have effect from 01-06-1991. However, the settlement of the anomalies under Revised Basic Pay Scales (1991) already carried out shall be deemed to have been admitted upto one stage of pay in the affected Government Servant's own pay scale.

3. These principles may be followed strictly. For any clarification in this regard, the matter may be taken up with the Auditor General of Pakistan who may approach the Finance Division for further clarification if necessary.

4. These orders shall apply, *mutatis mutandis*, to the personnel including Cadets/Recruits of the Armed Forces and Civilians paid from the Defence Estimates.

**Annexure to Finance Division's O.M. No. F. 1(2) Imp/94(i),  
Dated 15<sup>th</sup> June, 1994**

**EXISTING AND REVISED PAY SCALES**

<b>BPS No.</b>	<b>Existing Pay Scales 01-06-1991</b>	<b>Stages</b>	<b>Revised Pay Scales 01-06-1994</b>	<b>Stages</b>
B-1	920-26-1310	15	1245-35-1770	15
B-2	945-32-1425	15	1275-44-1935	15
B-3	975-37-1530	15	1320-50-2070	15
B-4	1005-43-1650	15	1360-58-2230	15
B-5	1035-49-1770	15	1400-66-2390	15
B-6	1065-54-1875	15	1440-73-2535	15
B-7	1095-60-1995	15	1480-81-2695	15
B-8	1140-65-2115	15	1540-88-2860	15
B-9	1185-72-2265	15	1605-97-3060	15
B-10	1230-79-2415	15	1660-107-3265	15
B-11	1275-86-2565	15	1725-116-3465	15
B-12	1355-96-2795	15	1830-130-3780	15
B-13	1440-107-3045	15	1950-144-4110	15
B-14	1530-119-3315	15	2065-161-4480	15
B-15	1620-131-3585	15	2190-177-4845	15
B-16	1875-146-4065	15	2535-197-5490	15
B-17	2870-215-5450	12	3880-290-7360	12
B-18	3765-271-6475	10	5085-366-8745	10
B-19	5740-285-8590	10	7750-385-11600	10
B-20	6810-325-10060	10	9195-440-13595	10
B-21	7535-405-11585	10	10190-545-15640	10
B-22	8075-450-12575	10	10900-610-17000	10

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**SECTION - XV**

**BASIC PAY SCALES (1 – 22)**

**(2001)**

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**REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL  
EMPLOYEES (BPS 1 – 22) OF THE FEDERAL GOVERNMENT (2001)**

The President has been pleased to sanction, with effect from 1<sup>st</sup> December 2001, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and Pensions—2001, for the civil employees of the Federal Government in BPS 1 to 22 paid from the civil Estimates and from the Defence Estimates respectively as shown in the following paragraphs.

**PART 1.— BASIC PAY SCALES AND ALLIED MATTERS**

2. **Basic Pay Scales.**— The existing basic pay scales and the revised basic pay scales are shown in **Annexure-I** to this O.M. The revised basic pay scales shall replace the existing Basic Pay Scales, 1994, and shall be effective from 1<sup>st</sup> December, 2001.

3. **Discontinuation of Allowances.**— The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001:—

- i) Cost of Living Allowance to BS 1 to BS 22 @ 7% of basic pay.
- ii) Ad-hoc Relief of Rs.300/- p.m. and Rs.100/- p.m. to BS 1 to 16 (inclusive of BPS-17 by virtue of move over).
- iii) Secretariat/Personal Allowance.

4. **Special Additional Allowance.**— Special Additional Allowance sanctioned vide Finance Division O.M.No.F.1(7)Imp/99 dated 23<sup>rd</sup> July 1999 shall be frozen at the level drawn as on date of issue of this O.M.

5. **Initial Fixation of Pay.**— (1) Pay of the employees in service on 30-11-2001 shall be fixed at the stage in the revised pay scales which is as many stages above the minimum as the stage occupied by him above the minimum of the 1994 Basic Pay Scale.

6. **Pay Fixation on Promotion.**— (2) The existing provisions regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.

7. **Selection Grade and Move Over.**— Selection Grade in the scheme of Basic Pay Scales and Move Over Scheme shall stand discontinued w.e.f. 01-12-2001.

8. **Pay Fixation of employees in Selection Grade and those who have Moved Over to higher scale.**— Pay of an existing employee drawing pay by move over shall be fixed with reference to the pay scale of the post for the time being held by him. In case the employee was drawing pay in a Selection Grade, his pay will be fixed in the Selection Grade pay scale. The stage of fixation will be arrived at after allowing increments on notional basis in the original scale of the post or the Selection Grade, in 1994 Basic Pay Scales, up to the point of existing pay. Pay of the employees will then be fixed at the relevant stage in the Revised Pay Scales 2001.

### **Example-I**

Assistants BS-11 Selection Grade, BS-15, Moved Over BS-16 and **in** receipt of pay of Rs.5490/- pay will be fixed in BS-15 i.e. Selection Grade pay scale at Rs.8320/- as under:—

1994 Scale	<u>Stage 15</u> 4845	<u>Stage 16</u> 5022	<u>Stage 17</u> 5199	<u>Stage 18</u> 5376	<u>Stage 19</u> 5553
2001 Scale	7260	7525	7790	8055	8320

### **Example-II**

Pay fixation of an employee in BS-11 who has moved over to BS-14 and is in receipt of basic pay of Rs.4480/- will be fixed after allowing increments on notional basis in BS-11 of 1994 Basic pay scales upto the stage of basic pay drawn. Pay in revised BS-11 will be fixed at the corresponding stage of Rs.6790/-, as under:—

BS-11 1994 Pay Scale	Stage 15	Stage 16	Stage 17	Stage 18	Stage 19	Stage 20	Stage 21	Stage 22	Stage 23	Stage 24
	3465	3581	3697	3813	3929	4045	4161	4277	4393	4509
BS-11 2001 Pay Scale	5215	5390	5565	5470	5915	6090	6265	6440	6615	6790

### **Example-III**

Pay fixation of an employee in BS-5 who has moved over to BS-11 and is in receipt of basic pay of Rs.3465/- will be fixed after allowing notional increment in BS-5 of BPS 1994 upto the stage of basic pay drawn. Since basic pay of Rs.3465/- is beyond the 30 stages in notional BS-5, (BPS 1994), and resultantly more than the 30

stages of BPS 2001, therefore, his pay will be fixed at the notional 32<sup>nd</sup> stage i.e. at Rs.5300/-. The difference of Rs.200/- (Rs.5300 - 5100) will be personal to him as under:—

BS-5 1994	<u>Stage-30</u> 3380	<u>Stage-31</u> 3446	<u>Stage-32</u> 3512
BS-5 2001	5100	5200	5300

In such cases, future increments up to a maximum of 3 years will also be allowed as personal to such employees.

9. **Date of Increment.**— Annual increment shall continue to be admissible subject to the existing conditions, on the 1<sup>st</sup> December each year.

10. **Special Pays/Allowances for Offices.**— The Special Pays/Allowances sanctioned to offices as percentage of Pay shall be discontinued on the introduction of Revised Pay Scales w.e.f. 1-12-2001 and adjusted in future increments.

11. **Advance Increments.**—The existing scheme of advance increments is discontinued w.e.f. 1-12-2001. A fresh scheme, if any, will be introduced in due course.

## PART-II.— ALLOWANCES

12. **Conveyance Allowance.**— The rates of Conveyance Allowance and Motorcycle/Motor Car Maintenance Allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as follows:-

Sr. No.	Existing	Revised
i)	Government servants drawing pay in BS-16 (Gazetted) and above and maintaining motor car not registered for commercial purpose. Rs.355/- p.m.	BS-16 (Gazetted) & above Rs.620/-p.m.
ii)	Government servants drawing pay of Rs.3240/- per month and above other than those at (i) above Rs.193/-p.m.	BS-11 and above Rs.340/- p.m.
iii)	Government servants drawing pay of Rs.1688/- p.m. and above but less than Rs.3240/-p.m. and maintaining Motor Cycle/Scooter. Rs.130/-p.m.	BS 1-10 maintaining Motor Cycle/Scooter Rs.230/-p.m.
iv)	Other. Rs.96/- per month	BS 1-10 Rs.170/-p.m.

13. **Daily Allowance.**— Daily allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:—

BPS	Special Rates Per Day (Rs.)	Ordinary Rates Per Day (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450

14. **Medical Allowance.**— Medical Allowance to employees in BS.1-16 shall be increased from Rs.90/- p.m. to Rs.160/- p.m.

**Amendment:**

The undersigned is directed to refer to para 13 of Finance Division O.M. No.F.1(5)Imp/2001, dated 4<sup>th</sup> September, 2001 on the above subject and to convey the approval of the competent authority to the enhancement of existing rate of Medical Allowance from Rs.160/- p.m. to Rs.210/- p.m. for the employees in B-1 to B-16 (non-gazetted) w.e.f. 01-07-2002.

[Authority: F.D. O.M. No. F. 1(71) Imp/95, dated 06-07-2002.]

15. **Computer Allowance.**— The Computer Allowance shall be increased subject to the existing conditions of admissibility as under:—

**Existing rate**

Rs.500/- p.m.

Rs.1000/- p.m.

**Revised Rate**

Rs.750/- p.m.

Rs.1500/-p.m.

16. **Special Pays/Allowances.**— All the Special pays and Allowances admissible on certain **POSTS** as percentage of Pay are revised subject to the following limits:

	<u>Revised</u>
a) <b>Special Pays/Allowances sanctioned @ 20% of Pay.</b>	<b>On existing rates subject to a maximum of Rs.2000/-p.m.</b>
b) <b>Special Pays/Allowances sanctioned @ 10% –19% of Pay.</b>	<b>On existing rates subject to a maximum of Rs.1500/-p.m.</b>
c) <b>Special Pays/Allowances sanctioned @ 5% –9% of Pay.</b>	<b>On existing rates subject to a maximum of Rs.1000/-p.m.</b>

**Clarification.—**

A question was referred to the Anomaly Committee as to whether the Personal Pay on account of advance increments for higher qualification earlier allowed beyond the maximum of a scale be merged in pay before fixation of pay in the revised Pay Scales, 2001 or the amount would continue to be drawn as Personal Pay.

2. It has been decided that the amount of Personal Pay on account of advance increments may be kept separate from the pay scales and may not be merged in the pay while fixing the pay in the revised Pay Scales, 2001. However, when a person is promoted to a higher pay scale/post, such Personal Pay may be added to the basic pay and then his pay may be fixed in the higher pay scale on promotion.

3. The above clarification will also apply, *mutatis mutandis*, to the Civil Armed Forces Personnel, Armed Forces Personnel and the employees of Autonomous/Semi-Autonomous Bodies which have adopted the Government Basic Pay Scales/Pension Scheme in toto.

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[Authority: F.D. O.M. No. F.1 (15) Imp/2001, dated 27-06-2002.]

**Annexure-1 to Finance Division O.M.  
No. F.1(5) Imp/2001, dated 4<sup>th</sup> September, 2001**

**EXISTING AND REVISED PAY SCALES**

**PAY SCALES OF 1994 (CIVIL)**

**REVISED PAY SCALES, 2001(CIVIL)**

Scale	Min	Incr	Max	Stages	Scale	Min	Incr	Max	Stages
1	1245	35	1770	15	1	1870	55	3520	30
2	1275	44	1935	15	2	1915	65	3865	30
3	1320	50	2070	15	3	1980	75	4230	30
4	1360	58	2230	15	4	2040	85	4590	30
5	1400	66	2390	15	5	2100	100	5100	30
6	1440	73	2535	15	6	2160	110	5460	30
7	1480	81	2695	15	7	2220	120	5820	30
8	1540	88	2860	15	8	2310	130	6210	30
9	1605	97	3060	15	9	2410	145	6760	30
10	1660	107	3265	15	10	2490	160	7290	30
11	1725	116	3465	15	11	2590	175	7840	30
12	1830	130	3780	15	12	2745	195	8595	30
13	1950	144	4110	15	13	2925	215	9375	30
14	2065	161	4480	15	14	3100	240	10300	30
15	2190	177	4845	15	15	3285	265	11235	30
16	2535	197	5490	15	16	3805	295	12655	30
17	3880	290	7360	12	17	6210	465	15510	20
18	5085	366	8745	10	18	8135	585	19835	20
19	7750	385	11600	10	19	12400	615	24700	20
20	9195	440	13595	10	20	14710	950	28010	14
21	10190	545	15640	10	21	16305	1070	31285	14
22	10900	610	17000	10	22	17440	1250	34940	14

***Clarification:***

The undersigned is directed to say that consequent upon revision of Basic Pay Scales of Civil Employees in BPS 1-22 of Federal Government w.e.f 1<sup>st</sup> December, 2001 vide Finance Division O.M. No. F.1 (5) Imp/2001 dated 4<sup>th</sup> September, 2001, the Scheme of Revised Basic Pay Scales as well as Revised Pension/Commutation Scheme will also be applicable as a package, to the employees of the Autonomous/Semi-Autonomous Bodies which have adopted in totality the Federal Government's Basic Pay Scale Scheme/Pension Scheme. These instructions will, however, not be applicable to those employees of Banks, Financial Institutions, Public Sector Corporations, Insurance Corporation and employees who are governed by the Industrial Relations Ordinance, 1969 and/or whose financial terms of service are settled through Collective Bargaining Agents.

In case of Autonomous/Semi-Autonomous Bodies where employees are allowed different Pay Scales/ Allowances, the revision of the existing pay scales of their employees shall not be made without consultation of the Finance Division.

All Ministries/Divisions are directed to issue necessary instructions accordingly to Autonomous/Semi-Autonomous Bodies under their administrative control.

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[Authority: F.D. O.M. No. F.1 (5) Imp/2001(1), dated 17-09-2001.]

***Clarification:***

The date of exercising option to draw pay in pay scales of 1994 or the scales of 2001 is extended up to 30-11-2001 for the convenience of the Federal Government Civil employees, Armed Forces and Civil Armed Forces personnel.

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[Authority: F.D. O.M. No. F. 1(5) Imp/2001, dated 17-11-2001.]

***Clarification:***

The Revised Pay Scales, 2001 introduced vide Finance Division's O. M. F.1(5) Imp/2001, dated 04-09-2001 would be applicable to all the Contingent Paid Staff and Contract Employees working in the Ministries/ Divisions/ Departments.

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[Authority: F.D. O.M. No. F. 1(5) Imp/2001, dated 28-01-2002.]

***Clarification:***

The matter regarding the admissibility of revised pay scales, 2001 to the Project Employees or otherwise has been reconsidered and it has been held that Revised Pay Scales, 2001 may not be made applicable to the project employees appointed against fixed pay package. However, Project employees appointed against posts in Basic Pay Scales may be allowed the Revised Pay Scales, 2001 in those organizations who have adopted Government pay scales in toto.

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[Authority: F.D. O.M. No. F. 1(5) Imp/2001, dated 16-07-2002.]

**REMOVAL OF ANOMALY**

Subsequent to discontinuation of the concession of Selection Grade w.e.f. 01.12.2001 under the Revised Basic Pay Scales Scheme, 2001, a query was raised by certain quarters as to whether the DPC/Selection Committee could consider those cases for award of Selection Grade retrospectively, which could not be placed before the committee till discontinuation of the concession. It was then held that retrospective sanction for award of Selection Grade could not be issued after 01.12.2001.

2. The matter has now been reviewed in consultation with the Establishment Division and it has been decided that in case, a civil servant who was eligible for selection grade before 01.12.2001, but could not be considered in time for no fault of his own, or due to circumstances beyond his control, he may be considered by the relevant DPC/Selection Committee for award of the facility, as per instructions prevalent prior to the introduction of the Revised Basic Scales, 2001.

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[Authority: F.D. O.M. No.F.1 (79) Imp/97, dated 01-01-2003.]

***Clarifications:-*****(1) REMOVAL OF ANOMALY – PERSONAL PAY ON ACCOUNT OF ADVANCE INCREMENTS**

The undersigned is directed to refer to Finance Division's O.M. No. F.1(15)- Imp/2001, dated 27-6-2002 on the above subject and to say that a question has been raised by certain quarters as to whether the dispensation of protection of the amount of personal pay drawn by Government servants beyond the maximum of 1994 basic pay scales by virtue of higher qualification envisaged in the aforesaid O.M. would also be applicable to the technical and professional categories of officers in BS.17 and BS.18.

2. This is to clarify that the subject 'personal pay' in respect of the officers of professional and technical categories was not protectable as it was not a part of pay scales but was to be absorbed against future increase in the pay of these officers in terms of Fundamental Rule-37. Accordingly, on revision of pay scales under the revised basic pay scales scheme, 2001, the amount of 'personal pay', if any, previously admissible to such categories of officers was required to be absorbed against the increase in pay of the recipients on account of the revision. Hence the question of protection of personal pay in respect of the said categories of officers is not relevant.

[Authority: F.D. O.M. No F-1(65) Imp/96, dated 30-8-2003]

(2) I am directed to refer to AGPR's letter No.TN/HA/1413/Vol.48/BOs-2001/2233, dated 16-10-2001 on the above subject and to clarify the points raised by AGPR with reference to Finance Division's O.M. No. F.1 (5) Imp/2001, dated 04-09-2001, ad seriatim as under:

Points Raised By AGPR	Clarification By Finance Division
Para 5 of Fin. Div. O.M. No. F.1(5) Imp/2001 dated 04-09-2001	
i) Regarding the initial fixation of pay, the contention of AGPR is that pay of the employees in service on 30-11-2001 shall be fixed by allowing increment falling on 01-12-2001, if due, in old scale.	The viewpoint of AGPR is confirmed.
ii) Similarly, in case a Govt. servant had reached the maximum of his pay scale on 01-12-2000, he shall remain eligible for move over w.e.f. 01-12-2001 and thereafter, his pay be fixed in the revised basic scale.	Move over has been discontinued w.e.f. 04-09-2001. Therefore, only the employees who had reached the maximum of their scales on or before 01-12-1998 would remain eligible for move over. Employees reaching maximum of their respective pay scales on 01-12-2000 shall not be eligible to move over.
<b>Para 6</b> i) & ii) The scheme of Selection Grade and move-over has been discontinued w.e.f. 04-09-2001 whereas the revised pay scales	Selection Grade has been discontinued w.e.f. 04-09-2001. It cannot be allowed to anybody after 04-09-2001. The position

<p>are applicable w.e.f. 01-12-2001. This office is of the view that the Selection Grade and Move Over should also be discontinued from 01-12-2001.</p>	<p>with regard to Move Over has been clarified in preceding para.</p>
<p><b>Para 7</b></p> <p>While fixing the pay of employees moved over from one BS to another BS, it has been observed that it creates anomalies when their fixation is made by bringing them to their original scale of the post from where they had moved over vis-a-vis those who hold these scales on regular appointment. Few examples are given below:</p> <p>i) Govt. servant BS.19 moved over BS.20 and in receipt of pay of Rs.13,595/- will be fixed in BS.18 in the revised pay scale, 2001 at Rs.22,240/-, thus creating a difference of Rs.2000/- in the initial fixation (i.e. less than that what would have been fixed had he not been brought to his original scale from where he had moved over).</p> <p>ii) Govt. servant BS.18 moved over to BS.19 and in receipt of Rs.11,600/- will be fixed in BS.18 at Rs.18,665/- in the revised pay scale. In case pay is fixed on point to point basis in BS.19 in the revised pay scale, it would be Rs.18,550/-. The officers holding regular appointment in BS.19 draw less than the officers BS.18 moved over to BS.19.</p> <p>iii) Pay of Govt. servant B.16 drawing pay Rs.4,702/- will be fixed in the revised pay scale at Rs.7,050/- whereas the pay of Govt. servant in B.15 by virtue</p>	<p>There is no anomaly and needs no clarification. Pay will be fixed according to para 7 (seven) of Finance Division's O.M. No.F.1(5) Imp/2001, dated 04-09-2001.</p>

of move over from B.11 and drawing pay Rs.4668/- will be fixed in B.11 at Rs.7140/- which will be higher than the pay of Govt. servant in B.16 irrespective of the fact that Govt. servant in B.16 was drawing more pay than that drawn by the Govt. servant who had moved over from B.11 to B.15 prior to the revision of pay scales.

The example of Finance Division O.M provides method of fixation in cases where the pay in moved over scale is not within the maximum stages of the revised basic pay scale from where one has moved over. Apart from extending the scales beyond prescribed stages (i.e. 30 upto scale 16), future increments upto a maximum of 3 years have also been allowed in such cases as personal to such employees. A question arises whether future increments (maximum 3 years) will also be admissible in cases where pay in revised BPS is fixed at the maximum or one or two stages below maximum on 01-12-2001. If not, it will cause discrimination.

**Para 9**

It has been stated that Special Pay/Allowance sanctioned to officers as percentage of pay shall be discontinued w.e.f 01-12-2001 and at the same time, it is stated that such pay/allowance would be adjusted in future increments. It is assumed that special pays/allowances for offices would be frozen as drawn on 30-11-2001 and would be treated as

The words "and adjusted in future increments" occurring after 01-12-2001 in fourth line at para 9 may be considered as deleted.

<p>personal pays/allowances and adjustable in future increments.</p> <p>i) There will, however, be cases where the employees would reach maximum of pay scale without full adjustment and hence would continue to draw that special pays/allowances. It will create anomalous situation likewise the existing "personal allowance".</p> <p><b>Para 11</b></p> <p>The contention of this office is that the rates prescribed for various categories of Government servants alongwith the conditions written in revised column from Sr. No. I to IV under para 11 are correct. However, it may be clarified whether the condition for maintenance of Motor Car is to be observed for revised rates of Rs.620/- p.m.</p>	<p>The table under paragraph 11 (eleven) of the Finance Division's O.M.No. F.1(5)Imp/ 2001, dated 04-09-2001 may be read as follows:</p> <p>i) Govt. servants in B.11 (Gazetted) &amp; above maintaining motor car not registered for commercial purposes. Rs.620/- p.m.</p> <p>ii) Govt. servants in B.11 &amp; above other than those at (i) above. Rs.340/- p.m.</p> <p>iii) Govt servants in B.1 to B.10 maintaining Motor Car Motorcycle/ Scooter. Rs. 230/- p.m.</p> <p>iv) Govt. servants in B.1 to B.10 not maintaining Motorcycle/ Scooter. Rs.170/- p.m.</p>
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[Authority: F.D. O.M. No. 1(5)/ Imp/ 2001, dated 03-11-2001]

## REMOVAL OF ANOMALIES

Subsequent to the introduction of Revised Basic Pay Scales Scheme, 2001 vide Finance Division's O.M. No. F.1 (5) Imp/2001, dated 4-9-2001, certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following clarifications are issued for guidance/necessary action:

ANOMALIES	CLARIFICATIONS
<p>1. <u>Anomalies in the pay of officers/officials.</u></p> <p>Whether the general principles meant for anomalies set out under Finance Division's O.M. No. F.2(1) R.1/95, dated 20-06-95 be applied to the cases of anomalies arising out of the introduction of revised basic pay scales scheme, 2001:</p>	<p>1. Finance Division's O.M. No. F.2 (1) R.1/95, dated 20.6.1995 contains general principles as a uniform policy and has, therefore, universal application for determination and removal of anomalies in fixation/revision of pay of Government servants. The said O.M. may continue to be followed to deal with the cases of anomalies arising out in implementation of revised basic pay scales scheme, 2001, as well.</p> <p>The cases identical to those quoted as examples (Annexed) involve anomalies in the light of the aforesaid general principles which may be removed accordingly.</p> <p>The said policy, being already operative in the Armed Forces, may continue to be followed, <i>mutatis mutandis</i>, in dealing with cases of anomalies arising out in implementation of the revised pay package in their case.</p>
<p>2. <u>Admissibility of Special Additional Allowance</u></p> <p>Subsequent to the extension in the cut off date for discontinuation of the facility of Move-over from 4-9-2001 to 1-12-2001, the Special</p>	

<p>Additional Allowance originally frozen at the level as on 4-9-2001 has been allowed and frozen at the level of its admissibility in the moved over scales as on 1-12-2001 as a consequential benefit vide para 1 (i) of Finance Division's O.M. No F.1 (15) IMP/2001 dated 13-5-2002.</p> <p>(A). Whether the same treatment be given in following cases:</p> <p>i). On promotion to higher pay scale made during the intervening period from 4-9-2001 to 1-12-2001.</p> <p>ii). On appointment/absorption from one post to another during 4-9-2001 to 1-12-2001.</p> <p>(B). Whether the Special Additional Allowance would remain admissible at the frozen level to a govt servant on appointment/absorption from one post to another taking place after 1-12-<u>2001</u>.</p> <p>(C). Whether those officials who were drawing Special Additional Allowance before posting abroad are entitled to draw the said</p>	<p>2(A) (i &amp; ii). The consequential benefit on account of Special Additional Allowance may equally be admissible in cases of appointments by promotion/ placement in Selection Grade and on absorption of surplus government servants. This dispensation is, however, not admissible in cases of fresh appointments taking place after its discontinuation as it is no longer intact for fresh appointees.</p> <p>2(B). The concession of Special Additional Allowance may continue to be admissible at the frozen level in case of appointments by promotion/ transfer/absorption. But it is not admissible in case of fresh appointment taking place after its discontinuation.</p> <p>2 (C). On repatriation from the posting abroad, the pay and allowances of government servants are fixed and revised on the basis of the pay and allowances which they would have</p>
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<p>allowance on their return to the Headquarter when it was discontinued.</p> <p>(D). Whether the officials who were posted abroad before 1-7-1999 and were not drawing Special Additional Allowance are entitled to draw the said allowance on return to Headquarters when it was discontinued.</p>	<p>drawn had they not been posted abroad.</p> <p>Based on this policy, the Government servants drawing Special Additional Allowance before posting abroad may, on repatriation, be allowed the Special Additional Allowance at the level as would have been admissible had they not been posted abroad.</p> <p>2 (D). The special dispensation on account of Special Additional Allowance is not relevant in those cases where this allowance was otherwise not admissible. Hence, the categories of Government servants posted abroad before introduction of the allowance and returned after its discontinuation are not entitled to the subject dispensation.</p>
<p>3. <u>Personal Pay on Notional Basis</u></p> <p>On discontinuation of scheme of move-over, the Government servants were brought back to original scale of the post and their pay was fixed in the revised scale on notional extension basis. On doing so, the pay of some employees crossed the maximum stage. Such categories of Government servants have been allowed personal pay besides allowing future increments (as personal to them) up to 03 years.</p> <p>(A). Whether the personal pay under the above dispensation be</p>	<p>3 (A&amp;B). The benefit of personal pay on notional basis and future increments</p>

<p>absorbed by the amount of future increments or increased.</p> <p>(B). Whether such personal pay be treated as part of the pay scale of the official concerned for the purpose of fixation of pay on his future promotion etc, or the amount of such personal pay be kept separate from his pay scale to be adjusted against promotional benefits on account of fixation of pay.</p> <p>(C). Whether this dispensation of personal pay in similar situation be also allowed to the employees of Civil Armed Forces.</p>	<p>beyond maximum of the relevant revised basic pay scale is personal. This provision is obviously to avoid reduction in the pay of concerned Government servant. Hence, personal pay may not be absorbed till further revision of pay and it may rather be increased by the amount of future increments up to a maximum of three years which, for the time being, be treated as part of the pay scale of the concerned Government servant for the purpose of fixation of pay on promotion.</p> <p>3(C). In similar situations, the dispensation on account of personal pay may also be allowed to the employees of Civil Armed Forces.</p>
<p><u>4. Special Pays / Allowances</u></p> <p>Which types of special pays and allowances are covered by para 15 of Finance Division's O.M No F.1 (5)Imp/2001, dated 4-9-2001?</p>	<p>(4). The decision contained under para 15 of Finance Division's O.M No F.1 (5)Imp/2001, dated 4-9-2001 covers all types of special pays and special allowances which are not specific to officers but are admissible to the incumbents of certain posts as percentage of pay. The said decision does not involve any anomaly, hence it requires implementation and for that matter, the amount of special pays and special allowances (excluding house rent allowance) may be maintained at the revised ceiling prescribed under para 15 of the O.M. <i>ibid</i>.</p>

<p><u>5. Conveyance Allowance</u></p> <p>On introduction of the revised basic pay scales scheme, 2001, conveyance allowance has been tagged with basic pay scales instead of pay limits.</p> <p>As a special dispensation, the employees in B-10 who were drawing conveyance allowance at Rs.193/- p.m. were allowed to continue the same instead of Rs.170/- p.m. vide sub para (ii) of Finance Division's O.M. No F.1 (15) Imp/2001, dated 13-5-2002.</p> <p>Whether the above dispensation be also allowed in similar situation to the employees who were in moved over B.11 and above.</p>	<p>5). In fact the dispensation on account of Conveyance Allowance was allowed to a certain category of Government servants with a view to save them from reduction in the rate of the allowance already admissible. Its restriction to BPS-10 has discriminated the other Government servants of the same category in the similar situation. In order to meet out similar treatment in a similar situation, those Government servants who were drawing Conveyance Allowance prescribed @ Rs.193/- p.m. on the basis of their pay limit prior to introduction of revised basic pay scale scheme 2001, may be allowed to continue to draw the same as personal to them.</p>
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[Authority: F.D. O.M. No. F.1 (15)/Imp/2001 dated 13<sup>th</sup> May, 2003.]

ANNEX to Finance Division's  
O.M. No. F.1 (15)/Imp/2001, Dated 13-5-2003

### Example-I

Mr. A and Mr. B as SO were drawing pay at Rs Rs.11600/- p.m. in B-19 by virtue of move over. Mr. A, being senior, stood promoted as D.S. on 8-1-2001 and his pay fixed in B-19 under the revised Basic Pay Scale Scheme 2001 at Rs.18550/- while Mr. B the junior stood promoted as D.S. on 22-1-2002 and his pay fixed at Rs.19780/-p.m., thereby exceeding the pay of the senior.

### Example-II

Mr. A and Mr. B were in moved over scale as Research Officer and were both drawing pay at Rs.8013/-. Mr. A the senior stood promoted as Deputy Chief w.e.f 28-7-2001 and his pay fixed in the revised B-18 at Rs.13,985/- while

Mr. B, the junior in the same cadre and seniority, promoted w.e.f. 8-1-2002 and his pay fixed at Rs.14,570/- which resulted anomaly in the pay of the senior.

### **Example-III**

Mr. A and Mr. B were drawing pay as Assistant Incharge in move-over scale, B-16 at Rs.5490/-p.m. Mr. A, the senior in the same cadre and seniority, was promoted to the post of Superintendent on 8-9-2001 and his pay under the revised pay scales fixed in B-16 at Rs.8230/-p.m. while Mr. B, the junior in the same cadre and seniority, stood promoted as Superintendent w.e.f. 6-3-2002 and his pay in B-16 fixed at Rs.8820/-. This has created anomaly in the pay of the senior w.e.f. 6-3-2002 - the date on which the pay of the junior exceeded that of senior.

### **Example-IV**

Mr. A and Mr. B were drawing pay as Assistant in moved over B-16 at Rs.5490/- p.m. Mr. A, being senior, stood promoted as Assistant-In-Charge w.e.f. 6-12-2000 while Mr. B w.e.f. 10-12-2001. Under the revised scheme of 2001, the pay of Mr. A was fixed at Rs.8320/- while pay of Mr. B was fixed at Rs.8585/- in B-15, though he was junior to Mr. A in the same cadre and seniority. This has created anomalous situation as the pay of the senior became less than that of his junior.

### **Example-V**

Mr. A and Mr. B, Stenotypists, were drawing pay of Rs.4668/- p.m. in moved over B-15 as on 30-11-2001. Mr. A, the senior in the same cadre/seniority, was brought back to Selection Grade, B 14 w.e.f. 1-12-2001 and his pay was fixed under the revised BPS scheme 2001 at Rs.7420/-whereas the pay of Mr. B (the junior) was fixed in B-12 at Rs.7425/-. Though Mr. A is senior as per seniority list but his pay became less than that of his junior.

### **Example-VI**

Mr. A and Mr. B, UDCs in the same cadre/seniority, Mr. A is senior to Mr. B. Both were drawing pay in B-11 by virtue of move over at Rs.3349/- p.m. on 1-12-2001. Under the revised scheme of 2001, the pay of Mr. A fixed in Selection Grade, B-9 at Rs.5020/- while the pay of Mr. B fixed in B.7 at Rs.5100/. Though both are borne on the same cadre/seniority but the pay of Mr. A (despite being the senior) became less than that of his junior which has caused anomaly.

**Example-VII**

A Naib Qasid presently I Selection Grade, B-2 is senior to his colleague Mr. B, who is in B-1 in the same cadre/seniority. Both were drawing pay in moved over B-4 at Rs. 2114/-P.M. following pension of pay under the revised BPS scheme, 2001 the pay of the senior was fixed in B-2(SG) at 3215 P.M. while the pay of Mr. B was fixed in B-1 at Rs. 3245/-. This has caused anomaly as the pay of the junior exceeds that of his senior.

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{Authority: Finance Division's O.M. No. F.1 (15) Imp/2001, dated 13<sup>th</sup> May, 2003.}

**ADMISSIBILITY OF ANNUAL INCREMENT BEYOND THE  
SCOPE OF PAY SCALE (ABOVE CEILING)**

The undersigned is directed to refer to Item-3 of Finance Division's O.M. No.F.1(15) Imp./2001 dated 13-5-2003 and to state that on discontinuation of the scheme of Move-over, the government servants were brought back to original scales of the posts and their pay was fixed in the revised Pay Scales , 2001 on notional extension basis. On doing so the pay of some employees crossed the ceiling of the notional extended Pay Scales. Such category of the government servants was allowed personal pay besides allowing future increments (as personal to them) up to 03 years. A question has been raised whether a government servant, who reaches the maximum of his pay scale after 01-12-2001, may also be allowed annual increment as personal pay up to three years (i.e. for 01-12-2002, 01-12-2003 and 01-12-2004). A similar case of Mr. Muhammad Humayun, Deputy Director (Rtd) was referred to Wafaqi Mohtasib who has decided the case in favour of complainant vide order dated 07-07-2014.

2. In the light of findings of Wafaqi Mohtasib, it is clarified that a government servant who reaches the maximum of his pay scale on or after 01-12-2001 may also be allowed annual increments as personal pay up to three years (i.e. for 01-12-2002, 01-12-2003 and 01-12-2004). After that, the benefit of annual increment beyond the pay scales as personal pay has been allowed to all the government servants w.e.f. 01-12-2005 under Item-1 of Finance Division's O.M. No. 1(6)Imp/2005 dated 13-10-2006. The increment may be treated as personal pay subject to the condition that the employee concerned has put in six (06)

months or more service as counts for an annual increment unless withheld under the rules. The amount of the personal pay may not be reduced but treated as part of pay scale of the concerned government servant for the purpose of fixation of pay, pension and recovery of house rent etc.

3. The clarifications, already issued in this context, may be treated to have been modified to the extent indicated above ab-initio.

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{Authority: Finance Division's O.M. No. F.3 (1) R-2/2014-889, dated 27<sup>th</sup> October, 2014}

### **GRANT OF USUAL INCREMENT IN THE YEAR OF RETIREMENT**

The undersigned is directed to refer to this Division's circular No.1 (2)-NG.Imp./71 dated 8<sup>th</sup> March, 1972 and to say that sub para (d) of Part-I of the said circular may be amended to read as follows:-

“The annual increment in the Basic Scale of Pay will accrue only on 1<sup>st</sup> day of the month of December following the completion of at least six months of service at the relevant stage in that scale as counts for increment under the ordinary rules, provided that:

- a) a retiring Civil Servant shall be entitled to the usual annual increment for the purpose of calculation of his pension only, on completion of six months service in the year of his retirement irrespective of due date of 1<sup>st</sup> December following the completion of six months;
- b) the rules regarding withholding of increments and crossing of Efficiency Bars shall not be affected by this decision.”

2. In view of the Federal Service Tribunal (FST)'s Judgment in Appeal No. 275 (R) of 1998 [Mr. Muhammad Yusuf V/s Divisional Superintendent of Pakistan Railways], the above amendment shall be effective from the calendar year 1998.

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[Authority: F.D. O.M. No. F. 3 (20) R-2/98, dated the 8<sup>th</sup> September, 1999.]

### **GRANT OF USUAL INCREMENT IN THE YEAR OF REIREMENT**

The undersigned is directed to state that after the issuance of this Division's Circular Office Memorandum No. F. 3(20)-R.2/98, dated the 8<sup>th</sup> September, 1999 on the above subject, various queries have been received from Ministries/Divisions/ Departments etc. as well as from certain retired/retiring Civil servants. These queries have been considered in this Division and clarifications thereof are circulated for information of all concerned, as under:-

- i) The words "retiring Civil Servant" is applicable to both gazetted and non-gazetted employees. Para 1(i) of part-I of this Division's Office Memorandum No. F. 1(36)-Gaz.Imp./73, dated the 18-08-1973 may be treated as amended to that extent.
- ii) The civil servants retiring during the period on and from 1<sup>st</sup> of June and 1<sup>st</sup> of December of a year are entitled to the usual annual increment.
- iii) The amendment is equally applicable to the civil servants expired during the above period.
- iv) The financial effect of the amendment is admissible from the year 1998. No claim of pension/commutation prior to 01-06-1998 will be entertained.

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[Authority: F.D. O.M. No. F. 3(20)-R.2/98, dated the 29<sup>th</sup> December, 1999.]

### **GRANT OF USUAL INCREMENT IN THE YEAR OF REIREMENT TO THE PENSIONERS RETIRED PRIOR TO 1998**

The undersigned is directed to refer to the Establishment Division's Office Memorandum No.1/1/2006-T.I, dated the 10<sup>th</sup> October, 2006 on the subject noted above and to say that the decision regarding grant of usual annual increment in the year of retirement on completion of six months on that year to the pensioners retired prior to 1998 is meant for the Civil Servants only. However, since the autonomous bodies have their own service rules, they may decide it as per their policy/rules, provided that the concerned autonomous bodies have adopted Basic Pay Scales Scheme in toto and their financial position permits them to adopt this decision.

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[Authority: F.D. O.M. No. F. 3(20)-R.2/98-Dy.1008/2006, dated the 21<sup>st</sup> October, 2006.]

## **GRANT OF USUAL INCREMENT IN THE YEAR OF REIREMENT**

In continuation of Finance Division's Office Memorandum No. F. 3(20)-R.2/98, dated 8<sup>th</sup> September, 1999 and 29<sup>th</sup> December, 1999 on the above subject, the undersigned is directed to say that para-1(iv) of this Division's Office Memorandum dated 29<sup>th</sup> December, 1999, referred to above, may please be treated as withdrawn.

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[Authority: F.D. O.M. No. F. 3(20)-R.2/98, dated the 20<sup>th</sup> January, 2007.]

## **GRANT OF INCREMENT IN TERMS OF ORDER OF SUPREME COURT OF PAKISTAN DATED 22-06-2009**

In pursuance of the Supreme Court of Pakistan order passed in Civil Petitions No.1019 and 1020/2009, dated 22-06-2009, and order of the Federal Service Tribunal in Appeal Nos.981(R)CS/2004 and 1020(R)CS/2004 dated 25-03-2008 on the subject noted above, it has been decided that the benefit of one increment may also be allowed to all those pensioners who were stuck up in the maximum stages of their pay scales and were not allowed increment beyond their maximum pay scales in the year of retirement (having at least six months service in the year of retirement).

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[Authority: F.D. O.M. No. F. 11(1)-R.2/2007-590, dated the 13<sup>th</sup> July, 2010.]

## **GRANT OF INCREMENT IN TERMS OF ORDER OF SUPREME COURT OF PAKISTAN DATED 22-06-2009**

The undersigned is directed to refer to this Division's O.M. No. F.11(1)-R.2/ 2007-590, dated the 13<sup>th</sup> July, 2010 on the subject noted above and to state that a large number of pensioners who were stuck up at the maximum stage of their pay scale for a long period but having less than 06 months service in the year of retirement, have requested to extend the benefit of one increment in light of Finance Division's above referred O.M. It has therefore been decided in

consultation with all stakeholders that the following words may be substituted in the sub-clause within parenthesis at the end of the above said O.M. dated 13<sup>th</sup> July, 2010:—

**For:** (having at least six months service in the year of retirement).

**Read:** (having at least six months service preceding the date of retirement at the maximum of the respective pay scale).

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[Authority: F.D. O.M. No. F. 11(1)-R.2/2007-590, dated the 6<sup>th</sup> January, 2015.]



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**SECTION - XVI**

**REVISION OF BASIC PAY OF THE EMPLOYEES OF  
AUTONOMIUS / SEMI-AUTONOMOUS BODIES**

**(2001)**

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**REVISION OF BASIC PAY OF THE EMPLOYEES OF  
AUTONOMOUS/ SEMI-AUTONOMOUS BODIES**

The undersigned is directed to say that consequent upon revision of Basic Pay Scale of Civil Employees in BPS 1-22 of Federal Government w.e.f 1<sup>st</sup> December, 2001, vide Finance Division's O.M. No.F.1(5) Imp/2001, dated 4<sup>th</sup> September, 2001, the Scheme of Revised Basic Pay Scales as well as Revised Pension/Commutation Scheme will also be applicable as a package to the employees of the Autonomous/Semi-Autonomous Bodies which have adopted in totality the Federal Government's Basic Pay Scale Scheme/Pension Scheme. These instructions will, however, not be applicable to those employees of Banks, Financial Institutions, Public Sector Corporations, Insurance Corporations and employees who are governed by the Industrial Relations Ordinance, 1969 and/or whose financial terms of service are settled through Collective Bargaining Agents.

In case of Autonomous/Semi-Autonomous Bodies where employees are allowed different Pay Scales/ Allowances, the revision of the existing pay scales of their employees shall not be made without consultation of the Finance Division.

All Ministries/Divisions are requested to issue necessary instructions accordingly to Autonomous/Semi-Autonomous Bodies under their administrative control.

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[Authority: F.D. O.M. No. F.1 (5) Imp/2001(1) dated 17-09-2001.]

**REVISION OF SALARIES, ALLOWANCES AND PERQUISITES OF THE  
SUPERVISORY AND EXECUTIVE STAFF OF PUBLIC SECTOR  
CORPORATIONS, AUTONOMOUS/SEMI-AUTONOMOUS BODIES**

The undersigned is directed to say that Government of Pakistan have appointed a Pay and Pension Committee to review the existing pay scales, allowances, perquisites, the concept of advance increments/Move-over/Selection Grades and system of pension and pensionary benefits in respect of Government servants including offices in Management Grades. For reviewing the salaries, allowances and perquisites of Supervisory and Executive Staff of Public Sector Corporations, Autonomous/Semi-Autonomous Organizations, it has been decided that such revisions may be carried out by the respective Boards of Directors/Governors of these organizations. Such revisions should invariably be tagged with the financial position of the respective Organization.

2. Clearance from the Finance Division would, however, be necessary to ensure a rational basis and a degree of uniformity in such revisions. In this regard a Standing Committee comprising of the following officers has been constituted in the Finance Division:-

- |   |                         |
|---|-------------------------|
| (1) Additional Finance Secretary (E)  | .. Chairman             |
| (2) Senior Joint Secretary, Establishment Division  | .. Member               |
| (3) An officer not below the rank of Joint Secretary of<br>the administrative Ministry of the Corporation | .. Member               |
| (4) Joint Secretary (Regulations), Finance Division   | .. Member/<br>Secretary |

3. The above Standing Committee will scrutinize the recommendations of the respective Boards of Directors/Governors of statutory Public Sector Corporations, Autonomous/Semi-Autonomous Bodies etc. and submit its findings to Competent Authority for final orders. No Corporation will announce the revision of salary/allowances structure without prior approval of the Competent Authority. The Standing Committee shall have the powers to co-opt any person or agency to assist it in its deliberations.

4. The administrative Ministries/Divisions are advised to circulate the above decision to all the Public Sector Corporations and Autonomous/ Semi-Autonomous Bodies under their administrative control.

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[Authority: F.D. O.M. No. F.1 (1) Imp/94, dated the 26<sup>th</sup> June, 1999.]

#### **FIXATION/PROTECTION OF PAY ON APPOINTMENT FROM ONE POST TO ANOTHER**

The undersigned is directed to say that initial substantive pay of a government servant on appointment from one post to another is regulated under the provisions of FR-22 and FR-22 (A). These rules provide for protection of substantive pay of the old post held by him provided the conditions prescribed therein are fulfilled.

2. The benefit of protection of pay to the employees of autonomous bodies on their subsequent appointment in government service is not admissible as the employees of autonomous bodies are not civil servant within the meaning of Civil Servant Act, 1973.

3. The superior courts have however, held that the autonomous bodies created through resolutions stand at a different footing as compared to the autonomous bodies incorporated either by a Statute/Act/Ordinance or by an Executive Order under the authority delegated by an Act/Ordinance.

4. With a view to formulate a uniform policy to regulate the cases of fixation of pay, it has been decided that henceforth, the employees of such autonomous organizations which are established through a resolution may be extended the benefit of fixation of pay in the manner set out in FR-22 and 22 (A) on their subsequent appointment in the government service if they have adopted government pay scales scheme in totality. This benefit cannot be extended to the employees of such autonomous organizations which are created under an Act/Ordinance or an Executive Order under the authority of an Act/Ordinance.

5. Since the powers of fixation of initial pay of Government Servants have been delegated to concerned Ministries/Divisions/Departments, no formal approval of Finance Division is required for initial fixation/protection of pay if covered under the relevant rules/government instructions. The concerned Ministries/Divisions are empowered for fixation/protection of pay under the relevant rules and government instructions in consultation with the concerned Accounts/Audit Office.

6. The cases settled earlier may be treated as final and may not be reopened or cited as precedent.

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[Authority: F.D. O.M. No. F.4 (2) R-2/96, dated the 12<sup>th</sup> August, 2002.]

#### **FIXATION/PROTECTION OF PAY ON APPOINTMENT FROM ONE POST TO ANOTHER**

The undersigned is directed to refer to Finance Division's O.M. No. F.4 (2) R-2/96, dated 12<sup>th</sup> August, 2002 on the subject noted above and to say that in terms of provisions in para-2 of aforesaid O.M, the benefit of pay protection on their subsequent appointment in Government service is not admissible to the employees of autonomous organizations which are established under the Act/Ordinance or an Executive Order under the authority delegated by the Act/Ordinance.

2. The matter has now been re-considered in light of judgment dated 1-8-2009 of Federal Service Tribunal, Islamabad in Appeal No.1921(R)CS/2005 in respect of Mr. Sajjad Rashid and others. It has been decided that henceforth the benefit of pay protection will be extended to the employees of such autonomous organizations who have adopted Basic Pay Scales Scheme in toto and who are appointed in Government Departments through proper channel. In view of the aforesaid position, para-2 of the Finance Division's O.M. No. F.4 (2) R-2/96, dated 12<sup>th</sup> August, 2002 may be substituted as under: –

“2. The benefit of protection of pay to the employees of autonomous bodies on their subsequent appointment in government service is not admissible as the employees of autonomous bodies are not civil servant within the meaning of Civil Servant Act, 1973. However, the benefit of pay protection will be admissible to employees of such autonomous organizations who have adopted Scheme of Basic Pay Scales in toto on their appointment in Government offices provided they have applied for the post through proper channel.”

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[Authority: F.D. O.M. No. F.4 (2) R-2/1996-235/2010, dated the 8<sup>th</sup> June, 2010.]

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**SECTION XVII**

**BASIC PAY SCALES (1 - 22)**

**(2005)**

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No.F.1(1)/Imp/2005

Islamabad, the 1<sup>st</sup> July, 2005

**REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION  
OF CIVIL EMPLOYEES OF FEDERAL GOVERNMENT (2005)**

The President has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension w.e.f. 1<sup>st</sup> July, 2005 for the civil employees of the Federal Government, paid from the Civil Estimates and from the Defence Estimates, as detailed in the following paragraphs.

**PART.I – BASIC PAY SCALES**

2. **Revised Pay Scales.**— The revised Basic Pay Scales, 2005 shall replace the existing Basic Pay Scales, 2001, as shown in Annex to **this** O.M.

3. **Fixation of Pay of the existing employees.**—

- (i) The basic pay of an employee in service on 30-06-2005 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.
- (ii) The corresponding stage for fixation of basic pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move over policy under the 2001 Basic Pay Scales scheme shall be determined on notional extension basis i.e. by treating the amount of personal pay drawn by him on 30<sup>th</sup> June, 2005, as part of his basic pay scale and the amount beyond the maximum of the prescribed stage in the revised Basic Pay Scale shall be allowed as personal pay.

4. **Annual Increment.**— Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART. II – ALLOWANCES**

5. **Special Additional Allowance.**— Special Additional Allowances shall continue to be admissible at frozen level on existing conditions.

6. **Special Relief Allowance and Ad hoc Relief.**— Special Relief Allowance and Ad hoc Relief sanctioned w.e.f. 1-7-2003 and 1-7-2004 respectively shall stand frozen at the level of their admissibility as on 30-6-2005 and the amount shall continue to be admissible to the entitled recipients until further orders but it will cease to be admissible to new entrants joining Government service on or after 1-7-2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

7. **House Rent Allowance.**— House Rent Allowance shall be admissible with reference to the Revised Basic Pay Scales, 2005 subject to the existing conditions.

8. **Medical Allowance.**— Medical Allowance shall be admissible @ Rs.425/- p.m. subject to the existing conditions.

9. **Conveyance Allowance.**—

a) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	RATES (Rs. PM)
BPS 1—4	340
BPS 5—10	460
BPS 11—15	680
BPS 16—20	1240

(b) Conveyance Allowance @ Rs.1240/- per month shall also be admissible to those BPS 21 and 22 officers **who** are not sanctioned official vehicles.

10. **Other Special Pays/Special Allowances:**

The rates of Special Pays and Special Allowances shall be revised, as detailed below:—

(i) **Entertainment Allowance**

	Existing	Revised
BPS—19	Nil	Rs.500/- P.M.
BPS—20	Rs.450/- P.M.	Rs.600/- P.M.
BPS—21	Rs.525/- P.M.	Rs.700/- P.M.
BPS—22	Rs.725/- P.M.	Rs.975/- P.M.

## (ii) Daily Allowance

	Existing		Revised	
	Ordinary	Special	Ordinary	Special
BPS 1 – 4	80/-	110/-	125/-	200/-
BPS 5 – 11	100/-	120/-	155/-	220/-
BPS 12 – 16	180/-	200/-	280/-	365/-
BPS 17 – 18	320/-	350/-	500/-	640/-
BPS 19 – 20	400/-	450/-	625/-	825/-
BPS 21 – 22	450/-	550/-	700/-	1000/-
Presently special rates are allowed at 15 specified stations/cities. The Special rates shall also be admissible at Muzaffarabad and Mirpur, AJ&K.				

## (iii) Transportation/Mileage Allowance

<u>Transportation</u>	Existing	Revised
i) Motor Car	Rs.1.20/- per k.m.	Rs.2/- per k.m.
ii) Motor Cycle/Scooter	Rs.0.40/- per k.m.	Rs.1/- per k.m.
<u>Mileage Allowance</u>	Rs.3/- per k.m.	Rs.5/- per k.m.
i) Personal Car/Taxi		
ii) Motor Cycle/Scooter	Rs.1/- per k.m.	Rs.2/- per k.m.
iii) Bicycle/Animal back/ foot	Rs.0.75/- per k.m.	Rs.1/- per k.m.
iv) Public transport	Rs.0.30/- per k.m. (BPS-6 and below) Rs.0.50/- per k.m. (BPS-7 and above)	Rs.1/- per k.m. Rs.1/- per k.m.
<u>Travel by Air</u>	Govt. servants in BPS-17 and those in receipt of pay of Rs.5,400 and above.	Govt. servants in BPS-17 and above.
<u>Carriage of Personal effects on Transfer /Retirement</u>	Paisa 0.148 per k.m. per k.g. (or 2.96 paisa per k.m. per unit of 20 k.gs.)	Rs.0.008 per k.m. per k.g.

## (iv) Qualification Pay

	Existing	Revised
SAS Accountant	Rs.200/- P.M	Rs.400/- P.M
Part-III (ICMA/ICWA)	Rs.300/- P.M	Rs.400/- P.M
ICMA/ICWA	Rs.800/- P.M	Rs.1200/- P.M
Chartered Accountant	Rs.800/- P.M	Rs.1300/- P.M
Staff College/NDC	Rs.750/- P.M	Rs.1000/- P.M
Advanced Course in NIPA	Rs.200/- P.M	Rs.500/- P.M

## (v) Senior Post Allowance

	Existing	Revised
BPS – 20	Rs.850/- P.M	Rs.1100/- P.M
BPS – 21	Rs.925/- P.M.	Rs.1200/- P.M
BPS – 22	Rs.1200/- P.M	Rs.1600/- P.M

## (vi) Deputation/Additional Charge Allowance/Special Pay on Current Charge

	Existing	Revised
Deputation Allowance/ Special Allowance on Additional Charge/ Special Pay on Current Charge.	@ 20% of the minimum of Basic Pay subject to maximum of Rs.2000/- p.m.	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.

## (vii) Uniform Allowance

	Existing	Revised
Nurses upto BPS-16	Rs.150/- P.M	Rs.300/- P.M

## (viii) Anti Terrorist Squad Allowance

	Existing	Revised
Upto BPS – 15	Rs.150/- P.M	Rs.300/- P.M
BPS – 16	Rs.200/- P.M	Rs.400/- P.M
BPS – 17	Rs.250/- P.M	Rs.500/- P.M
BPS – 18	Rs.300/- P.M	Rs.600/- P.M

## (ix) PSP Uniform Allowance

Existing	Revised
Rs.250/- P.M	Rs.1200/- P.M

## (x) Night Duty Allowance

	Existing	Revised
For Assistant/Clerks	Rs.8/- per night	Rs.10/- per night
Drivers/DRs	Rs.4/- per night	Rs.5/- per night
Naib Qasid	Rs.3.50/- per night	Rs.5/- per night

**(xi) Special Pay to PSs/PAs**

	Existing	Revised
PS to Minster	Rs.375/- P.M	Rs.500/- P.M
PS to Secretary	Rs.300/- P.M	Rs.400/- P.M
PS to Additional Secretary	Rs.225/- P.M	Rs.300/- P.M
PA to Minster/Secretary/ Additional Secretary/Senior Joint Secretary	Rs.150/- P.M	Rs.200/- P.M
PA to Joint Secretary	Rs.120/- P.M	Rs.160/- P.M

**(xii) Instructional Allowance**

Existing	Revised
20% of the Basic Pay subject to maximum of Rs.2000/- per month	1. 20% of the Basic Pay subject to maximum of <u>Rs.5000/-</u> per month to those Instructors imparting in-service training to BPS 17 and above officers.
	2. 20% of the Basic Pay subject to maximum of <u>Rs.3000/-</u> per month to those Instructors imparting in-service training to employees up to BPS-16.

**(xiii) Washing Allowance for Police Force**

Existing	Revised
Rs.50/- P.M	Rs.100/- P.M

**(xiv) Contingent Allowances**

The following four contingent allowances admissible to Naib Qasids and Daftries shall stand discontinued and in lieu thereof such entitled categories shall be allowed a new allowance called as Integrated Allowance @ Rs.150/- p.m. w.e.f. 1-7-2005:

Existing		Revised
I. Washing Allowance	Rs.30/- p.m	Integrated Allowance  Rs.150/- p.m.
II. Dusting Allowance	Rs.20/- p.m.	
III. Drinking Water Allowance	Rs.20/- p.m.	
IV. Dress Allowance	Rs.35/- p.m.	

11. The following 9 Allowances in respect of Civil Government employees shall stand abolished under this scheme :

Name of Allowance	Present Rate
i. Cash Handing Allowance	Rs.25/- to Rs.60/- P.M
ii. Outfit Allowance	Rs.500/- (On posting abroad)
iii. Furniture Cloth Allowance	Rs.125/- P.M (Office of Secretary, National Security Council)
iv. Telecom Allowance	Rs.150/- P.M
v. Good Conduct Pay	Rs.45/- P.M
vi. Copier/Photostat Allowance	Rs.5/- P.M
vii. Telephone Allowance	Rs.20/- P.M. (Admissible to staff of ASF)
viii. Statistic Allowance	Rs.30/- P.M. (Admissible to Lithographic Operators)
ix. Gilgit Compensatory Allowance	Rs.450/- P.M

12. **Option.**—

- (a) The Ministry/Division/Department/Office to which an employee belongs and/or on whose pay roll he is borne shall obtain an option in writing from such employee within **60 days** commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/ DDO, as the case may be, either to continue to draw salary in the existing Basic Pay Scales in which he is already drawing or in the Revised Basic Pay Scales and Pension/ Commutation Scheme, 2005, as specified in this O.M. Option once exercised shall be final.
- (b) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue to draw salary in the Basic Pay Scales and Pension/Commutation Scheme applicable to him as on 30-06-2005.

13. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

14. **Anomalies.**— Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies if any, arising in the implementation of this Office Memorandum.

**Annex to Finance Division O.M. No. F.1(1) Imp/2005, dated 1<sup>st</sup> July, 2005**

Existing Basic Pay Scales, 2001					Revised Basic Pay Scales, 2005			
BPS	Min	Incr	Max	Stages	Min	Incr	Max	Stages
1	1870	55	3520	30	2150	65	4100	30
2	1915	65	3865	30	2200	75	4450	30
3	1980	75	4230	30	2275	85	4825	30
4	2040	85	4590	30	2345	100	5345	30
5	2100	100	5100	30	2415	115	5865	30
6	2160	110	5460	30	2485	125	6235	30
7	2220	120	5820	30	2555	140	6755	30
8	2310	130	6210	30	2655	150	7155	30
9	2410	145	6760	30	2770	165	7720	30
10	2490	160	7290	30	2865	185	8415	30
11	2590	175	7840	30	2980	200	8980	30
12	2745	195	8595	30	3155	225	9905	30
13	2925	215	9375	30	3365	245	10715	30
14	3100	240	10300	30	3565	275	11815	30
15	3285	265	11235	30	3780	305	12930	30
16	3805	295	12655	30	4375	340	14575	30
17	6210	465	15510	20	7140	535	17840	20
18	8135	585	19835	20	9355	675	22855	20
19	12400	615	24700	20	14260	705	28360	20

20	14710	950	28010	14	16915	1095	32245	14
21	16305	1070	31285	14	18750	1230	35970	14
22	17440	1250	34940	14	20055	1440	40215	14

**Clarifications:**

(1) The undersigned is directed to refer to Ministry of Defence U.O No.5/19/ D-13/AF-III/05 dated 26<sup>th</sup> July, 2005 and to state that under para 10 (xiv) of Finance Division's O.M No. F.1(1)Imp/2005 dated 1<sup>st</sup> July 2005 on the subject, four allowances i.e. Washing Allowance, Dusting Allowance, Drinking Water Allowance and Dress Allowance have been discontinued and in lieu thereof, an Integrated Allowance @ Rs.150/- p.m. has been allowed w.e.f. 01-07-2005. It has been observed that there are certain categories of employees who although were not in receipt of four allowances stated above but were in receipt of one or more allowances. It has come to the notice of the Finance Division that the existing allowances of all of these categories of employees have been discontinued. The matter has been considered in the Finance Division and it has been decided that all those categories of employees who were in receipt of one or more allowances out of four and which have now been discontinued may be allowed to receive these allowances on the old rates and only those employees may be allowed the Integrated Allowance @ Rs.150/- p.m. who were previously getting all the aforesaid four allowances.

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[Authority: F. D. O. M. No. F.6 (1) R.5/2005/366, dated 12<sup>th</sup> August, 2005.]

(2) It is advised that Finance Division (Regulations Wing)'s O.M No.F.6(1)R.5/2005-366, dated 12-08-2005 may be treated as withdrawn ab-initio.

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[Authority: F.D. O. M. No. F.6 (1) R.5/2005, dated 28<sup>th</sup> Feb, 2006.]

(3) The undersigned is directed to refer to Para 10 (xiv) of Finance Division O.M. No. 1(1)/Imp/2005 dated 01-07-2005 and to say that queries have been received from certain quarters as to whether that benefit of the Integrated Allowance granted in lieu of Washing Allowance, Dusting Allowance, Drinking Water Allowance and Dress Allowance to Naib Qasids, Qasids and Daftries would also be admissible to other categories of employees who were in receipt of any said allowances under the old scheme of basic pay scales. The matter has been considered in the light of the above mentioned Government decision. It is clarified that the benefit of the Integrated Allowance is specific to the incumbents of the posts of Naib Qasids, Qasids and Daftries irrespective whether they were

in receipt of all or any of the pre-revised allowances while the other categories of employees shall continue to receive the then existing allowance(s) at the rates and under the conditions prevalent prior to the introduction of the Revised Basic Pay Scales Scheme, 2005.

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[Authority: F.D. O.M. No. F.6 (1) R.5/2005, dated 6<sup>th</sup> October, 2005.]

(4) The undersigned is directed to refer to the subject noted above and to clarify that the Revised Pay Scales, 2005 introduced vide Finance Division's O.M. No. F.1(1)/Imp/2005 dated 01-07-2005 would be applicable to all the Contingent Paid Staff and Contract Employees working in the Ministries/ Divisions/Departments.

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[Authority: F.D. O.M. No. F.2 (1) R.1/2006, dated 20<sup>th</sup> March, 2006]

### Removal of Anomalies:

The undersigned is directed to say that subsequent to the introduction of the revised basic pay scales scheme, 2005 vide Finance Division's O.M. No.F.1(I)/Imp/2005, dated 01.07.2005, certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following clarifications are issued for guidance/necessary action: –

ANOMALIES	CLARIFICATIONS
<p>1. <u>General Anomalies in the pay of officers /officials:</u></p> <p>On implementation of the Revised Basic Pay Scale Scheme, 2005 vide Finance Division's O.M. No. F. 1 (1) Imp/2005, dated 01.07.2005, a general anomaly has emerged in a few cases of officials as per the examples (Annexed).</p>	<p>This being a general anomaly should be settled in the light of the policy contained in Finance Division's O.M. No F.2 (1)R.I/95, dated 20.06.1995, which is applicable in this case.</p>
<p>2. <u>Mode of Fixation of pay of the Government servants who were drawing pay in 1994 Pay Scale on the eve of introduction of 2005 Pay Scales Scheme.</u></p> <p>The Revised Basic Pay Scales Scheme, 2005 is also applicable, subject to the option, to all</p>	<p>The pay of such employees may first be fixed presumptively in the 2001 pay</p>

<p>those Government servants who have been in service before introduction of this Scheme but the provisions regulating fixation of pay vide para 3 of Finance Division's O.M. No. F.1 (1) Imp/2005, dated 01.07.2005 do not specify the mode of fixation of pay of those Government servants who were drawing pay in 1994 Pay Scales on the eve of the introduction of the Revised Basic Pay Scales Scheme, 2005.</p>	<p>scales at a stage at which it would have been fixed had the employee concerned opted for it and the pay so presumptively fixed may then be revised and fixed in 2005 pay scales in the manner specified in para 3 (i) &amp; (ii) of Finance Division's O.M. No. F.1 (1) Imp/2005, dated 01.07.2005.</p>
<p><u>3. Special Relief Allowance and Ad-hoc Relief:</u>          Certain Government servants were in receipt of Special Relief Allowance and Ad-hoc Relief but these ceased to be admissible to them after their postings abroad. Later, prior to their repatriation these allowances were discontinued under the revised basic pay scales scheme, 2005. The question is whether on the repatriation, the said allowances would be admissible to the said category of employees at the frozen level as would have been admissible had they not been posted abroad.</p>	<p>On repatriation from the posting abroad, the pay and allowances of government servants are fixed and revised on the basis of the pay and allowances which they would have drawn had they not been posted abroad. Based on this policy, the government servants drawing Special Relief Allowance and Ad-hoc Relief Allowance before posting abroad may on repatriation, be allowed the Special Relief Allowance and Ad-hoc Relief Allowance at the level as would have been admissible had they not been posted abroad.</p>

[Authority: F.D. O.M No. F.1(6)/Imp/ 2005 Dated 12<sup>th</sup> April, 2006]

**ANNEX to Finance Division's  
O.M. No. F. 1 (6) IMP/2005, dated 12<sup>th</sup> April, 2006**

General Anomalies

Example No. 1

<b>Post</b>	<b>Seniority Position</b>	<b>BPS</b>	<b>Basic Pay Drawn On 30.06.2005</b>	<b>Basic Pay fixed on 01.07.2005</b>
Naib Qasid	Senior	02	Rs.3410/-	Rs.3925/-
Naib Qasid	Junior	01	Rs.3410/-	Rs.3970/-

## Example No. 2

<b>Post</b>	<b>Seniority Position</b>	<b>BPS</b>	<b>Basic Pay Drawn On 30.06.2005</b>	<b>Basic Pay fixed on 01.07.2005</b>
Naib Qasid	Senior	02	Rs.3540/-	Rs.4075/-
Naib Qasid	Junior	01	Rs.3520/-	Rs.4100/-

## Example No. 3

<b>Post</b>	<b>Seniority Position</b>	<b>BPS</b>	<b>Basic Pay Drawn On 30.06.2005</b>	<b>Basic Pay fixed on 01.07.2005</b>
UDC	Senior	09	Rs.5020/-	Rs.5740/-
UDC	Junior	07	Rs.4980/-	Rs.5775/-

[Authority: F.D. O.M. No. F.1 (6) Imp/2005, Dated the 12<sup>th</sup> April 2006]

**Removal of Anomalies:**

Subsequent to the introduction of the revised basic pay scales scheme, 2005 vide Finance Division's O.M. No. F.1 (1) Imp/2005, dated 01.07.2005, certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following decisions/clarifications are issued for guidance/necessary action:-

<b>ANOMALIES</b>	<b>CLARIFICATIONS</b>
<p>1. <u>Benefit of Annual Increment on notional basis:</u></p> <p>Previously in the basic pay scales scheme, 2001, the benefit of annual increment on notional basis was allowed in fixing pay of moved over Government servants in their original scale by extending the stages of the relevant scale but this benefit has not been catered for in case of those Government servants who were holding original scale of</p>	<p>All those Government servants who exhausted/may exhaust the relevant pay scales may be allowed the benefit of annual increment beyond the existing scope of the pay scale w.e.f. 01.12.2005. There will be no presumptive benefit on account of the aforesaid increment prior to 01.12.2005, therefore, no arrears shall</p>

<p>the post. Such Government servants are stuck up at the maximum of their respective scale and are accordingly losing the benefit of usual annual increases in pay scales from time to time.</p>	<p>be allowed prior to this date. The increment may be treated as personal pay subject to the condition that the employee concerned has put in 6 months or more service as counts for an annual increment unless withheld under the rule. The amount of the personal pay may not be reduced but treated as part of the pay scale of the concerned government servant for the purpose of fixation of pay, pension and recovery of house rent etc.</p>
<p><u>2. Admissibility of Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief to Govt. servants on their repatriation from foreign posting:</u></p> <p>During the tenure of posting abroad, the Government servants are not allowed usual allowances of the post admissible in Pakistan for the reason that they are allowed Foreign allowance. On repatriation from foreign posting, such Government servants are allowed the pay and allowances of the posts which would have been admissible to them had they not been posted abroad. Despite this admissibility, the benefit of the ad-hoc increases i.e. Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief at frozen level has not been extended to the said category of Government servants for the reason that prior to their posting abroad, they were not the recipient of these allowances and before their repatriation these allowances were discontinued under the revised basic pay scales schemes, 2001 and 2005 respectively. This has caused disparity to the extent that the said category of Government servants is at disadvantageous position in terms of the salary/emoluments as compared to their counterparts.</p>	<p>The entitlement of the government servants for these allowances was barred only for the tenure of their foreign posting. It has, therefore, been decided that on repatriation from foreign posting of the government servants, the benefit may henceforth be allowed at frozen level which would have been admissible to them had they not been posted abroad.</p>

### 3. Deputation Special Pay:

On posting to Ministries/Divisions/ Departments, the officers of Pakistan Audit and Accounts Service were allowed Deputation Special Pay @ 20% of the minimum of the pay scales whereas on Deputation to Foreign Service in Pakistan, Deputation Allowance @ 20% of minimum of the pay scales was admissible to all deputationists. In 1994, the position was reviewed and the Deputation Special Pay was converted into Deputation Allowance with a saving provision that those Government servants who were already getting Deputation Special Pay would continue to draw the same as "Deputation Pay" till their reversion from their deputation or retirement from service while on deputation. Subsequently, the converted Deputation Allowance has been revised from time to time and this allowance is presently admissible @ 20% of basic pay subject to maximum of Rs.6000/- p.m. But "Deputation Special Pay" (defunct) has not been revised. Resultantly the beneficiaries of Deputation Special Pay are continuing to draw the same at the rate and amount as admissible prior to its conversion in 1994. This amount is very nominal as compared to deputation allowance, which caused a disparity.

Consequent upon conversion into allowance, the erstwhile deputation special pay had become defunct which cannot be treated parallel to deputation allowance. Therefore, it cannot be revived/revised. However, the entitled beneficiaries of the defunct Deputation Special Pay can avail the benefit of Deputation Allowance subject to their option to be exercised in writing latest by 31<sup>st</sup> December, 2006.

[Authority: F.D. O.M. No. F.1 (6)/ Imp/2005 dated the 13<sup>th</sup> October, 2006.]

## **GRANT OF SPECIAL PAY @ 20% OF BASIC PAY TO ALL FEDERAL SECRETARIES**

The President has been pleased to sanction w.e.f. 01.07.2006 and until further orders, Special Pay @ 20% of basic pay per month to all Federal Secretaries.

2. The amount of special pay:
  - i) Will be admissible to the incumbents appointed/posted as Federal Secretary in BPS-22.
  - ii) Will be admissible on Basic Pay being drawn or on the maximum of Basic Pay Scale-22, whichever is less.
  - iii) Will be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
  - iv) Will be admissible during leave and entire period of LPR except during extraordinary leave.
  - v) Will not be admissible to the officers during the tenure of their posting/deputation abroad but will be admissible to the entitled officers on their repatriation and appointment/posting as Federal Secretary at the rate and amount which would have been admissible to them had they not been posted abroad.
  - vi) Will not be admissible to those posted as Additional/Joint Secretary in-charge of the Ministry/Division or those appointed on acting charge basis.
  - vii) Will not be admissible for more than one post.

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[Authority: F.D. O.M. No.F.1(5)R-4/95 dated, 31<sup>st</sup> July, 2006]

## **PROVISION OF A DRIVER OR AN ORDERLY TO THE FEDERAL SECRETARIES AFTER RETIREMENT**

The President has been pleased to sanction provision of an additional benefit of a Driver or an Orderly to the Federal Secretaries on their retirement w.e.f. 01-07-2006.

## 2. The benefit:

- i) will be admissible to those retiring/retired Federal Secretaries who held the post of Federal Secretary in BS-22 on or after 01-07-2006.
- ii) will be admissible subject to exercise of option by the entitled officers.
- iii) will be admissible to Federal Secretary on retirement and/or on completion of the tenure of contract re-employment as Federal Secretary whichever is later but not prior to 01-07-2006.
- iv) will not be admissible to those posted as Additional/Joint Secretary Incharge of the Ministry/Division or to those appointed on acting charge basis.

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[Authority: F.D. O.M. No. F. 1(5)-R.4/95, dated the 31<sup>st</sup> July, 2006.]

**GRANT OF SPECIAL PAY @ 20% OF BASIC PAY AND PROVISION OF DRIVER OR AN ORDERLY TO THE FEDERAL SECRETARIES AFTER RETIREMENT**

The undersigned is directed to refer to this Division's two Office Memoranda No.F.1(5) R-4/95 dated 31<sup>st</sup> July, 2006 regarding the subject and to say that a number of queries have been received in this Division from various quarters seeking the modus operandi of the provisions and their admissibility. All the issues raised in these queries have been examined in consultation with the Establishment Division and the following clarifications are made for guidance:—

Sr.No.	Queries	Clarifications
i)	What will be the mode to regulate the provision of a Driver/Orderly?	The provision will be regulated by making contract employment in terms of the policy prescribed by the Establishment Division. On retirement the entitled Federal Secretary will himself engage a Driver or an Orderly and will intimate the particulars to Establishment Division for formal appointment etc.

ii)	Whether the expenditure on account of the provision of a Driver/Orderly is to be met from within the sanctioned budget of the Ministries/ Divisions?	The Driver or an Orderly will be borne on the pay roll of Establishment Division and the expenditure on account of their salaries etc. will be met from a budget provision in their demand for the purpose.
iii)	What course of action should be taken if the officer gives an option for the financial benefit in lieu of a Driver or an Orderly?	No such option is available in the policy, therefore, there is no benefit of cash compensation in lieu of a Driver or an Orderly.
iv)	Whether the overtime allowance to the drivers will be given or not?	Since the Driver or an Orderly will be appointed on contract and no office timings are involved, the overtime allowance will not be admissible.
v)	Whether the benefit of an Orderly will be in addition to the special additional pension in lieu of orderly allowance currently admissible to the retired Federal Secretaries?	Yes, the provision of a Driver or an Orderly is an additional benefit.
vi)	Whether the expenditure on Special Pay is to be met from the Budget of the Ministry/ Division on whose pay roll the beneficiary is borne?	Yes, the Special Pay is a part of pay and allowances of the entitled officers. Therefore the expenditure on this account is to be met from the budget of the concerned Ministry/ Division on whose pay roll the entitled officers is borne.
vii)	Whether the following categories of officers would be entitled to the benefit of 20% Special Pay: – (a) A Federal Secretary (BPS-22) presently working as head of an autonomous organization or posted with the Provincial Governments.	(a) The payment of Special Pay is specific to those officers who hold the post or discharge responsibilities as a Federal Secretary under the Federal Government. It would cease when an individual is not discharging those functions.

	<p>b) A Federal Secretary (BPS- 22) posted as OSD.</p> <p>(c) Principal Secretary in BPS-22 to the President/Prime Minister/ Special Secretary (B-22) performing the functions of a Federal Secretary.</p>	<p>(b) No. This payment is specific to those officers who hold the post and discharge responsibilities as a Federal Secretary. It would, therefore, not be admissible to those officers so long as they remain posted as OSD.</p> <p>(c) Yes, the incumbents of these posts are entitled to the said benefit.</p>
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2. The instructions contained in this Division's OMs ibid may be treated to have been amended to the extent indicated above.

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[Authority: F.D. O.M. No. F. 1(5)-R.4 /95, dated the 7<sup>th</sup> February, 2007.]

#### **GRANT OF SPECIAL PAY @ 20% OF BASIC PAY TO ALL FEDERAL SECRETARIES**

The undersigned is directed to refer to this Division's Office Memorandum No.F.1(5) R-4/95 dated 31-07-2006 on the subject noted above and to state that queries/references have been received from different quarters seeking clarification as to whether the 20% Special Pay granted to Federal Secretaries would be admissible on the amount of basic pay inclusive of the retiring year's increment for computing emoluments.

2. The matter has been examined in the light of the instructions contained in this Division's above referred O.M. read with O.M. No.3(20)R-2/98 dated 08-09-1999 and the provisions of Article 486 of the Civil Service Regulations and it is clarified that annual increment admissible for the purpose of calculation of pension only in terms of Finance Division's O.M. No.3(20)R-2/98 dated 08-09-1999 is a component of the Basic Pay and Special Pay in question admissible @ 20% shall be determined as percentage of Basic Pay inclusive of the retiring year's increment for emoluments, reckonable towards pension.

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[Authority: F.D. O.M. No.1(5)-R.4 /95, dated the 21<sup>st</sup> June, 2007.]

**GRANT OF SPECIAL PAY @ 20% OF BASIC PAY TO ALL FEDERAL SECRETARIES**

The undersigned is directed to refer to this Division's Office Memorandum No.F.1(5) R-4/95 dated 31<sup>st</sup> July, 2006 on the subject noted above and to state that, in partial modification of the O.M. referred to above, it has been decided that the benefit of 20% special pay will be admissible to all the BPS-22 officers who are either appointed as Federal Secretary and posted to the position of Federal Secretary or those officers who are promoted as Federal Secretary and subsequently posted elsewhere in the public interest. It has also been decided that the above benefit will be admissible with effect from 1<sup>st</sup> July, 2006.

2. All other terms and conditions as contained in this Division O.M. referred to above will remain the same.

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[Authority: F.D. O.M. No.1(5)-R.4/95, dated the 28<sup>th</sup> September, 2007.]

**GRANT OF SPECIAL PAY @ 20% OF BASIC PAY TO ALL FEDERAL SECRETARIES (BPS-22)**

Reference Office of Controller General of Accounts letter No.643/CGA/3-1/2009/38, dated 3-11-2009 on the above subject.

2. The matter has been re-examined. In this regard, it is clarified that 20% Special Pay is admissible to the Federal Secretaries who retired on or after 1-7-2006 and the grant of 20% Special Pay during his re-employment as Federal Secretary after superannuation is not covered in the instructions contained in O.M. dated 31-7-2006, having effective date of 1-7-2006. It is clarified that the benefit reckonable towards pension which was not admissible to a civil servant during his active service cannot be considered for revision of his pension retrospectively, during the period of re-employment after his superannuation.

3. Finance Division O.M. dated 31-7-2006 does not provide for grant of Special Pay @ 20% of basic pay to the Federal Secretary (BS-22) who was under re-employment on 1-7-2006 i.e. the effective date of grant of Special Pay @ 20% of basic pay. It is also certified that in terms of Rule-58(1) of General Financial Rules (Vol.II), no financial sanction can be issued retrospectively. Further, the Supreme Court of Pakistan in its judgment reported as 1997 SCMR 503 and 2003 PLC (CS) 424, has also laid down that no rule could be applied retrospectively.

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[Authority: F.D. U.O. No.F.1(5) R-4/95 dated 8<sup>th</sup> December, 2009]

**GRANT OF SPECIAL PAY @ 20% OF BASIC PAY AND FACILITY OF ONE DRIVER OR AN ORDERLY TO ALL OFFICERS IN BPS-22 AND LT. GENERALS AND EQUIVALENT TO BPS-22 ON THEIR RETIREMENT**

The undersigned is directed to refer to the correspondence resting with the Ministry of Defence's U.O. No.3/2/D-31/PP&PR/2008 dated 29-11- 2008 on the above subject and to convey the approval of Prime Minister to the grant of special pay @ 20% of basic pay and provision of a driver or an orderly on retirement/ completion of contract employment to all officers in BPS-22 (other than Federal Secretaries who are already availing the above mentioned benefits) as well as Lt. Generals and equivalent (including Chairman JCSC, Services Chiefs and Generals) with immediate effect. Provided that the above facilities are not being availed by the above-mentioned officers in any other form/from other sources.

2. Other terms and conditions shall remain the same as contained in Finance Division's Office Memoranda of even number dated 31<sup>st</sup> July, 2006.

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[Authority: F.D. O.M. No. F. 1(5)-R.4/95(Vol.II), dated the 1<sup>st</sup> June, 2012.]

**GRANT OF SPECIAL PAY @ 20% OF BASIC PAY AND FACILITY OF ONE DRIVER OR AN ORDERLY TO ALL OFFICERS IN BPS-22 AND LT. GENERALS AND EQUIVALENT TO BPS-22 ON THEIR RETIREMENT**

The undersigned is directed to refer to judgment order case No.WP-1419 of 2012 dated 15-04-2013 regarding above referred subject and to convey the approval of Prime Minister to the grant of Special Pay @ 20% of Basic Pay and provision of a driver or an orderly on retirement/completion of re- employment on contract to all officers in BPS-22 (other than Federal Secretaries who are already availing the above mentioned benefits) as well as Lt. Generals and equivalent (including Chairman JCSC, Services Chiefs and Generals) with effect from 01-07-2006 provided that the above facilities are not being availed by the above mentioned officers in any other form/from other sources.

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[Authority: F.D. O.M. No. F. 1(5)-R.4/95-Vol-III, dated the 1<sup>st</sup> August, 2013.]

**GRANT OF SPECIAL PAY @ 20% OF BASIC PAY TO ALL FEDERAL SECRETARIES**

The undersigned is directed to refer to this Division's O.M. No.F.1(5) R-4/95 dated 31-07-2006 on the above subject and to state that Para 2(ii) of above referred O.M. dated 31-07-2006 has been substituted ab-initio, as under: –

“Will be admissible on Basic Pay, being drawn or on the maximum of Basic Pay Scale-22 plus personal pay on account of annual increment, if any.”

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[Authority: F.D. O.M. No. F. 1(5)-R.4/95-Vol.IV(1), dated the 2<sup>nd</sup> April, 2015.]

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**SECTION XVIII**

**REVISED BASIC PAY SCALES (1-22)**

**(2007)**

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**REVISION OF BASIC PAY SCALES AND ALLOWANCES OF CIVIL  
EMPLOYEES OF FEDERAL GOVERNMENT (2007)**

The President has been pleased to sanction 15% increase in pay w.e.f. 1<sup>st</sup> July, 2007 for the civil employees of the Federal Government, paid from the civil estimates and from the Defence estimates. The existing Pay Scales have accordingly been revised, as detailed in the following paragraphs: –

**PART.I – BASIC PAY SCALES**

2. **Revised Basic Pay Scales.** – The Revised Basic Pay Scales, 2007 shall replace the existing Basic Pay Scales, 2005, as shown in Annex to this O.M.

3. **Fixation of Pay of the existing employees.** –

- (i) The basic pay of an employee in service as on 30-06-2007 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2005 Basic Pay Scales.
- (ii) In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30-06-2007, he will continue to draw such pay in the Revised Basic Pay Scales, 2007, at the revised rates

4. **Annual Increment.** – Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART. II – ALLOWANCES**

5. **Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief.** – The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.

6. **Dearness Allowance.** – Dearness Allowance @ 15% sanctioned w.e.f. 01-07-2006 shall stand frozen at the level of its admissibility as on 30-06-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

7. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

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[Authority: F.D. O.M. No.1(1)/Imp/2007, dated 13<sup>th</sup> July, 2007]

ANNEX to Finance Division O.M. No. F.1(1) IMP/2007, dated 13<sup>th</sup> July, 2007

Existing Basic Pay Scales, 2005					Revised Basic Pay Scales, 2007			
BPS	Min	Incr	Max	Stages	Min	Incr	Max	Stages
1	2150	65	4100	30	2475	75	4725	30
2	2200	75	4450	30	2530	85	5080	30
3	2275	85	4825	30	2615	100	5615	30
4	2345	100	5345	30	2700	115	6150	30
5	2415	115	5865	30	2780	135	6830	30
6	2485	125	6235	30	2860	145	7210	30
7	2555	140	6755	30	2940	160	7740	30
8	2655	150	7155	30	3055	175	8305	30
9	2770	165	7720	30	3185	190	8885	30
10	2865	185	8415	30	3295	215	9745	30
11	2980	200	8980	30	3430	230	10330	30
12	3155	225	9905	30	3630	260	11430	30
13	3365	245	10715	30	3870	285	12420	30
14	3565	275	11815	30	4100	315	13550	30
15	3780	305	12930	30	4350	350	14850	30
16	4375	340	14575	30	5050	390	16750	30
17	7140	535	17840	20	8210	615	20510	20
18	9355	675	22855	20	10760	775	26260	20
19	14260	705	28360	20	16400	810	32600	20
20	16915	1095	32245	14	19455	1260	37095	14
21	18750	1230	35970	14	21565	1415	41375	14
22	20055	1440	40215	14	23065	1655	46235	14

**Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BS 1-22) of the Federal Government (2007) - Contingent Establishment working on regular basis and contract employees**

The undersigned is directed to refer to the subject noted above and to clarify that the Revised Pay Scales, 2007 introduced vide Finance Division's O.M. No. F.1(1)-Imp/2007 dated 13-07-2007 would also be applicable to all the Contingent Paid Staff and Contract Employees of the Federal Government paid from the Civil as well as Defence Estimates holding appointment against posts and drawing pay in Basic Pay Scales only.

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[Authority: F.D. O.M. No. F.2 (1)-R.I/2006, dated the 8<sup>th</sup> September, 2007]



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**SECTION XIX**

**INCREASE IN BASIC PAY AND ALLOWANCES OF CIVIL  
EMPLOYEES OF FEDERAL GOVERNMENT (1-22)**

**(2008)**

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## INCREASE IN BASIC PAY AND ALLOWANCES OF CIVIL EMPLOYEES OF FEDERAL GOVERNMENT

The President has been pleased to sanction 20% increase in pay w.e.f. 1<sup>st</sup> July, 2008 for the civil employees of the Federal Government paid from Civil Estimates and from the Defence Estimates. The existing Pay Scales have accordingly been adjusted, as detailed in the following paragraphs:-

### PART-I – PAY SCALES

#### 2. Adjusted Basic Pay Scales:

The Adjusted Basic Pay Scales, 2008 shall replace the existing Basic Pay Scales, 2007, as shown in the Annex to this O.M.

#### 3. Fixation of Pay of the Existing Employees:

- i. The basic pay of an employee in service on 30.6.2008 shall be fixed in the Adjusted Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2007 Basic Pay Scales,
- ii. In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30.6.2008, he will continue to draw such pay in the Adjusted Basic Pay Scales, 2008 at the revised rates.

#### 4. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

### PART-II – ALLOWANCES

#### 5. Special Additional Allowance, Special Relief Allowance, Ad-hoc Relief and Dearness Allowance:

Special Additional Allowance, Special Relief Allowance, Ad-hoc Relief and Dearness Allowance shall continue to be admissible at frozen level on existing conditions.

6. **Medical Allowance:**

Medical Allowance shall be admissible @ Rs.500/- per month to employees in BPS 1 to 16 subject to the existing conditions.

7. **Conveyance Allowance:**

(a) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	EXISTING (Rs. P.M)	REVISED (Rs. P.M.)
BPS 1-4	340	680
BPS 5-10	460	920
BPS 11-15	680	1360
BPS 16-19	1240	2480

(b) Conveyance Allowance @ Rs.2480/- per month shall also be admissible to those BPS-20, 21 and 22 officers who are not sanctioned official vehicle.

8. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

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[Authority F.D. O.M. No F 1 (1)/Imp/2008, dated 30<sup>th</sup> June, 2008]

**ANNEX TO FINANCE DIVISIONS O.M. No.F. 1(1)/IMP/2008**  
**DATED 30<sup>TH</sup> JUNE, 2008**

Existing Basic Pay Scales-2007					Adjusted Basic Pay Scales-2008				
BPS	Min	Incr	Max	Stages	BPS	Min	Incr	Max	Stages
1	2475	75	4725	30	1	2970	90	5670	30
2	2530	85	5080	30	2	3035	100	6035	30
3	2615	100	5615	30	3	3140	120	6740	30
4	2700	115	6150	30	4	3240	140	7440	30
5	2780	135	6830	30	5	3340	160	8140	30
6	2860	145	7210	30	6	3430	175	8680	30
7	2940	160	7740	30	7	3530	190	9230	30
8	3055	175	8305	30	8	3665	210	9965	30
9	3185	190	8885	30	9	3820	230	10720	30
10	3295	215	9745	30	10	3955	260	11755	30
11	3430	230	10330	30	11	4115	275	12365	30
12	3630	260	11430	30	12	4355	310	13655	30
13	3870	285	12420	30	13	4645	340	14845	30
14	4100	315	13550	30	14	4920	380	16320	30
15	4350	350	14850	30	15	5220	420	17820	30
16	5050	390	16750	30	16	6060	470	20160	30
17	8210	615	20510	20	17	9850	740	24650	20
18	10760	775	26260	20	18	12910	930	31510	20
19	16400	810	32600	20	19	19680	970	39080	20
20	19455	1260	37095	14	20	23345	1510	44485	14
21	21565	1415	41375	14	21	25880	1700	49680	14
22	23065	1655	46235	14	22	27680	1985	55470	14

**Clarification:**

The undersigned is directed to refer to the subject noted above and to clarify that the Adjusted Basic Scales, 2008 introduced vide Finance Division's O.M No. F1(1)/Imp/2008, dated the 30<sup>th</sup> June 2008 would also be applicable to all contingent paid staff and contract employees of the Federal Government paid from the Civil as well as Defence estimates subject to the condition that they are holding appointments against posts and drawing pay only in basic pay scales.

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[Authority: F.D. O.M. No. F.2 (1)R.1/2006, dated 21<sup>st</sup> July, 2008.]



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**SECTION-XX**  
**Grant of Ad-hoc Relief Allowance - 2009 to**  
**All Civil Employees (1-22)**

**Grant of Ad-hoc Relief Allowance - 2009 and an Allowance**  
**Equal to One Month's Basic Pay to Civil Armed Forces Personnel**

**Grant of Ad-hoc Allowance - 2010 @ 50% of Existing Basic**  
**Pay and Medical Allowance**  
**(2009 - 2010)**

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### **Grant of Ad-hoc Relief Allowance-2009 to all Civil Employees**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2009 and till further orders, an Ad-hoc Relief Allowance - 2009 to all civil employees of the Federal Government (other than Civil Armed Forces) as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment as detailed below:

BPS 1-16	20% of the basic pay
BPS 17-22	15% of the basic pay

2. The amount of this Ad-hoc Relief Allowance:
  - i) will be subject to Income Tax,
  - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
  - iii) Will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
  - iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad,
  - v) Will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
  
3. The term "Basic Pay" for the purpose of Ad-hoc Relief - 2009 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scale.
  
4. The above Ad-hoc Relief Allowance should be accommodated within the budgetary allocation for the year 2009-2010 by the respective Ministries/ Divisions/Departments and no supplementary grants would be given on this account.

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{Authority: F.D.O.M. No F.1 (7) Imp/2009-I dated 21<sup>st</sup> July 2009}

**GRANT OF AD-HOC RELIEF ALLOWANCE - 2009 AND AN ALLOWANCE EQUAL TO ONE MONTH'S BASIC PAY TO CIVIL ARMED FORCES PERSONNEL**

The President has been pleased to sanction the following Allowances to the Civil Armed Forces personnel including FC, NWFP and Baluchistan till further orders:

- a) An allowance equal to one month's **basic** pay to the Civil Armed Forces Personnel including FC, NWFP and Baluchistan deployed on the western front with effect from July 1, 2009.
- b) Ad-hoc Relief Allowance -2009 to all the remaining Civil Armed Forces Personnel (i.e. other than those mentioned at 'a' above) with effect from July 1, 2009 at the following rates:

Civil Armed Forces Personnel equivalent to BPS 1-16 .. 20% of the Basic Pay

Civil Armed Forces Personnel equivalent to BPS 17-22 .. 15% of the Basic Pay

2. The amount of above mentioned Ad-hoc Relief Allowance-2009 and an allowance equal to one month's basic pay:

- i) will be subject to Income Tax,
- ii) will be admissible during leave and entire period of LPR except during extra ordinary leave.
- iii) Will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
- iv) will not be admissible to the employees during the tenure of their posting/deputation abroad,
- v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief-2009 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scale.

4. The Ad-hoc Relief Allowance 2009 and an allowance equal to one month's basic pay should be accommodated by the respective Ministries/ Divisions/ Departments from within the budgetary allocation for the year 2009-2010 and no supplementary grants would be given on this account.

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{Authority: F.D. O.M. No F.1 (7) Imp/2009-III dated 23<sup>rd</sup> July 2009}

### **Grant of Ad-hoc Allowance - 2010 @ 50% of Existing Basic Pay and Medical Allowance**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2010 and till further orders an Ad-hoc Allowance - 2010 @ 50% of the existing basic pay of Basic Pay Scales, 2008 to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Allowance:
  - i) will be subject to Income Tax,
  - ii) will be admissible during leave and entire period of LPR except during extra-ordinary leave.
  - iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
  - iv) will not be admissible to the employees during the tenure of their posting/deputation abroad,
  - v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
  
3. The term "Basic Pay" for the purpose of Ad-hoc Allowance - 2010 will also include the amount of personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

4. This Ad-hoc Allowance will not be admissible to the personnel of Armed Forces, Civil Armed Forces, ICT Police, National Highways & Motorways Police, Federal Board of Revenue and employees of other Departments who have already been allowed an allowance equal to one month's basic pay.

#### **Medical Allowance - 2010**

5. On the recommendations of Pay & Pension Commission - 2009, the Medical Allowance in lieu of Outdoor Treatment and reimbursement of medical expenses has been granted as under:-

S.No.	BPS	Existing Rate	BPS	Revised Rate
i)	1-15 & 16 (Non-Gazetted)	Rs.500/- p.m.	1 - 15	Rs.1000/- p.m.
ii)	16 - 22	Nil	16 - 22	15% of basic pay

*Note:* The existing facility of reimbursement of amounts spent on account of purchase of medicines by Government servants and local purchase of medicines by Government Hospital for Outdoor Patient (OPD) will be discontinued. However, the existing facilities for consultation and diagnostic investigations at OPD will continue as before. Reimbursement/Local purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for OPD patients. The existing facility of reimbursement of all kinds of expenditure on account of Indoor Medical Treatment will continue as before.

6. The above Ad-hoc Allowance - 2010 and Medical Allowance shall be accommodated from within the budgetary allocation for the year 2010-2011 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

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{Authority: F.D. O.M. No F.1 (1) Imp/2010-622, dated 5<sup>th</sup> July 2010}

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**SECTION - XXI**

**REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION  
OF CIVIL EMPLOYEES OF FEDERAL GOVERNMENT (1-22)**

**(2011)**

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No. F.1(5) Imp/2011-419

Islamabad, the 4<sup>th</sup> July, 2011

**Subject: REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION OF CIVIL SERVANTS OF THE FEDERAL GOVERNMENT**

The President has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension with effect from 1<sup>st</sup> July 2011 for the Civil Servants of the Federal Government, paid out of Civil Estimates and out of Defence Estimates as detailed in the succeeding paragraphs:-

**PART-I (PAY)**

**2. Revision of Basic Pay Scales:**

The Basic Pay Scales-2011 shall replace the Basic Pay Scales-2008 with effect from 01-07-2011 as contained in the Annexure to this Office Memorandum.

**3. Fixation of Pay of the Existing Employees (w.e.f. 01-07-2011):**

- i. The basic pay of an employee who was in service on 30.6.2011 shall be fixed in the Basic Pay Scales-2011 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2008.
- ii. In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30-06-2011, he/she shall continue to draw such pay in the Basic Pay Scales-2011 at the revised rates.

**4. Annual Increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART-II (ALLOWANCES)**

**5. Ad-hoc Relief Allowances granted upto 01-07-2009:**

The following Ad hoc Relief Allowances granted upto 01-07-2009 shall stand discontinued with effect from 01-07-2011 having been merged in the Basic Pay Scales-2008 so as to introduce Basic Pay Scales-2011:-

Sr. No.	Name of Ad-hoc Allowance	Office Memorandum and Date	Admissible Rate
i.	Special Additional Allowance - 1999 (01-07-1999)	F.1(7)Imp/99 dated 23-07-1999	25% (BPS 1-16) and 20% (BPS 17-22) on BPS-1994
ii.	Special Relief Allowance - 2003 (01-07-2003)	F.1(4)Imp/2003 dated 30-06-2003	15% of the basic pay on BPS-2001
iii.	Ad-hoc Relief - 2004 (01-07-2004)	F.1(8)Imp/2004 dated 01-07-2004	15% of the basic pay on BPS-2001
iv.	Dearness Allowance - 2006 (01-07-2006)	F.1(4)Imp/2006 dated 24-06-2006	15% of the basic pay on BPS-2005
v.	Ad-hoc Relief Allowance-2009 (01-07-2009)	F.1(7)Imp/2009-I dated 21-07-2009	20% (BPS 1-16) and 15% (BPS 17-22) on BPS-2008

**6. Ad-hoc Allowance - 2010 (if admissible):**

- i. The Ad-hoc Allowance - 2010 @ 50% of the running basic pay of Basic Pay Scales - 2008 admissible to the Civil Servants including FBR employees (if admissible in that organisation) shall stand frozen at the level of its admissibility as on 30-06-2011.
- ii. All the new entrants shall be allowed Ad hoc Allowance - 2010 @ 50% of the minimum of relevant Basic Pay Scales - 2008 (if admissible in that organisation) on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.

**7. Ad-hoc Relief Allowance - 2011:**

- i. An Ad-hoc Relief Allowance - 2011 @ 15% of the running basic pay of Basic Pay Scales-2008 to all the Civil Servants of the Federal Government as well as civilians paid out of Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01-07-2011 and shall stand frozen at the same level.
- ii. All the new entrants shall be allowed Ad hoc Relief Allowance-2011 @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.

- iii. The Ad-hoc Relief Allowance will be subject to Income Tax.
- iv. The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR.
- v. The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- vi. The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.
- vii. The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- viii. The Ad-hoc Relief Allowance will be admissible during the period of suspension.
- ix. The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

8. **Medical Allowance:**

- i. Medical Allowance admissible to Civil Servants in BPS-16 to BPS-22 @ 15% of the existing pay in Basic Pay Scales-2008 shall continue to be admissible at the frozen level of its admissibility as on 30-06-2011.
- ii. All the new entrants in BPS-16 to BPS-22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.

9. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to

one month Basic Pay granted to any Federal Government/FBR/Police employees irrespective of his/her posting in Ministry/Division/ Department/ FBR including civil employees in BPS 1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30-06-2011.

**10. Conveyance Allowance:**

- i. Conveyance Allowance shall be admissible to all the civil servants in BPS-1 to 15 on revised rates as under:

BPS	EXISTING	REVISED (Rs. P.M.)
BPS 1-4	Rs.680.00 p.m.	Rs.850.00 p.m.
BPS 5-10	Rs.920.00 p.m.	Rs.1150.00 p.m.
BPS 11-15	Rs.1360.00 p.m.	Rs.1700.00 p.m.

- ii. All the Civil servants of the Federal Government (excluding those who are allowed monetized value of Transport or availing Transport Facility) shall be allowed Conveyance Allowance at the prescribed rates **irrespective of their place/station of duty.**

**11. Miscellaneous Allowances:**

Rates of the following Allowances have been revised as noted against each:-

S.No.	Name of Allowance	Existing Rates	Revised Rates
i.	Integrated Allowance for N/Qasid, Qasid and Daftaries	Rs.150.00 p.m.	Rs.300.00 p.m.
ii.	Washing Allowance	Rs.30.00 p.m.	Rs.100.00 p.m.
iii.	Dress Allowance	Rs.35.00 p.m.	Rs.100.00 p.m.
iv.	Special Pay for Confidential Assistant	Rs.65.00 p.m.	Rs.150.00 p.m.
v.	Uniform Allowance for Nurses	Rs.300.00 p.m.	Rs.600.00 p.m.
vi.	Special Area Compensatory Allowance	Rs.150.00 p.m.	Rs.300.00 p.m.
vii.	Hill Allowance	@ 25% of pay upto a maximum of Rs.100.00 p.m.	At a fixed rate of Rs.200.00 p.m.
viii.	Firewood Allowance	Rs.4.50 per head per day	Rs.10.00 per head per day

\* \* \* \* \*

23. **Option:**

- i. The Ministry/Division/Department/Office to which an employee belongs and/or on whose pay roll he/she is borne shall obtain an option in writing from such an employee within **60 days** commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/DDO, as the case may be, either to continue to draw salary in the Scheme of Basic Pay Scales-2008 or in the Scheme of Basic Pay Scales-2011 as specified in this Office Memorandum. Option once exercised shall be considered final.
- ii. An existing employee, as aforesaid, who does not exercise and communicate his/her option within the specified time limit, shall be deemed to have opted for the Scheme of Basic Pay Scales-2011.

24. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

25. **Anomalies:**

An Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising in the implementation of the Basic Pay Scales-2011 and Pension.

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[Authority: F.D. O.M. No F 1 (5) Imp/2011-419, dated 4<sup>th</sup> July, 2011]

Para-9 of Finance Division Office Memorandum No,F.1 (5) Imp/2011-419 dated 4<sup>th</sup> July, 2011 is substituted as under:-

9. **Special Pays and Allowances:**

- i. All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to one month Basic Pay granted to any Federal Government/ FBR/Police employees irrespective of his/her posting in Ministry/Division/Department/ FBR including civil employees in BPS 1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30-06-2011.

- ii. All the new entrants shall, however, be allowed the Special Pays and Allowances of the minimum of relevant Basic Pay Scale-2008, if admissible in that organization on notional basis with effect from 01-07-2011, till further orders and shall stand frozen at the same level.

[Authority: F.D. O.M. No F.1 (5) Imp/2011-676, dated 28<sup>th</sup> December 2011]

Annexure to O.M. No.F.1 (5) Imp/2011-419, dated 4<sup>th</sup> July, 2011

### BASIC PAY SCALES OF THE CIVIL SERVANTS

Basic Pay Scales - 2008					Basic Pay Scales - 2011				
BPS	Min	Incr	Max	Stages	BPS	Min	Incr	Max	Stages
1	2970	90	5670	30	1	4,800	150	9,300	30
2	3035	100	6035	30	2	4,900	170	10,000	30
3	3140	120	6740	30	3	5,050	200	11,050	30
4	3240	140	7440	30	4	5,200	230	12,100	30
5	3340	160	8140	30	5	5,400	260	13,200	30
6	3430	175	8680	30	6	5,600	290	14,300	30
7	3530	190	9230	30	7	5,800	320	15,400	30
8	3665	210	9965	30	8	6,000	350	16,500	30
9	3820	230	10720	30	9	6,200	380	17,600	30
10	3955	260	11755	30	10	6,400	420	19,000	30
11	4115	275	12365	30	11	6,600	460	20,400	30
12	4355	310	13655	30	12	7,000	500	22,000	30
13	4645	340	14845	30	13	7,500	550	24,000	30
14	4920	380	16320	30	14	8,000	610	26,300	30
15	5220	420	17820	30	15	8,500	700	29,500	30
16	6060	470	20160	30	16	10,000	800	34,000	30
17	9850	740	24650	20	17	16,000	1200	40,000	20
18	12910	930	31510	20	18	20,000	1500	50,000	20
19	19680	970	39080	20	19	31,000	1600	63,000	20
20	23345	1510	44485	14	20	36,000	2350	68,900	14
21	25880	1700	49680	14	21	40,000	2600	76,400	14
22	27680	1985	55470	14	22	43,000	3050	85,700	14

## GENERAL PRINCIPLES FOR REMOVAL OF ANOMALIES-2011

The undersigned is directed to refer to Finance Division's O.M. No.F.1(9)Imp/2011-433 dated 8-7-2011 and to state that a lot of cases have been referred to the Anomaly Committee. The question of determining anomaly of pay of junior Government servant exceeding the pay of the senior Government servant has been examined in this Division and it has been decided that anomalies in pay fixation should be established strictly on the basis of the following principles: –

- i) The senior and junior should be determined with reference to the date of promotion or appointment in the present scale of pay or post in the same scale, service group or cadre, or line of promotion in the Ministry/Division/Department/Office where their seniority is being maintained.
- ii) Any personal benefit of the nature of increase in pay specifically granted to Government servant shall not be treated as a cause of anomaly for others.
- iii) The anomaly should be resolved by refixing pay of the senior equal to that of junior, and if there is no such stage, at the stage next above in his own pay scale.
- iv) The basis and the principles explained above shall apply in general to cover all cases of anomalies in pay fixation.
- v) The basis prescribed for determination of senior and junior is only in the context of removal of anomalies and not for any other purpose i.e. promotion/demotion etc.
- vi) These orders shall also apply *mutatis mutandis* to the personnel including Cadets/recruits of the Armed Forces, Civil Armed Forces and the Civil servants paid from Defence Estimates.

2. These principles may be followed strictly.

## REMOVAL OF ANOMALIES

The undersigned is directed to say that subsequent to the introduction of Basic Pay Scales—2011 vide Finance Division's O.M. No.F.1(5)Imp/2011-419 dated 4-7-2011, certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following decisions/clarifications are issued for guidance/necessary action:—

Sl.#	Nature of Anomaly	Decisions/Clarifications
1.	<p><b><u>General Anomaly in Pay Fixation:</u></b>            Hundreds of cases have been received from the Ministries/Divisions/Departments requesting therein to remove anomaly in fixation of pay. All the cases are identical. The officers/officials are comparing their pay with different lower posts and pay scales. Some examples are given at S.No.1 to 3 (<b>Annex-I</b>).</p>	<p>These cases are not covered under the General Principles for Removal of Anomalies circulated by the Finance Division vide O.M. No. F.1(11)Imp/2011 dated 22-9-2011 as the concerned officers/officials have compared their pay with the officers/officials of other grades/cadres who maintain separate seniority in their own cadre/group, instead of <b>the same scale/cadre, service, group or line of promotion</b>. It has been decided that all such cases should be settled in the light of the above referred General Principles.</p>
2	<p><b><u>Removal of Anomaly in Medical Allowance:</u></b>            Prior to up-gradation to BS—16, the employees in BS—15 were drawing Medical Allowance @ Rs.1,000/- p.m. After up-gradation in BS—16 they are entitled to Medical Allowance @ 15% of the minimum of BS—16 of Basic Pay of Basic Pay Scales—2008. Now instead of Rs.1000/- they are getting less than this amount which seems to be anomaly.</p>	<p>BS 16—22 officers/officials may be allowed Medical Allowance @ 15% of Basic Pay of Basic Pay Scales—2008 subject to minimum of Rs.1000/-.</p>

3	Removal of anomaly in Medical Allowance to pensioners.	Deputy Military Accountant General was of the view that pensioners who will retire after 01-7-2011 will get less amount of Medical Allowance as compared to the pensioners who retired before 01-7-2011. The views of Deputy MAG have been endorsed by the CGA. Hence, pensioners retiring on or after 01-7-2011 will also be allowed Medical Allowance after the increase of 01-7-2011 has been added in the net pension.
4.	<p><b><u>Benefit of Pay Fixation on Up-gradation:</u></b></p> <p>Some posts of BS–16 were upgrade to BS–17 w.e.f. 15-4-2009. An employee was drawing pay @ Rs.16,400/- p.m. in BS–16 on 14-4-2009. His pay in BS–17 was fixed @ Rs.16,510/-. On revision of Basic Pay Scales w.e.f. 1<sup>st</sup> July, 2011 his pay has been fixed @ Rs.29,200/- In case his up-gradation took place from 1-7-2011 his pay would have been fixed @ Rs.30,400/- by giving the benefit of fixation of pay as was admissible on promotion in Basic Pay Scales 1991 and 1994.</p>	The issue is not mandate of Anomaly Committee. It concerns Establishment Division.
5	<p><b><u>Benefit of Pay Fixation on Promotion before and after Revision of Basic Pay Scales w.e.f. 1-7-2011:</u></b></p> <p>The pay of BS–16 officers before their promotion to BS–17 was Rs.16,400/- in Basic Pay Scales–2008. On promotion to BS–17 pay was fixed @ Rs.17,250/- in Basic Pay Scales–2008 w.e.f. 1-12-2010 (before revision of pay scales). In Basic Pay Scales–2011, the pay of the officers in BS–17 has been fixed @ Rs.28, 000/- . If the promotion took place after revision of Pay Scales</p>	The issue is not mandate of Anomaly Committee.

	w.e.f. 1-7-2011, the pay would have been fixed @ Rs.29,200/- by giving the benefit of fixation of pay as was admissible in Basic Pay Scales 1991 and 1994.	
6.	The pay of the junior has become equal to the senior.	No anomaly exists in this case.
7.	Restoration of NAB Allowance and Field Allowance on revised rates.	The issue is not mandate of Anomaly Committee.

2. This disposes of all the cases received by Anomaly Committee.

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[Authority: F.D. O.M. No. F. 1(12)Imp/2011-290, dated the 17<sup>th</sup> April, 2012.]

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**SECTION - XXII**

**GRANT OF AD-HOC RELIEF ALLOWANCES  
TO CIVIL EMPLOYEES OF FEDERAL GOVERNMENT (1-22)**

**(2012, 2013 AND 2014)**

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### **Grant of Ad-hoc Relief Allowance - 2012 @ 20% of Basic Pay to the Civil Employees of the Federal Government**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2012 and till further orders, an Ad-hoc Relief Allowance - 2012 @ 20% of basic pay to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Relief Allowance - 2012:
  - i) will be subject to Income Tax.
  - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
  - iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House Rent.
  - iv) will not be admissible to the employees during the tenure of their posting/deputation abroad.
  - v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
  
3. The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance - 2012 will also include the amount of personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.
  
4. The above Ad-hoc Relief Allowance - 2012 shall be accommodated from within the budgetary allocation for the year 2012-2013 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

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{Authority: F.D. O.M. No F.1 (3) Imp/2012, dated 2<sup>nd</sup> July 2012}

### **Grant of Ad-hoc Relief Allowance - 2013 @ 10% of Basic Pay to the Civil Employees of the Federal Government**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2013 and till further orders, an Ad-hoc Relief Allowance - 2013 @ 10% of basic pay to

all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Relief Allowance – 2013:
  - i) will be subject to Income Tax.
  - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
  - iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
  - iv) will not be admissible to the employees during the tenure of their posting/deputation abroad,
  - v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term “Basic Pay” for the purpose of Ad-hoc Relief Allowance – 2013 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scale.

4. The above Ad-hoc Relief Allowance–2013 shall be accommodated from within the budgetary allocation for the year 2013-2014 by the respective Ministries/ Divisions/Departments and no supplementary grants would be given on this account.

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{Authority: F.D. O.M. No F.1 (2) Imp/2013-594 dated 16<sup>th</sup> July 2013}

### **Grant of Ad-hoc Relief Allowance - 2014 @ 10% of Basic Pay and Increase in Medical Allowance of the Civil Employees of the Federal Government**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2014 and till further orders, an Ad-hoc Relief Allowance - 2014 @ 10% of basic pay to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Relief Allowance – 2014:
- i) will be subject to Income Tax.
  - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
  - iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House Rent.
  - iv) will not be admissible to the employees during the tenure of their posting/deputation abroad.
  - v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term “Basic Pay” for the purpose of Ad-hoc Relief Allowance – 2014 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scales.

### **Medical Allowance**

4. The President has further been pleased to sanction 20% increase in Medical Allowance to employees in BPS-1 to 15 in the following manner:-

<b>BPS</b>	<b>Existing Rate</b>	<b>Revised Rate</b>
1 to 15	Rs.1,000/- p.m.	Rs.1,200/- p.m.

5. The above Ad-hoc Relief Allowance–2014 and Medical Allowance shall be accommodated from within the budgetary allocation for the year 2014-2015 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

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{Authority: F.D. O.M. No F.1 (4) Imp/2014-663, dated 7<sup>th</sup> July 2014



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**SECTION - XXIII**  
**BASIC PAY SCALES (1 - 22)**  
**(2015)**

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No.F.1(3) Imp/2015-630

Islamabad, the dated 7<sup>th</sup> July, 2015

**REVISION OF BASIC PAY SCALES AND ALLOWANCES OF  
CIVIL SERVANTS OF THE FEDERAL GOVERNMENT (2015)**

The President has been pleased to sanction the revision of Basic Pay Scales and Allowances with effect from 1<sup>st</sup> July 2015 for the Civil employees of the Federal Government, paid out of Civil Estimates and from the Defence Estimates as detailed in the following paragraphs:

**PART-I (PAY)**

**2. Revision of Basic Pay Scales:**

The Basic Pay Scales-2015 shall replace the Basic Pay Scales-2011 with effect from 01-07-2015 as contained in the Annexure to this Office Memorandum.

**3. Fixation of Pay of the Existing Employees:**

- i. The basic pay of an employee in service on 30-6-2015 shall be fixed in the Basic Pay Scales-2015 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2011.
- ii. In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30-6-2015, he/she shall continue to draw such pay in the Basic Pay Scales-2015 at the revised rates.

**4. Fixation of Pay on Promotion:**

In cases of promotion from a lower to higher posts/scales before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

**5. Annual Increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART-II (ALLOWANCES)**

**6. Ad-hoc Relief Allowances:**

The following Ad-hoc Relief Allowances granted w.e.f. 01-07-2011 and 01-07-2012 shall cease to exist with effect from 01-07-2015.

Sr. No.	Name of Ad-hoc Relief Allowance	Office Memorandum and Date	Admissible Rates
i.	Ad-hoc Relief Allowance - 2011 (01-07-2011)	F.1(5)Imp/2011-419 dated 04-07-2011	15% of the basic pay on BPS-2008
ii.	Ad-hoc Relief Allowance - 2012 (01-07-2012)	F.1(3)Imp/2012 dated 02-07-2012	20% of the basic pay on BPS-2011

**7. Ad-hoc Allowance - 2010 (if admissible), 2013 and 2014:**

- i) The Ad-hoc Allowance-2010 @ 50% of the basic pay of Basic Pay Scales-2008 (where admissible to the Civil employees) shall continue to stand frozen at the level of its admissibility/drawn as on 30-06-2015;
- ii) All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Basic Pay Scales-2008 (if admissible in that organisation) on notional basis with effect from 01-07-2015, till further orders, and shall stand frozen at the same level;
- iii) The Ad-hoc Relief Allowances-2013 and 2014 @ 10% each shall stand frozen at the level of its admissibility as on 30-06-2015;
- iv) All the new entrants shall be allowed Ad-hoc Relief Allowances-2013 and 2014 @ 10% each of the minimum of relevant Basic Pay Scales-2011 on notional basis with effect from 01-07-2015, till further orders, and shall stand frozen at the same level.

**8. Ad-hoc Relief Allowance - 2015:**

- i) An Ad hoc Relief Allowance-2015 @ 7.5% of the running basic pay of Basic Pay Scales-2015 to the civil employees of the Federal Government as well as civilians paid out of Defence Estimates

including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01-07-2015 till further orders;

- ii) The Ad-hoc Relief Allowance will be subject to Income Tax;
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra-ordinary leave;
- iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent;
- v) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad;
- vi) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad;
- vii) The Ad-hoc Relief Allowance will be admissible during the period of suspension;
- viii) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

9. **Medical Allowance:**

- i) The President has further been pleased to sanction 25% increase in the amount of Medical Allowance to the civil employees in the following manner:-

BPS	Existing Rate	Revised Rate
1 to 15	Rs.1,200/-	Rs.1,500/-
16 to 22	Increase in the amount of Medical Allowance @ 25% of the existing amount, being admissible/ drawn on 30-06-2015.	

- ii) All the new entrants in BPS-16 to BPS-22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis plus 25% of the amount of Medical Allowance, so calculated, with effect from 01-07-2015, till further orders, and shall stand frozen at the same level;
- iii) The Medical Allowance, in no case, should be less than Rs.1,500/- per month.

10. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to one month basic pay, granted to Federal Government employees irrespective of his/her posting in Ministry/Division/Department/Office etc. including civil employees in BPS 1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30-06-2015.

11. **Orderly Allowance for BPS-20 to BPS-22:**

The rate of Orderly Allowance shall be revised as follows:

Existing Rate	Revised Rate
Rs.7,000/- per month	Rs.12,000 per month

(Note: Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence.)

12. **Option:**

- i. The Ministry/Division/Department/Office to which an employee belongs and/or on whose pay roll he/she is borne shall obtain an option in writing from such employees within 30 days commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/DDO, as the case may be, either to continue to draw salary in the Scheme of Basic Pay Scales-2011 or in the Scheme of Basic Pay Scales-2015 as specified in this Office Memorandum. Option once exercised shall be considered final.

- ii. An existing employee, as aforesaid, who does not exercise and communicate his/her option within the specified time limit, shall be deemed to have opted for the Scheme of Basic Pay Scales-2015.
13. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.
14. **Anomalies:**

An Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out in the implementation of the Basic Pay Scales-2015.

**Annexure to O.M. No.F.1 (3) Imp/2015-630, dated 7<sup>th</sup> July, 2015**

**BASIC PAY SCALES OF THE CIVIL SERVANTS**

Basic Pay Scales - 2011				Stages	Basic Pay Scales - 2015		
BPS	Min	Incr	Max		Min	Incr	Max
1	4,800	150	9,300	30	6,210	195	12,060
2	4,900	170	10,000	30	6,335	220	12,935
3	5,050	200	11,050	30	6,535	260	14,335
4	5,200	230	12,100	30	6,730	300	15,730
5	5,400	260	13,200	30	6,985	340	17,185
6	5,600	290	14,300	30	7,235	375	18,485
7	5,800	320	15,400	30	7,490	415	19,940
8	6,000	350	16,500	30	7,750	455	21,400
9	6,200	380	17,600	30	8,015	495	22,865
10	6,400	420	19,000	30	8,275	544	24,595
11	6,600	460	20,400	30	8,540	595	26,390
12	7,000	500	22,000	30	9,055	650	28,555

13	7,500	550	24,000	30	9,700	715	31,150
14	8,000	610	26,300	30	10,340	790	34,040
15	8,500	700	29,500	30	10,985	905	38,135
16	10,000	800	34,000	30	12,910	1,035	43,960
17	16,000	1,200	40,000	20	20,680	1,555	51,780
18	20,000	1,500	50,000	20	25,940	1,950	64,940
19	31,000	1,600	63,000	20	40,155	2,075	81,655
20	36,000	2,350	68,900	14	46,705	3,050	89,405
21	40,000	2,600	76,400	14	51,885	3,375	99,135
22	43,000	3,050	85,700	14	55,755	3,960	111,195

#### REMOVAL OF ANOMALIES

The undersigned is directed to say that subsequent to the introduction of Basic Pay Scales – 2015 vide Finance Division's O.M. No.F.1(3)Imp/2015-630, dated 07-7-2015, certain anomalies were referred to the Anomaly Committee. The Committee examined these anomalies in detail and gave its recommendations. In the light of these recommendations, the following decisions/clarifications are issued for guidance/ necessary action: –

S.#	Nature of Anomaly	Decisions/Clarifications
1.	<p><u>General Anomaly in Pay Fixation</u></p> <p>A number of cases have been received from the Ministries/Divisions/Departments requesting therein to remove anomaly in fixation of pay. All the cases are identical. The officers/officials are comparing their pay with different lower posts and pay scales or with those belonging to different service groups or cadres. Some examples are given at S.No.1 to 3 (<b>Annexure-A</b>).</p>	<p>These cases are not covered under the General Principles for Removal of Anomalies circulated by the Finance Division vide O.M. No.F.1(11)Imp/2011 dated 22-9-2011 (<b>Annexure-B</b>) as the concerned officers/officials have compared their pay with the officers/officials of other grades/cadres who maintain separate seniority in their own cadre/group, instead of the same scale/cadre, service, group or line of promotion. It has been decided that all such cases should be settled in the light</p>

		of the above referred General Principles.
2	<p><u>Revised rates of Personal Pay</u></p> <p>A case has been reported where personal pay, being drawn by an employee as part of his basic pay beyond the maximum of his pay scale on 30-06-2015, has not been enhanced w.e.f. 01-07-2015 on revised rates.</p>	Such cases are covered in para-3(ii) of Finance Division's O.M. No.F.1(3)Imp/2015-630, dated 07-07-2015 which says that in case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30-06-2015, he/she shall continue to draw such pay in the Basic Pay Scales – 2015 at the revised rates.
3	<p><u>Special Allowance – 2013</u></p> <p>Under para-7 of Finance Division's O.M. No.F.1(3)Imp/2015-630, dated 07-07-2015, it has not been clarified whether Special Allowance 2013 @ 20% sanctioned under Finance Division O.M. No.F.10(2)R-3/ 2012, dated 6-3-2013 will be admissible to all new entrants or not.</p>	<p>Finance Division's O.M. No.F.1(3)Imp/2015-630, dated 07-07-2015, does not cover the case relating to Special Allowance @ 20% sanctioned w.e.f. 01-03-2013 to the employees of Ministries/Divisions under Finance Division's O.M. No.F.10(2)R-3/2012, dated 06-03-2013 in respect of new entrants. It has, therefore, been decided that:</p> <p>i) All the new entrants shall be allowed the Special Allowance @ 20% of the minimum of relevant Basic Pay Scales – 2011 on notional basis, if admissible in that organization, w.e.f. 01-07-2015 and shall stand frozen at the same level.</p> <p>ii) All those, who were on EOL or posted out of such organizations prior to 01-07-2015, on return from leave or repatriation to their parent offices, shall be allowed such Special Allowance at frozen level which would have been admissible to them had they not proceeded on leave, or, posted out.</p>

[Authority: F.D. O.M. No. F. 1(6)Imp /2015-VOL.II-384, dated the 27<sup>th</sup> July, 2016.]

General Anomalies in Pay Fixation

Claimant of Anomaly					Anomaly Claimed with				Remarks
S. #	Post	BPS	Basic Pay drawn on 30-6-2015 in PayScales – 2011	Pay fixed on 01-7-2015 in Pay Scales – 2011	Post	BPS	Basic Pay drawn on 30-6-2015 in Pay Scales – 2011	Pay fixed on 01-7-2015 in Pay Scales – 2011	
1	Stenotypist	14	Rs.8,000/- (Minimum)	Rs.10,340/-	Driver	05	Rs.8,000/-	Rs.10,385/-	Both the officials belong to different cadres and were drawing pay in different scales.
2	Dy. Assistant Director	16	Rs.18,000/-	Rs.23,260/-	Not mentioned (taken at random)	13	Rs.17,950/-	Rs.23,285/-	The employees neither belong to same service group or cadre nor are in same pay scales.
3	Deputy Secretary	19	Rs.48,600/-	Rs.62,980/-	Accounts Officer	18	Rs.48,500/-	Rs.62,990/-	Both the officers belong to different cadres and were drawing pay in different scales.

**GENERAL PRINCIPLES FOR REMOVAL OF ANOMALIES-2011**

The undersigned is directed to refer to Finance Division's O.M. No.F.1(9)Imp/2011-433 dated 8-7-2011 and to state that a lot of cases have been referred to the Anomaly Committee. The question of determining anomaly of pay of junior Government servant exceeding the pay of the senior Government servant has been examined in this Division and it has been decided that anomalies in pay fixation should be established strictly on the basis of the following principles: –

- i) The senior and junior should be determined with reference to the date of promotion or appointment in the present scale of pay or post in the same scale, service group or cadre, or line of promotion in the Ministry/Division/ Department/ Office where their seniority is being maintained.
- ii) Any personal benefit of the nature of increase in pay specifically granted to Government servant shall not be treated as a cause of anomaly for others.
- iii) The anomaly should be resolved by refixing pay of the senior equal to that of junior, and if there is no such stage, at the stage next above in his own pay scale.
- iv) The basis and the principles explained above shall apply in general to cover all cases of anomalies in pay fixation.
- v) The basis prescribed for determination of senior and junior is only in the context of removal of anomalies and not for any other purpose i.e. promotion/demotion etc.
- vi) These orders shall also apply *mutatis mutandis* to the personnel including Cadets/recruits of the Armed Forces, Civil Armed Forces and the Civil servants paid from Defence Estimates.

2. These principles may be followed strictly.

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**SECTION - XXIV**  
**BASIC PAY SCALES (1 - 22)**  
**(2016)**

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July, 2016

**Subject: REVISION OF BASIC PAY SCALES AND ALLOWANCES OF CIVIL SERVANTS OF THE FEDERAL GOVERNMENT (2016)**

The President has been pleased to sanction the revision of Basic Pay Scales and Allowances with effect from 1<sup>st</sup> July 2016 for the civil employees of the Federal Government, paid out of Civil Estimates and from the Defence Estimates, as detailed in the following paragraphs:

**PART-I (PAY)**

**1. Revision of Basic Pay Scales:**

The Basic Pay Scales-2016 shall replace the Basic Pay Scales-2015 with effect from 01-07-2016 as contained in the Annexure to this Office Memorandum.

**3. Fixation of Pay of the Existing Employees:**

- i. The basic pay of an employee in service on 30-6-2016 shall be fixed in the Basic Pay Scales-2016 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2015.
- ii. In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30-6-2016, he/she shall continue to draw such pay in the Basic Pay Scales-2016 at the revised rates.

**4. Fixation of Pay on Promotion:**

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

**5. Annual Increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART-II (ALLOWANCES)****6. Ad-hoc Relief Allowances:**

The following Ad-hoc Relief Allowances granted w.e.f. 01-07-2013, 01-07-2014 and 01-07-2015 shall cease to exist with effect from 01-07-2016:

Sr. No.	Name of Ad-hoc Relief Allowance	Office Memorandum and Date	Admissible Rates
i.	Ad-hoc Relief Allowance - 2013 (01-07-2013)	F.1(2)Imp/2013-594, dated 16-07-2013	10% of the basic pay on BPS-2011
ii.	Ad-hoc Relief Allowance - 2014 (01-07-2014)	F.1(4)Imp/2014-663, dated 07-07-2014	10% of the basic pay on BPS-2011
iii.	Ad-hoc Relief Allowance - 2015 (01-07-2015)	Para-8 of F.1(3)Imp/2015- 630, dated 07-07-2015	7.5% of the basic pay on BPS-2015

**7. Ad-hoc Allowance - 2010 (if admissible):**

- i) The Ad-hoc Allowance-2010 @ 50% of the basic pay of Basic Pay Scales-2008 (where admissible to the Civil employees) shall continue to stand frozen at the level of its admissibility/drawn as on 30-06-2016;
- ii) All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Basic Pay Scales-2008 (if admissible in that organisation) on notional basis with effect from 01-07-2016, till further orders, and shall stand frozen at the same level;

**8. Ad-hoc Relief Allowance - 2016:**

- i) An Ad hoc Relief Allowance-2016 @ 10% of the running basic pay of Basic Pay Scales-2016 to the civil employees of the Federal Government as well as civilians paid out of Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01-07-2016 till further orders;

- ii) The Ad-hoc Relief Allowance will be subject to Income Tax;
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra-ordinary leave;
- iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent;
- v) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad;
- vi) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;
- vii) The Ad-hoc Relief Allowance will be admissible during the period of suspension;
- viii) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

9. **Qualification Pay:**

The rates of Qualification Pays shall be revised as under:-

Sr. #	Qualification	Existing Rates (per month)	Revised Rates (per month)
a	SAS/PFA	Rs.800/-	Rs.1,200/-
b	ICMA/ICWA (Part-III)	Rs.800/-	Rs.1,200/-
c	ICMA/ICWA/CIMA/ACCA*	Rs.2,100/-	Rs.3,150/-
d	Chartered Accountant	Rs.2,300/-	Rs.3,450/-
e	Staff College/NMC/NDC	Rs.2,000/-	Rs.3,000/-
f	NIPA Advanced Course	Rs.1,000/-	Rs.1,500/-
g	Mid Career Mgt Course	Rs.500/-	Rs.750/-

(\*Note: CIMA and ACCA qualified employees may henceforth be allowed Qualification Pay at the same rate as admissible for ICMA/ICWA.)

10. Deputation/Additional Charge Allowance/Special Pay on Current Charge:

Sr. #	Item	Existing Rates (per month)	Revised Rates (per month)
i	Deputation Allowance	20% of basic pay subject to maximum Rs.6,000/-	20% of basic pay subject to maximum Rs.12,000/-
ii	Special Allowance on Additional Charge of Identical Posts	20% of basic pay subject to maximum Rs.6,000/-	20% of basic pay subject to maximum Rs.12,000/-
iii	Special Allowance on Additional Charge of Non-Identical Posts	10% of basic pay subject to maximum Rs.3,000/-	10% of basic pay subject to maximum Rs.12,000/-
iv	Special Pay on Current Charge	20% of basic pay subject to maximum Rs.6,000/-	20% of basic pay subject to maximum Rs.12,000/-

11. Special Pay and Allowances:

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to one month basic pay, granted to Federal Government employees irrespective of his/her posting in Ministry/Division/Department/Office etc. including civil employees in BPS 1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30-06-2016.

12. Option:

- i. The Ministry/Division/Department/Office to which an employee belongs and/or on whose pay roll he/she is borne shall obtain an option in writing from such employees within 30 days commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/DDO, as the case may be, either to continue to draw salary in the Scheme of Basic Pay Scales-2015 or in the Scheme of Basic Pay Scales-2016 as specified in this Office Memorandum. Option once exercised shall be considered final.
- ii. An existing employee, as aforesaid, who does not exercise and communicate his/her option within the specified time limit, shall be deemed to have opted for the Scheme of Basic Pay Scales-2016.

13. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All existing rules/orders, not so modified, shall continue to be in force under this scheme.

14. **Anomalies:**

An Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out in the implementation of the Basic Pay Scales-2016.

**Annexure to O.M. No.F.1 (2) Imp/2016-333, dated 1<sup>st</sup> July, 2016**

**BASIC PAY SCALES OF THE CIVIL SERVANTS**

Basic Pay Scales - 2015				Stages	Basic Pay Scales - 2016		
BPS	Min	Incr	Max		Min	Incr	Max
1	6,210	195	12,060	30	7,640	240	14,840
2	6,335	220	12,935	30	7,790	275	16,040
3	6,535	260	14,335	30	8,040	325	17,790
4	6,730	300	15,730	30	8,280	370	19,380
5	6,985	340	17,185	30	8,590	420	21,190
6	7,235	375	18,485	30	8,900	470	23,000
7	7,490	415	19,940	30	9,220	510	24,520
8	7,750	455	21,400	30	9,540	560	26,340
9	8,015	495	22,865	30	9,860	610	28,160
10	8,275	544	24,595	30	10,180	670	30,280
11	8,540	595	26,390	30	10,510	740	32,710
12	9,055	650	28,555	30	11,140	800	35,140
13	9,700	715	31,150	30	11,930	880	38,330
14	10,340	790	34,040	30	12,720	980	42,120
15	10,985	905	38,135	30	13,510	1,120	47,110
16	12,910	1,035	43,960	30	15,880	1,280	54,280
17	20,680	1,555	51,780	20	25,440	1,930	64,040
18	25,940	1,950	64,940	20	31,890	2,400	79,890
19	40,155	2,075	81,655	20	49,370	2,560	100,570
20	46,705	3,050	89,405	14	57,410	3,750	109,910
21	51,885	3,375	99,135	14	63,780	4,150	121,880
22	55,755	3,960	111,195	14	68,540	4,870	136,720

OFFICE MEMORANDUM

**Subject: REVISION OF BASIC PAY SCALES & ALLOWANCES OF CIVIL SERVANTS OF THE FEDERAL GOVERNMENT (2017)**

The President has been pleased to sanction the revision of Basic Pay Scales & Allowances with effect from 1<sup>st</sup> July, 2017 for the civil employees of the Federal Government, paid out of civil estimates and from the Defence estimates as detailed in the following paragraphs:

Part-I (Pay)2. Revision of Basic Pay Scales:

The Basic Pay Scales-2017 shall replace the Basic Pay Scales-2016 with effect from 01-07-2017 as contained in the Annexure-I to this Office Memorandum.

3. Fixation of Pay of the existing employees:

- i) The basic pay of an employee in service on 30-06-2017 shall be fixed in the Basic Pay Scales-2017 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2016;
- ii) In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30-06-2017, he/she shall continue to draw such pay in the Basic Pay Scales-2017 at the revised rates.

4. Fixation of Pay on promotion:

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

5. Annual increment:

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> December each year.

Part-II (Allowances)6. Ad-hoc Allowance - 2010:

- I) The Ad-hoc Allowance-2010 @ 50% granted w.e.f. 01-07-2010 vide Finance Division's O.M.No.F.1(1)Imp/2010-622, dated 05-07-2010, shall cease to exist with effect from 01-07-2017;
- II) For those who are in receipt of an allowance equal to 100% of basic pay in BPS-2008 as on 30-06-2011 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced by 50% w.e.f. 01-07-2017. The remaining amount shall continue to be drawn at reduced frozen level;
- III) For. those who are in receipt of an allowance equal to 100% of basic pay in BPS-2011 as on 30-06-2015 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced w.e.f. 01-07-2017 by 50% of the amount to be calculated at the level admissible on 30-06-2011. The remaining amount shall continue to be drawn at reduced frozen level.

*(Examples are given in Annexure-II)*

7. Ad-hoc Relief Allowance-2016:

- A) The Ad-hoc Relief Allowance-2016 @ 10% shall stand frozen at the level of its admissibility as on 30-06-2017;
- B) All the new entrants shall be allowed Ad-hoc Relief Allowance-2016 @ 10% of the minimum of relevant Basic Pay Scales-2016 on notional basis with effect from 01-07-2017, till further orders, and shall stand frozen at the same level.

8. Ad-hoc Relief Allowance-2017:

- a) An Ad-hoc Relief Allowance-2017 @ 10% of the running basic pay of BPS-2017 shall be allowed to the civil employees of the Federal Government as well as civilians paid out of Defence estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment with effect from 01-07-2017 till further orders;
- b) The Ad-hoc Relief Allowance will be subject to Income Tax;
- c) The Ad-hoc Relief Allowance will be admissible during leave and entire period of L.P.R. except during extra ordinary leave;
- d) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent;
- e) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad;
- f) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;
- g) The Ad-hoc Relief Allowance will be admissible during the period of suspension;
- h) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment (s) beyond the maximum of the existing pay scales.

9. Special Pay and Allowances:

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to one month basic pay, granted to Federal Government employees irrespective of his/her posting in Ministry/Division/Department/Office etc. including civil employees in BPS 1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30-06-2017.

10. Orderly Allowance for BPS-20 to BPS-22:

The rates of Orderly Allowance shall be revised as follows:

Existing Rate	Revised Rate
Rs.12,000/ per month	Rs.14,000/- per month

*(Note: Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence.)*

11. Option:

- (1) The Ministry/Division/Department/Office to which an employee belongs and/or on whose pay roll he/she is borne shall obtain an option in writing from such employees within 30 days commencing from the date of issue of this Office Memorandum and communicate it to the concerned Accounts Office/DDO, as the case may be, either to continue to draw salary in the Scheme of Basic Pay Scales-2016 or in the Scheme of Basic Pay Scales-2017 as specified in this Office Memorandum. Option once exercised shall be considered final;
- (2) An existing employee, as aforesaid, who does not exercise and communicate his/her option within the specified time limit, shall be deemed to have opted for the Scheme of Basic Pay Scales-2017.

12. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders, not so modified, shall continue to be in force under this scheme.

13. Anomalies:

An Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out in the implementation of the Basic Pay Scales-2017.

(Faisal Nadeem)  
*Accounts Officer (Imp)*

**ALL MINISTRIES/DIVISIONS/DEPARTMENTS**

Copy also forwarded for information to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Office (Internal), Islamabad.
4. Prime Minister's Office (Public), Islamabad.
5. National Assembly Secretariat, Islamabad.
6. Senate Secretariat, Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
9. Federal Shariat Court, Islamabad.
10. Auditor General of Pakistan, Islamabad.
11. Controller General of Accounts, Islamabad.
12. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
13. Military Accountant-General; Rawalpindi.
14. All Financial Advisers/Deputy Financial Advisers attached to Ministries/Divisions etc.
15. Chief Accounts Officer, M/O Foreign Affairs, Islamabad.
16. Financial Adviser and Chief Accounts Officer, Pakistan Railways, Lahore.

17. All Chief Secretaries/Finance Secretaries of the Government of Punjab/Sindh/Khyber Pakhtunkhwa/Balochistan/Azad State of Jammu & Kashmir and Gilgit Baltistan.
18. Capital Development Authority, Islamabad.
19. Office of the Chief Commissioner, Islamabad.
20. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad.
21. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
22. Pakistan Atomic Energy Commission, Islamabad.
23. Central Directorate of National Savings, Islamabad.
24. National Accountability Bureau, Islamabad.
25. Member (Finance), KRL, P.O.Box.No.1384, Islamabad.
26. Intelligence Bureau, Islamabad.
27. Pakistan Mint, Lahore.
28. DG Post Offices, Islamabad.
29. Economic Adviser's Wing, Finance Division, "S" Block, Pak. Secretariat Islamabad.
30. Secretariat Training Institute, Islamabad.
31. Directorate General of Inspection Training, Customs & Central Excise, 8th Floor, New Customs House, Karachi.
32. Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad.
33. Federal Tax Ombudsman's Secretariat, Islamabad.
34. Cost Accounts Organization, Islamabad.
35. Web Administrator, Finance Division, Islamabad (for uploading at Finance Division's website i.e. [www.finance.gov.pk](http://www.finance.gov.pk))

(Faisal Nadeem)  
Accounts Officer(Imp)

O.M. No.F.1(3)Imp/2017-500

dated 03-07-2017

BASIC PAY SCALES OF THE CIVIL SERVANTS

Basic Pay scales-2016				Stages	Basic Pay scales-2017		
BPS	MIN	INCR	MAX		MIN	INCR	MAX
1.	7,640	240	14,840	30	9,130	290	17,830
2.	7,790	275	16,040	30	9,310	330	19,210
3.	8,040	325	17,790	30	9,610	390	21,310
4.	8,280	370	19,380	30	9,900	440	23,100
5.	8,590	420	21,190	30	10,260	500	25,260
6.	8,900	470	23,000	30	10,620	560	27,420
7.	9,220	510	24,520	30	10,990	610	29,290
8.	9,540	560	26,340	30	11,380	670	31,480
9.	9,860	610	28,160	30	11,770	730	33,670
10.	10,180	670	30,280	30	12,160	800	36,160
11.	10,510	740	32,710	30	12,570	880	38,970
12.	11,140	800	05,1-10	30	13,320	960	42,120
13.	11,930	880	38,330	30	14,260	1,050	45,760
14.	12,720	980	42,120	30	15,180	1,170	50,280
15.	13,510	1,120	47,110	30	16,120	1,330	56,020
16.	15,880	1,280	54,280	30	18,910	1,520	64,510
17.	25,440	1,930	64,040	20	30,370	2,300	76,370
18.	31,890	2,400	79,890	20	38,350	2,870	95,750
19.	49,370	2,560	100,570	20	59,210	3,050	120,210
20.	57,410	3,750	109,910	14	69,090	4,510	132,230
21.	63,780	4,150	121,880	14	76,720	5,000	146,720
22.	68,540	4,870	136,720	14	82,380	5,870	164,560

O.M.No.F.1(3)Imp/2017-500crated 03-07-2017

- A) Those who are in receipt of an allowance equal to 100% of basic pay in BPS-2008 as on 30-06-2011 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance shall be reduced by 50% w.e.f. 01-07-2017.

Example

Mr. N, Assistant Director, (BPS-- in receipt of basic pay of Rs.48,600/- on 30-06-2017 with the frozen level of an allowance of Rs.14,520/- equal to 100% of basic pay in BPS-16 of BPS-2008 will draw a reduced amount of Rs.7,260/- w.e.f. 01-07-2017 calculated as under:

30-06-2017		01-07-2017		
Basic Pay in BPS-17	48,600/-	Basic Pay in BPS-17		57,970/-
Amount of 100% allowance in BPS-16	14,520/-	-Amount of 100% allowance	14,520/- (7,260/-)	
		-Less: amount to be reduced (50% of Rs.14520)		7,260/-
		-Amount admissible on 01-07-2017		
<b>Total</b>	<b>63,120/-</b>	<b>Total</b>		<b>65,230/-</b>

- B) Those who are in receipt of an allowance equal to 100% of basic pay in BPS-2011 as on 30-06-2015 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance shall be reduced w.e.f. 01-07-2017 by 50% of the amount to be calculated on the level admissible on 30.6.2011.

Example

Mr. T, Assistant Director, (BPS-18) in receipt of basic pay of Rs.39,090/- on 30.06.17 with the frozen level of an allowance of Rs.19,600/- equal to 100% of basic pay in B-17 of BPS-2011 will draw a reduced amount of Rs.13,565/- calculated as under:

30-06-2017		01-07-2017		
Basic Pay in BPS-18	39,090/-	Basic Pay in BPS-17		46,960/-
Amount of 100% allowance in BPS-17	19,600/-	-Amount of 100% allowance	19,600/-	
		-Less: amount to be reduced (50% of Rs.14520)	(6,035/-)	
		-Amount admissible on 01-07-2017		13,565/-
<b>Total</b>	<b>58,690/-</b>	<b>Total</b>		<b>60,525/-</b>
*6,035 is 50% of Rs.12, 070/- which is corresponding stage in BPS-2008 against the stage of Rs.19,600/- in BPS-2011.				

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**PART - IV**

**APPENDICES**

**Summarized position of Pay Scales and Allowances revised  
From 1972 onwards and Orders for Fixation of Pay**

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Appendix-I

**Consolidated Statement showing the Dates of Revision and the Revised Pay Scales from 1972 onwards**

0	BPS - 1	BPS - 2	BPS - 3	BPS - 4
1-3-1972	100-2-116-EB-3-140	110-3-152-EB-4-160	120-3-150-EB-5-180	130-4-170-EB-5-200
1-5-1977	250-5-280-EB-6-340	260-6-302-EB-7-365	270-7-326-EB-8-390	280-8-352-EB-9-415
1-7-1981	250-5-280-EB-6-340-7-375	260-6-302-EB-7-365-8-405	270-7-326-EB-8-390-9-435	280-8-352-EB-9-415-12-475
1-7-1983	440 - 10 - 640	460 - 12 - 700	480 - 14 - 760	500 - 16 - 820
1-7-1987	600 - 13 - 860	625 - 16 - 945	650 - 19 - 1030	675 - 22 - 1115
1-6-1991 (Modified)	605 - 17 - 860	630 - 21 - 945	655 - 25 - 1030	680 - 29 - 1115
1-6-1991 (Revised)	920 - 26 - 1310	945 - 32 - 1425	975 - 37 - 1530	1005 - 43 - 1650
1-6-1994	1245 - 35 - 1770	1275 - 44 - 1935	1320 - 50 - 2070	1360 - 58 - 2230
1-12-2001	1870 - 55 - 3520	1915 - 65 - 3865	1980 - 75 - 4230	2040 - 85 - 4590
1-7-2005	2150 - 65 - 4100	2200 - 75 - 4450	2275 - 85 - 4825	2345 - 100 - 5345
1-7-2007	2475 - 75 - 4725	2530 - 85 - 5080	2615 - 100 - 5615	2700 - 115 - 6150
1-7-2008	2970 - 90 - 5670	3035 - 100 - 6035	3140 - 120 - 6740	3240 - 140 - 7440
1-7-2011	4,800 - 150 - 9,300	4,900 - 170 - 10,000	5,050 - 200 - 11,050	5,200 - 230 - 12,100
1-7-2015	6,210 - 195 - 12,060	6,335 - 220 - 12,935	6,535 - 260 - 14,335	6,730 - 300 - 15,730
1-7-2016	7,640 - 240 - 14,840	7,790 - 275 - 16,040	8,040 - 325 - 17,790	8,280 - 370 - 19,380
1-7-2017	9,130-290-17,830	9,310-330-19,210	9,610-390-21,310	9,900-440-23,100

Date of Revision	BPS - 5	BPS - 6	BPS - 7	BPS - 8
1-3-1972	150-6-180-EB-8-220-EB-10-280	165-8-205-EB-10-255-EB-10-315	180-10-230-EB-10-280-EB-15-370	200-12-260-EB-15-335-EB-15-425
1-5-1977	290-10-350-EB-12-470	315-12-399-EB-14-525	335-14-447-EB-16-575	370-16-514-EB-18-640
1-7-1981	290-10-350-EB-12-470-14-540	315-12-399-EB-14-525-16-605	335-14-447-EB-16-575-18-665	370-16-514-EB-18-640-22-750
1-7-1983	520 - 18 - 880	540 - 20 - 940	560 - 23 - 1020	590 - 26 - 1110
1-7-1987	700 - 25 - 1200	725 - 28 - 1285	750 - 31 - 1370	790 - 34 - 1470
1-6-1991 (Modified)	705 - 33 - 1200	730 - 37 - 1285	755 - 41 - 1370	795 - 45 - 1470
1-6-1991 (Revised)	1035 - 49 - 1770	1065 - 54 - 1875	1095 - 60 - 1995	1140 - 65 - 2115
1-6-1994	1400 - 66 - 2390	1440 - 73 - 2535	1480 - 81 - 2695	1540 - 88 - 2860
1-12-2001	2100 - 100 - 5100	2160 - 110 - 5460	2220 - 120 - 5820	2310 - 130 - 6210
1-7-2005	2415 - 115 - 5865	2485 - 125 - 6235	2555 - 140 - 6755	2655 - 150 - 7155
1-7-2007	2780 - 135 - 6830	2860 - 145 - 7210	2940 - 160 - 7740	3055 - 175 - 8305
1-7-2008	3340 - 160 - 8140	3430 - 175 - 8680	3530 - 190 - 9230	3665 - 210 - 9965
1-7-2011	5,400 - 260 - 13,200	5,600 - 290 - 14,300	5,800 - 320 - 15,400	6,000 - 350 - 16,500
1-7-2015	6,985 - 340 - 17,185	7,235 - 375 - 18,485	7,490 - 415 - 19,940	7,750 - 455 - 21,400
1-7-2016	8,590 - 420 - 21,190	8,900 - 470 - 23,000	9,220 - 510 - 24,520	9,540 - 560 - 26,340
1-7-2017	10,260-500-25,260	10,620-560-27,420	10,990-610-29,290	11,380-670-31,480

Date of Revision	BPS - 9	BPS - 10	BPS - 11	BPS - 12
1-3-1972	225-15-300-EB-16-380-EB-20-480	250-18-340-EB-20-440-EB-20-540	275-20-375-EB-20-475-EB-25-600	300-20-400-EB-25-525-EB-25-650
1-5-1977	390-20-590-EB-22-700	410-22-520-EB-24-760	430-24-550-EB-28-830	460-28-600-EB-30-900
1-7-1981	390-20-590-EB-22-700-24-820	410-22-520-EB-24-760-28-900	430-24-550-EB-28-830-30-980	460-28-600-EB-30-900-32-1060
1-7-1983	620 - 29 - 1200	660 - 32 - 1300	700 - 35 - 1400	750 - 40 - 1550
1-7-1987	830 - 38 - 1590	870 - 42 - 1710	910 - 46 - 1830	970 - 52 - 2010
1-6-1991 (Modified)	840 - 50 - 1590	870 - 56 - 1710	915 - 61 - 1830	975 - 69 - 2010
1-6-1991 (Revised)	1185 - 72 - 2265	1230 - 79 - 2415	1275 - 86 - 2565	1355 - 96 - 2795
1-6-1994	1605 - 97 - 3060	1660 - 107 - 3265	1725 - 116 - 3465	1830 - 130 - 3780
1-12-2001	2410 - 145 - 6760	2490 - 160 - 7290	2590 - 175 - 7840	2745 - 195 - 8595
1-7-2005	2770 - 165 - 7720	2865 - 185 - 8415	2980 - 200 - 8980	3155 - 225 - 9905
1-7-2007	3185 - 190 - 8885	3295 - 215 - 9745	3430 - 230 - 10,330	3630 - 260 - 11,430
1-7-2008	3820 - 230 - 10,720	3955 - 260 - 11,755	4115 - 275 - 12,365	4355 - 310 - 13,655
1-7-2011	6,200 - 380 - 17,600	6,400 - 420 - 19,000	6,600 - 460 - 20,400	7,000 - 500 - 22,000
1-7-2015	8,015 - 495 - 22,865	8,275 - 544 - 24,595	8,540 - 595 - 26,390	9,055 - 650 - 28,555
1-7-2016	9,860 - 610 - 28,160	10,180 - 670 - 30,280	10,510 - 740 - 32,710	11,140 - 800 - 35,140
1-7-2017	11,770-730-33,670	12,160-800-36,160	12,570-880-38,970	13,320-960-42,42,120

<b>Date of Revision</b>	<b>BPS - 13</b>	<b>BPS - 14</b>	<b>BPS - 15</b>
1-3-1972	325-25-450-EB-25-575-EB-25-700	350-25-475-EB-25-600-EB-30-750	375-25-500-EB-30-650-EB-35-825
1-5-1977	490-30-790-EB-32-950	520-30-730-EB-35-1010	550-35-900-EB-40-1100
1-7-1981	490-30-790-EB-32-950-35-1125	520-30-730-EB-35-1010-40-1210	550-35-900-EB-40-1100-50-1350
1-7-1983	800 - 45 - 1700	850 - 50 - 1850	900 - 55 - 2000
1-7-1987	1035 - 58 - 2195	1100 - 64 - 2380	1165 - 71 - 2585
1-6-1991 (Modified)	1040 - 77 - 2195	1105 - 85 - 2380	1160 - 95 - 2585
1-6-1991 (Revised)	1440 - 107 - 3045	1530 - 119 - 3315	1620 - 131 - 3585
1-6-1994	1950 - 144 - 4110	2065 - 161 - 4480	2190 - 177 - 4845
1-12-2001	2925 - 215 - 9375	3100 - 240 - 10,300	3285 - 265 - 11,235
1-7-2005	3365 - 245 - 10,715	3565 - 275 - 11,815	3780 - 305 - 12,930
1-7-2007	3870 - 285 - 12,420	4100 - 315 - 13,550	4350 - 350 - 14,850
1-7-2008	4645 - 340 - 14,845	4920 - 380 - 16,320	5220 - 420 - 17,820
1-7-2011	7,500 - 550 - 24,000	8,000 - 610 - 26,300	8,500 - 700 - 29,500
1-7-2015	9,700 - 715 - 31,150	10,340 - 790 - 34,040	10,985 - 905 - 38,135
1-7-2016	11,930 - 880 - 38,330	12,720 - 980 - 42,120	13,510 - 1120 - 47,110
1-7-2017	14,260-1050-45,760	15,180-1170-50,280	16,120-1330-56,020

Date of Revision	BPS - 16	BPS - 17	BPS - 18	BPS - 19
1-3-1972	400-35-750/50-1000	500-50-1000/50-1250	1000 - 75 - 1750	1800 - 80 - 2200
1-5-1977	625-40-825/50-1325	900-50-1150/60-1750	1350-75-1650/100-2150	2250 - 100 - 2750
1-7-1981	625-40-825/50-1325-60-1625	900-50-1150/60-1750-100-2250	1350-75-1650/100-2650	2250 - 100 - 3050
1-7-1983	1050 - 80 - 2250	1600 - 120 - 3040	2100 - 150 - 3600	3200 - 160 - 4480
1-7-1987	1350 - 105 - 2925	2065 - 155 - 3925	2710 - 195 - 4660	4130 - 205 - 5770
1-6-1991	1875 - 146 - 4065	2870 - 215 - 5450	3765 - 271 - 6475	5740 - 285 - 8590
1-6-1994	2535 - 197 - 5490	3880 - 290 - 7360	5085 - 366 - 8745	7750 - 385 - 11,600
1-12-2001	3805 - 295 - 13,655	6210 - 465 - 15,510	8135 - 585 - 19,835	12,400 - 615 - 24,700
1-7-2005	4375 - 340 - 14,575	7140 - 535 - 17,840	9355 - 675 - 22,855	14,260 - 705 - 28,360
1-7-2007	5050 - 390 - 16,750	8210 - 615 - 20,510	10,760 - 775 - 26,260	16,400 - 810 - 32,600
1-7-2008	6060 - 470 - 20,160	9850 - 740 - 24,650	12,910 - 930 - 31,510	19,680 - 970 - 39,080
1-7-2011	10,000 - 800 - 34,000	16,000 - 1200 - 40,000	20,000 - 1500 - 50,000	31,000 - 1600 - 63,000
1-7-2015	12,910 - 1035 - 43,960	20,680 - 1555 - 51,780	25,940 - 1950 - 64,940	40,155 - 2075 - 81,655
1-7-2016	15,880 - 1280 - 54,280	25,440 - 1930 - 64,040	31,980 - 2400 - 79,890	49,370 - 2560 - 100,570
1-7-2017	18,910-1520-64,510	30,370-2300-76,370	38,350-2870-95,750	59,210-3050-120210

<b>Date of Revision</b>	<b>BPS - 20</b>	<b>BPS - 21</b>	<b>BPS - 22</b>
1-3-1972	2300 - 100 - 2600	2750 (Fixed)	3000 (Fixed)
1-5-1977	2600 - 125 - 3225	3000 - 150 - 3750	3250 - 200 - 4250
1-7-1981	2600 - 125 - 3600	3000 - 150 - 4200	3250 - 200 - 4850
1-7-1983	3800 - 180 - 5240	4200 - 225 - 6000	4500 - 250 - 6500
1-7-1987	4900 - 235 - 6780	5420 - 290 - 7740	5800 - 325 - 8400
1-6-1991	6810 - 325 - 10,060	7535 - 405 - 11,585	8075 - 450 - 12,575
1-6-1994	9195 - 440 - 13,595	10,190 - 545 - 15,640	10,900 - 610 - 17,000
1-12-2001	14,710 - 950 - 28,010	16,305 - 1070 - 31,285	17,440 - 1250 - 34,940
1-7-2005	16,915 - 1095 - 32,245	18,750 - 1230 - 35,970	20,055 - 1440 - 40,215
1-7-2007	19,455 - 1260 - 37,095	21,565 - 1415 - 41,375	23,065 1655 - 46,235
1-7-2008	23,345 - 1510 - 44,485	25,880 - 1700 - 49,680	27,680 -1985 - 55,470
1-7-2011	36,000 - 2350 - 68,900	40,000 - 2600 - 76,400	43,000 - 3050 - 85,700
1-7-2015	46,705 - 3050 - 89,405	51,885 - 3375 - 99,135	55,755 - 3960 - 111,195
1-7-2016	57,410 - 3750 - 109,910	63,780 - 4150 - 121,880	68,540 - 4870 - 136,720
1-7-2017	69,090-4510-132,230	76,720-5000-146,720	82,380-5870-164,560

**Appendix - II**

**Statement showing Various Common Allowances drawn along with Pay from 1972 onwards  
Allowances Revised from 1972 to 1990**

S.No.	Allowance Name	Revision Date 1-3-1972	Revision Date 1-5-1977	Revision Date 1-7-1983	Revision Date 1-7-1987	Revision Date 16-11-1990
1	Conveyance Allowance Residence to Office	Between 3 to 7 Miles: Rs.10/-p.m. More than 7 Miles: Rs.15/-p.m.	No limit to distance: Rs.30/- Motor Cycle: Rs.60/- Motor Car: Rs.150/-	No change	Drawing pay of Rs.1650 p.m. and above: Motor Car: Rs.285/-p.m. Others: Rs.150/-p.m. Drawing pay of Rs.850-1649/- p.m. Motor Cycle:Rs.100/-p.m. Others: Rs.70/-p.m.	Drawing pay of Rs.1650 p.m. and above: Motor Car: Rs.355/-p.m. Others: Rs.193/-p.m. Drawing pay of Rs.850-1649/- p.m. Motor Cycle:Rs.130/-p.m. Others: Rs.96/-p.m.
2	House Rent Allowance for Special Stations	15% of the minima of the respective National Pay Scale	30% of the minimum of the relevant Revised National Pay Scale in big cities 10% of the minimum of the relevant NPS in small cities in small cities	No change	45% of the minimum of the relevant Basic Pay Scale in big cities 30% in small cities	
3	Senior Post Allowance for Doctors (MBBS)	NPS 20: Rs.100/- p.m. NPS 21: Rs.200/- p.m. NPS 22: Rs.300/- p.m.	NPS 20: Rs.200/- p.m. NPS 21: Rs.400/- p.m. NPS 22: Rs.600/- p.m.	No change	No change	
4	Entertainment Allowance	-	-	B-20: Rs.400/-p.m. B-21: Rs.450/-p.m. B-22: Rs.650/-p.m.	No change	
5	Non-Practicing Allowance for Doctors (MBBS)	-	-	B-17 and B-18: Rs.500/- p.m. B-19 and above: Rs.700/-p.m.	No change	
6	Medical Allowance for Non-gazetted Employees (BPS 1-15)	-	-	-	Rs.50/-per month	

### Allowances Revised from 1991 to 2005

S.No.	Allowance Name	Revision Date 1-6-1991	Revision Date 1-6-1994	Revision Date 1-12-2001	Revision Date 1-07-2002	Revision Date 1-7-2005
1	Conveyance Allowance Residence to Office	i. Drawing pay in B-16 (gazetted) and above: Motor Car: Rs.355/-p.m. ii. Drawing pay of Rs.2400/- p.m. and above other than those at(i) above:Rs.193/-pm iii. Drawing pay of Rs.1250/ p.m. maintaining Motor Cycle: Rs.130/-p.m. iv. Others: Rs.96/-p.m.	i. Drawing pay in B-16 (Gazetted) and above: Motor Car:Rs.355/-p.m. ii. Drawing pay of Rs.3240/-p.m. and above other than those at (i) above:Rs.193/-p.m. iii. Drawing pay of Rs.1688-3239/-p.m. and above maintaining Motor Cycle:Rs.130/-p.m. iv. Others: Rs.96/- p.m.	i. BS-16 (Gazetted) and above: Rs.620/-p.m. maintaining Motor Car BPS-11 and above: Rs.340/- p.m. BS 1-10 maintaining Motor Cycle: Rs.230/- p.m. BS 1-10: Rs.170/- p.m.		BPS 1-4: Rs.340/-p.m. BPS 5-10: Rs.460/-p.m. BPS 11-15:Rs.680/-p.m. BPS16-20:Rs.1240/-p.m.  Conveyance Allowance @ Rs.1240/- p.m. shall also be admissible to those BPS 21 and 22 officers who are not sanctioned official vehicles.
2	House Rent Allowance for Special Stations	No change	No change	No change		No change
3	Senior Post Allowance	BPS 20: Rs.600/- p.m. BPS 21: Rs.800/- p.m. BPS 22:Rs.1000/- p.m.	No change	No change	BPS 20: Rs.850/- p.m. BPS 21: Rs.925/- p.m. BPS 22: Rs.1200/- p.m.	BPS 20: Rs.1100/- p.m. BPS 21: Rs.1200/- p.m. BPS 22: Rs.1600/- p.m.
4	Entertainment Allowance	No change	No change	No change	BPS 20: Rs.480/- p.m. BPS 21: Rs.525/- p.m. BPS 22: Rs.725/- p.m.	BPS 19: Rs.500/- p.m. BPS 20: Rs.600/- p.m. BPS 21: Rs.700/- p.m. BPS 22: Rs.975/- p.m.
5	Non-Practicing Allowance to Doctors	No change	No change	No change	No change	No change
6	Medical Allowance for Non-gazetted Employees (BPS 1-15)	Rs.60/- p.m. w.e.f. 1-11-1995	Rs.90/- p.m.	BPS 1-16 Rs.160/- per month	No change	BPS 1-16 Rs.425/- per month

### Allowances Revised from 2007 to 2011

S.No.	Allowance Name	Revision Date 1-7-2007	Revision Date 1-7-2008	Revision Date 1-7-2010	Revision Date 1-7-2011
1	Conveyance Allowance Residence to Office	No change	BPS 1-4: Rs.680/- p.m. BPS 5-10:Rs.920/- p.m. BPS11-15:Rs.1360/- p.m. BPS 16-19: Rs.2480/-p.m.  Conveyance Allowance @ Rs.2480/- p.m. shall also be admissible to those BPS-20, 21 and 22 officers who are not sanctioned official vehicles.	No change	BPS 1-4: Rs.850/-p.m. BPS 5-10: Rs.1150/-p.m. BPS 11-15:Rs.1700/-p.m.  w.e.f. 15-12-2011 BPS 1-4: Rs.1150/-p.m.
2	House Rent Allowance Gazetted officers for Special Stations	No change	No change	No change	No change
3	Senior Post Allowance	No change	No change	No change	No change
4	Entertainment Allowance	No change	No change	No change	No change
5	Non-Practicing Allowance to Doctors	No change	No change	No change	No change
6	Medical Allowance for Non-gazetted Employees (BPS 1-16)	No change	Rs.500/-per month	BPS1-15 & 16 (Non- gazetted): Rs.1000/-p. m. BPS 16-22: 15% of basic pay.	BPS 16-22: 15% of existing basic pay in BPScales- 2008 shall continue to be admissible at the frozen level of its admissibility as on 30-6-2011.  New entrants in BPS 16-22: 15% of the minimum of the relevant BPS-2008 on notional basis with effect from 01-7-2011 and shall stand frozen at the same level.

### Allowances Revised from 2012 to 2016

S.No.	Allowance Name	Revision Date 1-7-2012	Revision Date 1-7-2014	Revision Date 1-7-2015	Revision Date 1-7-2016	Revision Date 1-7-2017
1	Conveyance Allowance Residence to Office	BPS 1-10: Rs.1500/- p.m. BPS 11-15: Rs.2000/- p.m. BPS 16-19: Rs.5000/- p.m.  w.e.f. 01-9-2012 BPS 1-4: Rs.1700/- p.m. BPS 5-10: Rs.1840/- p.m. BPS 11-15: Rs.2720/- p.m. BPS 16-19: Rs.5000/- p.m.	BPS 1-4: Rs.1785/- p.m. BPS 5-10:Rs.1932/-p.m. BPS 11-15:Rs.2856/-p.m.	No change	No change	No change
2	House Rent Allowance for Special Stations	No change	No change	No change	No change	No change
3	Sr. Post Allowance	No change	No change	No change	No change	No change
4	Entertainment Allowance	No change	No change	No change	No change	No change
5	Non-Practicing Allowance to Doctors	No change	No change	No change	No change	No change
6	Medical Allowance for Non-gazetted Employees (BPS 1-16)	No change	BPS 1-15: Rs.1200/-p.m.	BPS 1-15: Rs.1500/- p.m. BPS 16-22: 25% increase in the existing amount of Medical Allowance being admissible/ drawn on 30-6-2015. New entrants in BPS-16 to 22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis plus 25% of the amount of Medical Allowance, so calculated, with effect from 01-7-2015 and shall stand frozen at the same level.	No change	No change

**ORDERS FOR FIXATION OF PAY IN THE REVISED PAY SCALES ISSUED FROM TIME TO TIME**

National Pay Scales 1-3-1972				Revised National Pay Scales 1-5-1977			Revised National Pay Scales 1-7-1981
*Fixation of pay at the stage equal to, or if there is no such stage, at the stage next above, the aggregate of the previous pay and following increases: -				*Fixation of pay at the stage equal to, or if there is no such stage, at the stage next above, the aggregate of the basic pay in the NPS of 1-7-1972 and following increases:-			With effect from 1 <sup>st</sup> July, 1981, stages of the National Pay Scales of 1-5-1977 were extended. The pay of the employees was advanced by one stage of the relevant National Pay Scale.
NPS	% Increase	Rupees		S.No.	Description	Increase	
		Min	Max				
1 - 2	40	20	40	1	Dearness Allowance	Rs.35/- up to pay Rs.700/- with marginal adjustment of Rs.734/-.	
3 - 4	30	20	40				
5 - 7	20	30	60				
8 - 11	15	30	60				
12 - 16	10	30	60	2	Addl. Dearness Allowance	10% (Min. Rs.50/- Max. Rs.150/-)	
17 - 18			60				
19 and above		Only next above stage		3	Spl. Dearness Allowance	Rs.25/- p.m.	
				4	Increase at the time of fixation	10% over the aggregate of the basic pay and Dearness Allowance at S.No.1, 2 and 3 above.	

\*Provided that where such a stage exceeds the maximum of the relevant pay scale, the excess will be allowed as personal pay subject to subsequent reduction under F.R.37.

Basic Pay Scales 1-7-1983	Revised Basic Pay Scales 1-7-1987	Revised Basic Pay Scales 1-6-1991
<p>*Fixation on point to point basis provided where the pay so determined is less than the aggregate of previous basic pay and following DAs/Increases, then the pay will be fixed at the stage equal to, or if there is no such stage, at the stage next above, as compared to this aggregate: -</p> <p>i. 10% Dearness Allowance on basic pay - Minimum Rs.100/-, Maximum Rs.250/-</p> <p>ii. 45% Dearness Allowance on basic pay- Minimum Rs.50/-, Maximum Rs.200/- (After deduction, maximum above increases at S. No.(i).</p> <p>iii. 10% increase on aggregate of pay and DAs at S. No.(i) and (ii) above.</p> <p>iv. 10% LCA on basic pay - Max.Rs.200/-.</p>	<p>*Fixation on point to point basis.</p>	<p>The pay (BS 1 - 15) shall first be fixed in the modified scales at the stage having the same pay, or if there is no such stage, at the next higher stage and thereafter the pay shall be fixed in the revised pay scales on point to point basis. In case the above fixation gives a benefit less than Rs.100 on pay over May, 1991, then pay shall be fixed at the stage equal to, or if there is no such stage at the next above stage, the aggregate of basic pay and following increases: -</p> <p>i. Indexation of pay (1-7-1988)</p> <p>-Basic pay upto Rs.1500 .. 1.028</p> <p>-Basic pay above Rs.1500 .. 1.021 (Indexed pay will not be less than Rs.1542/-)</p> <p>ii. Adhoc increase 1-7-1989 .. 5% of basic pay.</p> <p>iii. Adhoc increase 1-7-1990 .. 10% of basic pay.</p> <p>iv. Dearness Allowance 1-12-1990 .. Rs.200/-</p> <p>v. Minimum benefit in fixation .. Rs.100.</p>

\*Provided that where such a stage exceeds the maximum of the relevant pay scale, the excess will be allowed as personal pay subject to subsequent reduction under F.R.37.

Revised Basic Pay Scales 1-6-1994	Revised Basic Pay Scales 1-12-2001	Revised Basic Pay Scales 1-7-2005	Revised Basic Pay Scales 1-7-2007															
<p>Fixation at the stage equal to, or if there is no such stage, at the stage next above, the amount actually drawn on 31-5-1994 plus following percentage increase on the pay:-</p> <table border="0" data-bbox="197 396 729 630"> <thead> <tr> <th>BPS</th> <th>Increase</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1 - 16</td> <td>35%</td> <td>1-6-1994</td> </tr> <tr> <td>17 and above</td> <td></td> <td></td> </tr> <tr> <td>(i) 1<sup>st</sup> phase</td> <td>20%</td> <td>1-6-1994</td> </tr> <tr> <td>(ii) 2<sup>nd</sup> phase</td> <td>15%</td> <td>1-6-1995**</td> </tr> </tbody> </table> <p>** (Inclusive of above 20% Increase allowed w.e.f. 1-6-1994)</p> <p>(Fixation on point to point basis but BPS - 17 and above officers were not allowed fixation with 15%, out of total 35%, on 1<sup>st</sup> June, 1994 and their pay was fixed with 20% increase. The remaining 15% benefit in fixation was allowed from 1<sup>st</sup> June, 1995)</p>	BPS	Increase	Date	1 - 16	35%	1-6-1994	17 and above			(i) 1 <sup>st</sup> phase	20%	1-6-1994	(ii) 2 <sup>nd</sup> phase	15%	1-6-1995**	<p>Fixation on point to point basis. Due to discontinuation of move-over scheme, pay of existing employees drawing pay in move-over scales shall be fixed in the pay scales of the post or in the Selection Grade, as the case may be, as per following method: -</p> <p>The stage of fixation will be arrived at after allowing increments, on notional basis after the maximum of the scale, in the original scale of the post or Selection Grade (1994) Pay Scales upto the point of existing pay (or next stage if there is no equal stage).</p> <p>The pay of the employee then be fixed at the relevant stage of (point to point basis) in the revised pay scale-2001. For example, pay of an Assistant (BPS-11) drawing pay in BPS-16 by virtue of move-over followed by Selection Grade (BPS-15) will be fixed in BPS-15 (Selection Grade) at Rs.8320.</p> <p>Stages      15 - 16 - 17 - 18 - 19</p> <p>BPS-1994: 4845 5022 5199 5376 5553</p> <p>BPS-2001: 7260 7525 7790 8055 8320</p>	<p>Fixation on point to point basis.</p>	<p>Fixation on point to point basis.</p>
BPS	Increase	Date																
1 - 16	35%	1-6-1994																
17 and above																		
(i) 1 <sup>st</sup> phase	20%	1-6-1994																
(ii) 2 <sup>nd</sup> phase	15%	1-6-1995**																

Adjusted Basic Pay Scales 1-7-2008	Revised Basic Pay Scales 1-7-2011	Revised Basic Pay Scales 1-7-2015	Revised Basic Pay Scales 1-7-2016	Revised Basic Pay Scales 1-7-2017
Fixation on point to point basis.	Fixation on point to point basis.	Fixation on point to point basis.	Fixation on point to point basis.	Fixation on point to point basis.
Revised Basic Pay Scales 01-07-2017				
Fixation on point to point basis.				

**INCREASES IN PAY AND ALLOWANCES  
OTHER THAN ON REVISION OF PAY SCALES**

**S.No.1. – Office Memorandum No. F. 1 (31) Imp-II/89, dated the 22<sup>nd</sup> July, 1989**

**Subject: Grant of Ad-hoc Increase to Civilian Employees of Federal Government drawing pay in BPS 1 - 16**

The President has been pleased to sanction with effect from 1st July, 1989 and until further orders an ad-hoc increase @ 5% of pay to the Civil Servants and Government employees of Railways, Post Office and T&T Departments as well as Civilians paid from Defence Estimates drawing pay in BPS-1 to 16. The indexation of pay sanctioned in this Division O.M. No. 1(31)-Imp-II/88, dated the 1st July, 1988 will continue to be admissible in addition to the ad-hoc increase being sanctioned now:—

2. The above increase:—

- (i) will be classified as a Compensatory Allowance and will not be subject to income-tax.
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under F.R. 45-C.
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave.
- (iv) will not be admissible to the Civil servants posted abroad.

3. In calculating ad-hoc increase, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

**S.No.2. – Office Memorandum No. F.1 (13) Imp-II/90, dated the 10<sup>th</sup> July, 1990**

**Subject: Grant of Ad-hoc Increase to Civilian Employees of Federal Government drawing pay in BPS 1 - 22**

The President has been pleased to sanction with effect from 1st July, 1990 and until further orders an ad-hoc increase @ 10% of existing pay to the

Civil Servants and Government employees of Railways, Post Office and T&T Departments as well as Civilians paid from Defence Estimates drawing pay in BPS-1 to 22. The indexation of pay sanctioned in this Division O.M. No. 1(31)-Imp-II/88, dated the 1st July, 1988 and 5% ad-hoc increase sanctioned in this Division's O.M. No. 1(31)-Imp-II/89, dated 22-7-1989 will continue to be admissible in addition to the ad-hoc increase being sanctioned now.

2. The above increase:—

- (i) will be classified as an additional Compensatory Allowance and will not be subject to income-tax;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under FR 45-C;
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave; and
- (iv) will not be admissible to the Civil servants posted abroad.

3. In calculating ad-hoc increase, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

**S.No.3.— Office Memorandum No. F.1 (14) Imp-II/90, dated the 20 September, 1990**

**Subject: Grant of Ad-hoc Increase to the Employees of Corporations/  
Autonomous/Semi-Autonomous Bodies**

The President has been pleased to sanction with effect from 1st July, 1990 and until further orders an ad-hoc increase @ 10% of pay to the employees of Public Sector Corporations and Autonomous/Semi-Autonomous Bodies provided they have adopted the Basic Pay Scale Scheme in toto. Besides, it will also be subject to the fulfilment of the following conditions, if any of these are applicable to them:—

- (i) they will obtain clearance from their Board of Directors/Governors;
- (ii) they will meet their expenditure in connection with this increase from their own/within the budget allocation without asking for additional budget/supplementary grant from the Government;

- (iii) without putting into further loss to the corporation/share holders;
- (iv) keeping in view the resource position and any assurance or undertaking they have given to Aid/Loan giving agencies.
- (v) that no *ad hoc* increase has been allowed to the employees of Corporations/ Autonomous/Semi-Autonomous Bodies since the revision of pay scales in 1987 or last revision. In case any increase has been allowed since the last revision of pay scales this increase will be adjusted.

2. The above increase: —

- (i) will be classified as a Compensatory Allowance and will not be subject to income-tax;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under FR 45-C;
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave;
- (iv) will not be admissible to the employees posted abroad.

3. The above increase will not be admissible to the Unionized Staff, whose Wages are determined through CBA./agreements in terms of Industrial Relations Ordinance, 1969 as amended from time to time and charters of the organization concerned.

4. In calculating *ad-hoc* increase, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one Rupee.

**S.No.4. — Office Memorandum No. F. 1 (26) Imp-II/92(i), dated the 20<sup>th</sup> July, 1992**

**Subject: Grant of Ad-hoc Relief to Civilian Employees of Federal Government drawing pay in BPS 1- 16**

The President has been pleased to sanction with effect from 1st July, 1992 and until further orders an Ad-hoc Relief of Rs.100/- per month at uniform rate to all employees in BPS-1 to 16 of the Government including the Civilians paid from Defence Estimates.

2. The above increase:—

- (i) will be classified as a additional Compensatory Allowance and will not be subject to income-tax;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under FR 45-C;
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave; and
- (iv) will not be admissible to the Civil servants posted abroad.

**S.No.5.— Office Memorandum No. F. 1(26) Imp-II/92(ii), dated the 16 September, 1992**

**Subject: Grant of Ad-hoc Relief to the Employees of Corporations/ Autonomous/Semi-Autonomous Bodies, Government owned Banks and DFIs drawing pay in BPS 1 - 16 or equivalent**

The President has been pleased to sanction with effect from 1st July, 1992 and until further orders, an Ad-hoc Relief of Rs.100/- per month at a uniform rate to all employees of Public Sector Corporations, Autonomous/Semi-Autonomous Bodies including Government owned Banks and Financial Institutions drawing pay in BPS 1-16 or equivalent.

2. The above relief:—

- (i) will be classified as a Compensatory Allowance and will not be subject to income-tax;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under FR 45-C;
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave; and
- (iv) will not be admissible to the Civil servants posted abroad.

**S.No.6. – Office Memorandum No.F.1(28) Imp/93(i), dated the 21<sup>st</sup> August,1993**

**Subject: Grant of Additional Ad-hoc Relief to Civilian Employees of Federal Government drawing pay in BPS 1 - 16**

In continuation of the Finance Division's O.M. No.F.1 (26) Imp.II/92(i), dated the 20<sup>th</sup> July, 1992 on the above subject, the President has been pleased to sanction with effect from 1<sup>st</sup> September, 1993 and until further orders an Additional Ad-hoc Relief of Rs.100/- per month at a uniform rate to all employees in BPS-1 to 16 of the Government including the Civilians paid from Defence Estimates.

**S.No.7. – Office Memorandum No.F.1(28) Imp/93(iii), dated the 21<sup>st</sup> August, 1993**

**Subject: Grant of Additional Ad-hoc Relief to Contingent paid staff in regular Pay Scales 1 - 16**

The President has been pleased to sanction with effect from 1-9-1993 and until further orders, an Additional Ad-hoc Relief of Rs.100/- per month at a uniform rate to all Contingent paid staff in regular Pay Scales. This Additional Ad-hoc Relief will be in addition to that admissible to the Contingent paid staff under Finance Division's O.M. No.F.1 (26) Imp.II/92, dated the 16<sup>th</sup> June, 1992.

**S.No.8. – Office Memorandum No.F. 1(28) Imp/93(ii), dated the 21<sup>st</sup> August,1993**

**Subject: Grant of Additional Ad-hoc Relief to the Employees of Corporations, Autonomous/Semi-Autonomous Bodies, Banks and DFIs, drawing pay in BPS 1 - 16 or equivalent.**

In continuation of the Finance Division's O.M. No.F.1 (26) Imp.II/92(ii), dated the 20<sup>th</sup> July, 1992 on the above subject, the President has been pleased to sanction with effect from 1<sup>st</sup> September, 1993 and until further orders, an Additional Ad-hoc Relief of Rs.100/- per month at a uniform rate to all the employees of Public Sector Corporations, Autonomous/Semi-Autonomous Bodies including Government owned Banks and Financial Institutions drawing pay in BPS 1-16 or equivalent.

**S.No.9. – Office Memorandum No. F. 1 (9) Imp/94, dated the 26<sup>th</sup> March, 1994**

**Subject: Grant of Ad-hoc Relief to the Government Employees**

The President has been pleased to sanction with effect from 1<sup>st</sup> April, 1994 and until further orders, an Ad-hoc Relief of Rs.50/- per month at uniform rate to all employees in B 1 to B 22 of the Federal Government including Defence Forces and Civilians paid from Defence Estimates and employees of Banks, DFIs and Public Sector Corporations, Autonomous/Semi-Autonomous Bodies. Employees appointed on contingent, contract and daily wages basis will also be eligible to receive the above Ad-hoc Relief w.e.f. 1-4-1994.

## 2. The above relief:—

- (i) will be classified as a Compensatory Allowance and will not be subject to income-tax;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under FR 45-C;
- (iii) will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave; and
- (iv) will not be admissible to the Civil servants posted abroad.

**S.No.10.— Office Memorandum No. F. 1 (17) Imp/97, dated the 5<sup>th</sup> March, 1997**

**Subject: Grant of Ad-hoc Relief to Civil Servants of Federal Government drawing pay in BPS 1 to 16**

The Prime Minister has been pleased to sanction with effect from 1<sup>st</sup> March, 1997 and until further orders, Ad-hoc Relief at a uniform rate of Rs.300/- per month to Civil Servants of the Federal Government in BS-1 to 16 inclusive of those who are in BS-17 by virtue of move-over as well as the employees of Railways, Post Office and T&T Departments, Civilians paid from Defence Estimates drawing pay in BS-1 to 16 inclusive of those who are in BS-17 by virtue of move-over.

## 2. The above increase:—

- (i) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent under FR 45-C;
- (ii) will be admissible for the entire period of the leave including leave preparatory to retirement;
- (iii) will not be admissible during extra ordinary leave; and
- (iv) will not be admissible to the Civil servants posted abroad.

**S.No.11.— Office Memorandum No. F.1 (17)/Imp/97(i) dated 26<sup>th</sup> March, 1997**

**Subject: Grant of Ad-hoc Relief to Civil Servants of Federal Government drawing Pay in BPS 1 to 16**

In continuation of this Division's O.M of even number dated 5<sup>th</sup> March, 1997, the President has been pleased to sanction with effect from 1<sup>st</sup> March, 1997 and until further orders, ad-hoc relief at a uniform rate of Rs.300/- per month to contingent paid and contract employees, daily wages employees and work charge employees working in the Ministries/Divisions/Departments and Subordinate Offices as well. The ad-hoc relief of Rs.300/- per month will be admissible on Orderly Allowance also on the term and conditions laid down in the O.M dated 5<sup>th</sup> March, 1997 referred to above.

S.No.11 A.— Office Memorandum No.F.1(17) Imp/97(ii), dated 26<sup>th</sup> March, 1997

**Subject: Grant of Ad-hoc Relief to the Employees of Corporations, and Autonomous/Semi-Autonomous Bodies.**

The President has been pleased to sanction with effect from 1<sup>st</sup> March, 1997 and until further orders, Ad-hoc Relief at a uniform rate of Rs.300/- per month for those employees of public sector corporations and autonomous/semi- autonomous bodies who are in BPS-1 to 16 or equivalent. This would include those who are in BPS-17 by virtue of move-over, except those who are covered under the Industrial Relations Ordinance and/or whose financial terms of service are settled through Collective Bargaining Agents. Besides, it will be subject to the fulfilment of the following conditions if any of these are applicable:—

- (i) Organizations will obtain clearance from their respective Board of Directors/Governors;
- (ii) Organizations will meet their expenditure in connection with this increase from their own budget allocation without asking for additional budget/supplementary grant from Government;
- (iii) Organizations will ensure that this does not lead to further losses to them and their shareholders;
- (iv) Organizations will keep in view their resource position and any assurance or undertaking they may have given to aid/loan giving agencies.

2. The Ad-hoc Relief @ Rs.300/- per month will be admissible also to contingent paid and contract employees, daily wages employees and work charge employees working in the Autonomou/Semi-Autonomous Bodies and Corporations as well.

3. This increase:—

- (i) will not be treated as part of emoluments for the purpose of recovery of House Rent under F.R. 45-C;
- (ii) will be admissible for the entire period of the leave including leave preparatory to retirement;
- (iii) will not be admissible during extra-ordinary leave; and
- (iv) will not be admissible to the Civil servants posted abroad.

S.No.12.— Office Memorandum No. F. 1 (1) Imp/94, dated the 26<sup>th</sup> June, 1999

**Subject: Revision of Salaries; Allowances and perquisites of the supervisory and Executive staff of Public Sector Corporations, Autonomous/Semi-Autonomous Bodies.**

The undersigned is directed to say that Government of Pakistan have appointed a Pay and Pension Committee to review the existing pay scales allowances, perquisites, the concepts of advance increments/Move-over/ Selection Grades and system of pension and pensionary benefits in respect of Government servants including the officers in Management Grade. For reviewing the salaries, allowances and perquisites of supervisory and Executive staff of Public Sector Corporations, Autonomous/Semi-Autonomous Organisations, it has been decided that such revisions may be carried out by the respective Boards of Directors/Governors of these Organisations. Such revisions should invariably be tagged with the financial position of the respective Organisation.

2. Clearance from the Finance Division would, however, be necessary to ensure a rational basis and degree of uniformity in such revisions. In this regard, a Standing Committee comprising the following officers has been constituted in the Finance Division:—

- |  |                      |
|--|----------------------|
| 1) Additional Finance Secretary (E) .. ..  | Chairman             |
| 2) Senior Joint Secretary, Establishment Division ..   | Member               |
| 3) An officer not below the rank of Joint Secretary of the administrative Ministry of the Corporation .. | Member               |
| 4) Joint Secretary (Regulations), Finance Division ..<br>Secretary                                       | Member/<br>Secretary |

3. The above Standing Committee will scrutinize the recommendations of the respective Boards of Directors/Governors of the statutory Public Sector Corporations, Autonomous/Semi-Autonomous Bodies etc. and submit its findings to competent authority for final orders. No Corporation will announce the revision of Salary/Allowances structure without prior approval of the competent authority. The Standing Committee shall have the powers to co-opt any person or agency to assist it in its deliberations.

4. The administrative Ministries/Divisions are advised to circulate the above decision to all the Public Sector Corporations and Autonomous/Semi-Autonomous Bodies under their administrative control.

**S.No.13.— Office Memorandum No. F. 1 (7) Imp/99, dated the 3<sup>rd</sup> November, 1999**

**Subject: Grant of Special Additional Allowance.**

In continuation of this Division's O.M. No.F.1 (7) Imp/99, dated the 23<sup>rd</sup> July, 1999 on the above subject, the undersigned is directed to clarify that the Special Additional Allowance is also admissible to the ad-hoc Employees of the Federal Government including civilians paid from Defence Estimates. However, it is not admissible to the contingent paid staff and persons employed on daily wages, work charge contract basis.

**S.No.14.— Office Memorandum No. F.1 (7) Imp/99, dated the 15<sup>th</sup> December,1999**

**Subject: Grant of Special Additional Allowance.**

The undersigned is directed to refer to this Division's O.M. No.F.1 (7) Imp/99, dated the 3<sup>rd</sup> November, 1999 on the above subject, and to clarify that retired Armed Forces officers, who were re-employed against civil posts through Defence Services Officers Selection Board (DSOSB) against their prescribed 10% quota, are entitled to Special Additional Allowance. However, administrative Ministries/Divisions shall give a certificate to the AGPR that such persons are re-employed against civil posts against 10% quota prescribed for Armed Forces Personnel.

**S.No.15.— Office Memorandum No. F. 1 (9) IMP/99, dated the 31st Dec, 1999.**

**Subject: Grant of Ad-hoc relief @ Rs.100/- p.m. to the Federal Government Servants in BS.1-16.**

The President has been pleased to allow Ad-hoc Relief @ Rs.100 p.m. with effect from 1-1-2000 and until further orders, to the Civilian employees of Federal Government as well as Civilians paid from Defence Estimates and Armed Forces Personnel who are in BS.1 to BS.16/equivalent. The employees who are in BS-17 by virtue of move-over will also be entitled to this ad-hoc relief.

2. The above ad-hoc relief:

- (a) will be subject to Income Tax.
- (b) will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.

- (c) will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
- (d) will not be admissible to the employees posted/deputed abroad from the country.
- (e) will be admissible during the period of suspension.
- (f) will not be admissible during extra-ordinary leave.

**S.No.16.— Office Memorandum No. F. 1 (9) IMP/99(i), dated the 31st Dec, 1999.**

**Subject: Grant of Ad-hoc Relief @ Rs.100/- p.m. to the employees in B.1—16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.**

The President has been pleased to allow Ad-hoc Relief @ Rs.100 p.m. with effect from 1-1-2000 and until further orders, to the employees in BS.1—16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.

2. This Allowance will be regulated as under:

- (a) It will be subject to Income Tax
- (b) It will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
- (c) It will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
- (d) It will not be admissible to the employees posted/deputed abroad from the country.
- (e) It will be admissible during the period of suspension.

3. The cases of the Autonomous/Semi Autonomous Bodies and Public Sector Corporations who have not adopted the Government Pay Scales in toto will continue to be examined by the Standing Committee constituted vide Finance Division's O.M. No. F. 1 (I) Imp/94, dated 26-6-1999.

## OFFICE MEMORANDUM

Subject : GRANT OF SPECIAL RELIEF ALLOWNAE

The president has been pleased to sanction with effect from 1<sup>st</sup> July, 2003 and till further orders a Special Relief Allowance @ 15% of the basic pay p.m. to all the civilian employees in BPS 1 to 22 of the Federal Government as well as the civilians paid from Defence Estimates and to all the Armed Forces Personnel/Civil Armed Forces Personnel.

2. The amount of this Allowance:

- (i) Will be subject to Income Tax:
- (ii) Will be admissible during leave and entire period of LPR except during extra ordinary leave.
- (iii) Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
- (iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad.

3. The above Relief should be accommodated within the budgetary allocation for the year 2003-2004 by the respective Ministries/Divisions/Departments and no supplementary grants would be give on this account.

**S.No.18.— Office Memorandum No. F. 1 (9) IMP/99(ii), dated 22<sup>nd</sup> February, 2000.**

**Subject: Grant of Ad-hoc Relief @ Rs.100/- p.m. to the employees in BS.1 – 16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.**

The undersigned is directed to refer to this Division's O.M. No.F.1 (9) Imp/99(i), dated the 31-12-1999 on the above subject, and to say that Ad-hoc Relief of Rs.100/- p.m. is also admissible to the employees who are in BS. 17 by virtue of Move-Over in Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.

**S.No.19.— Office Memorandum No. F. 1 (4) IMP/2003, dated 25<sup>th</sup> October, 2003.**

**Subject: Grant of Special Relief Allowance to the employees of Autonomous/Semi Autonomous Bodies.**

The undersigned is directed to refer to Finance Division's O.M. No. F.1(4) Imp/2003, dated 30<sup>th</sup> June, 2003 on the above subject, and to state that inquiries have been received from Ministries/Divisions/Departments as to whether the 15% Special Relief Allowance specified therein will also be admissible to the employees of Autonomous/Semi Autonomous Bodies under Federal Government. It is clarified that unless the Allowance is specifically extended to such Bodies, the O.M. *ibid*, being specific to Government servants, is not applicable to the employees of Autonomous/Semi Autonomous Bodies. It has, therefore, been decided that grant of Special Relief Allowance to the employees of such Bodies will be decided by the Standing Committee constituted under Finance Division after the cases are referred to it, duly cleared by the Boards of respective Bodies, through concerned Ministries/Divisions.

**S.No.20.— Office Memorandum No. F. 1 (4) IMP/2003(i), dated 25<sup>th</sup> October, 2003.**

**Subject: Grant of Special Relief Allowance**

In continuation of this Division's O.M. No.F.1 (4) Imp/2003, dated 30<sup>th</sup> June, 2003, the undersigned is directed to clarify that the Special Relief Allowance @ 15% of basic pay (excluding allowances) is also admissible to the Contingent Paid employees of the Federal Government including those paid from Defence Estimates. However, it is not admissible to contract, daily wages, work charged and casual employees.

**S.No.21.— Office Memorandum No. F. 1 (4) IMP/2003, dated the 18<sup>th</sup> May, 2004.**

**Subject: Grant of Special Relief Allowance**

In continuation and partial modification of this Division's O.M. No.F.1 (4) Imp/2003(i), dated 25<sup>th</sup> October, 2003, on the above subject, the undersigned is directed to clarify further that the Special Relief Allowance @ 15% of basic pay granted w.e.f. 01-7-2003 is also admissible to the employees employed/re-employed on standard terms and conditions of contract appointment contained in Establishment Division's O.M. No.F.10/52/95-R-2, dated 18-7-1996, as amended from time to time.

**S.No.22. – Office Memorandum No. F. 1 (8) IMP/2004, dated the 1<sup>st</sup> July, 2004.**

**Subject: Grant of Ad-hoc Relief @ 15% of basic pay.**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2004 and until further orders, an Ad-hoc Relief @ 15% of the basic pay p.m. to all the civil servants in BPS-1 to 22 of the Federal Government as well as Civilians paid from Defence Estimates including contingent paid staff, retired civil servants re-employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment and to all the Armed Forces Personnel/Civil Armed Forces Personnel.

2. The amount of this Ad-hoc Relief: –

- (i) will be subject to Income Tax.
- (ii) will be admissible during leave and entire period of LPR except during extra-ordinary leave.
- (iii) will not be treated as part of emoluments for the purposes of calculation of Pension/Gratuity and recovery of House Rent.
- (iv) will not be admissible to the employees during tenure of their posting/deputation abroad.

3. The above Ad-hoc Relief should be accommodated within the budgetary allocation for the year 2004-2005 by the respective Ministries/Divisions/ Departments and no supplementary grants would be given on this account.

**S.No.23. – Office Memorandum No.F.1(8) IMP/2004, dated the 10<sup>th</sup> January, 2005.**

**Subject: Grant of Ad-hoc Relief @ 15% of basic pay**

In continuation of this Division's O.M. No.F.1 (8) Imp/2004, dated 1<sup>st</sup> July, 2004, on the above subject, the undersigned is directed to clarify that the Ad-hoc Relief @ 15% of basic pay granted w.e.f. 01-7-2004 is also admissible to those contract employees and the retired re-employed Armed Forces officers/personnel who hold civil posts in Basic Pay Scales on standard terms and conditions of contract appointment contained in Establishment Division's O.M.No.10/52/95-R-2, dated 18-7-1996, as amended from time to time.

S.No.24. – Office Memorandum No.F.1(4) IMP/2006, dated the 24<sup>th</sup> June, 2006.

**Subject: Grant of Dearness Allowance @ 15% of basic pay**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2006 and till further orders, a Dearness Allowance @ 15% of basic pay per month to all the Civil servants in BPS-1 to 22 of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff, contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment to all the Armed Forces Personnel/Civil Armed Forces Personnel.

2. The amount of this Dearness Allowance. –

- (i) will not be treated as part of emoluments for the purposes of calculation of Pension/Gratuity and recovery of House Rent.
- (ii) will not be admissible to the employees during tenure of their posting/deputation abroad.
- (iii) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.
- (iv) will be admissible during leave and entire period of LPR except during extra-ordinary leave.

3. The above Dearness Allowance should be accommodated within the budgetary allocation for the year 2006-2007 by the respective Ministries/ Divisions/ Departments and no supplementary grants would be given on this account.

S.No.25. – Office Memorandum No.F.1(5) IMP/2006, dated the 24<sup>th</sup> June, 2006.

**Subject: Grant of Teaching Allowance.**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2006 and till further orders, a Teaching Allowance to all Teachers of Federal Government's Educational Institutions at the rates and conditions as detailed below: –

- |      |   |    |    |           |
|------|---|----|----|-----------|
| i)   | Matric with PTC/equivalent                | -- | .. | Rs.500/-  |
| ii)  | F.A/F.Sc with CT/ equivalent              | -- | .. | Rs.750/-  |
| iii) | BA/MA with B.Ed/M.Ed and above/equivalent | .. | .. | Rs.1000/- |

## 2. The amount of Teaching Allowance. —

- i) will be qualification related.
- ii) will be admissible to those teachers who are exclusively deployed on teaching duties.
- iii) will also be admissible to the Heads of the Institutions and their Deputies.
- iv) will be admissible during the entire period of vacation, leave and LPR.
- v) will not be admissible during the entire period of Extra Ordinary Leave.
- vi) will not be treated as part of emoluments for the purposes of calculation of Pension/Gratuity and recovery of House Rent.

**S.No.26. — Office Memorandum No.F.1(5) IMP/2005, dated the 28<sup>th</sup> December, 2006.**

**Subject: Admissibility of Special Relief Allowance and Ad-hoc Relief Allowance**

In continuation of Finance Division's O.M. No.F.1 (15) Imp/2001, dated 1-12-2006, the undersigned is directed to say that certain queries regarding admissibility of Special Relief Allowance (2003) and Ad-hoc Relief Allowance (2004) have been received from different quarters which have been examined in the light of the relevant provisions and the position is clarified as under:-

QUERY	CLARIFICATION
Whether the benefit of Special Relief Allowance and Ad-hoc Relief Allowance sanctioned w.e.f. 1-7-2003 and 1-7-2004 respectively are admissible at frozen level to the government servants who were on Extra Ordinary Leave (EOL) at the time when these were sanctioned and resumed/ resume	Any revision made in pay scales is not allowed to the Government servants during the period they remain on Extra Ordinary Leave (EOL). Such benefit is, however, extended to them on resumption of duties. On the analogy of this principle, it is clarified that Special Relief Allowance and Ad-hoc Relief Allowance sanctioned w.e.f. 1-7-2003 and 1-7-2004 respectively and

duty after these have been frozen under the Revised Basic Pay Scales Scheme-2005.	frozen w.e.f. 1-7-2005 which were not allowed to Government servants during EOL, will be admissible to them as soon as they resume duties at the frozen level which would have been admissible to them had they not proceeded on EOL.
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**S.No.27. – Office Memorandum No.F.1(7) Imp/2009-I, dated the 21<sup>st</sup> July, 2009.**

**Subject: Grant of Ad-hoc Relief Allowance-2009 to all Civil Employees**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2009 and until further orders, an Ad-hoc Relief Allowance-2009 to all the civil employees of the Federal Government (other than Civil Armed Forces) as well as Civilians paid from Defence Estimates including contingent paid staff and contract employees against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment, as detailed below: –

BPS 1 - 16	..	20% of the basic pay
BPS 17 - 22	..	15% of the basic pay

2. The amount of this Ad-hoc Relief Allowance. –

- (i) will be subject to Income Tax.
- (ii) will be admissible during leave and entire period of LPR except during extra-ordinary leave.
- (iii) will not be treated as part of emoluments for the purposes of calculation of Pension/Gratuity and recovery of House Rent.
- (iv) will not be admissible to the employees during tenure of their posting/deputation abroad.
- (v) will be admissible on their repatriation from posting/ deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.

3. The term “Basic Pay” for the purpose of Ad-hoc Relief Allowance-2009 will also include the amount of personal pay granted on account of annual increment(s) beyond the maximum of the existing scale.

4. The above Ad-hoc Relief Allowance should be accommodated within the budgetary allocation for the year 2009-2010 by the respective Ministries/ Divisions/ Departments and no supplementary grants would be given on this account.

**S.No.28. – Office Memorandum No.F.1(1) Imp/2010-622, dated the 5<sup>th</sup> July,2010.**

**Subject: Grant of Ad-hoc Allowance-2010 @ 50% of Existing Basic Pay and Medical Allowance**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2010 and until further orders, an Ad-hoc Allowance-2010 @ 50% of the existing Basic Pay Scales-2008 to all the civil employees of the Federal Government as well as Civilians paid from Defence Estimates including contingent paid staff and contract employees against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment, as detailed below: –

2. The amount of this Ad-hoc Allowance. –

- (i) will be subject to Income Tax.
- (ii) will be admissible during leave and entire period of LPR except during Extra Ordinary Leave.
- (iii) will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- (iv) will not be admissible to the employees during tenure of their posting/deputation abroad.
- (v) will be admissible on their repatriation from posting/ deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.

3. The term “Basic Pay” for the purpose of Ad-hoc Allowance-2010 will also include the amount of personal pay granted on account of annual increment(s) beyond the maximum of the existing scale.

4. This Ad-hoc Allowance will not be admissible to personnel of Armed Forces, Civil Armed Forces, ICT Police, National Highways & Motorway Police, Federal Board of Revenue and employees of other Departments who have already been allowed an Allowance equal to one month’s basic pay.

**Medical Allowance - 2010**

5. On the recommendations of Pay & Pension Commission-2009, the Medical Allowance in lieu of Outdoor Treatment and reimbursement of medical expenses has been granted as under: —

S.No.	BPS	Existing Rate	BPS	Revised Rate
i)	1-15 & 16 (Non-Gazetted)	Rs.500/- p.m.	1 - 15	Rs.1000/- p.m.
ii)	16 - 22	Nil	16 - 22	15% of basic pay

**Note:** The existing facility of reimbursement of amounts spent on account of purchase of medicines by Government servants and local purchase of medicines by Government Hospital for Outdoor Patients (OPD) will be discontinued. However, the existing facilities for consultation and diagnostic investigations at OPD will continue as before. Reimbursement/Local purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for OPD patients. The existing facility of reimbursement of all kinds of expenditure on account of Indoor Medical Treatment will continue as before.

6. The above Ad-hoc Allowance - 2010 and Medical Allowance shall be accommodated from within the budgetary allocation for the year 2010-2011 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

**S.No.29. — Office Memorandum No.F.1(1) Imp/2010-623, dated the 5<sup>th</sup> July,2010.**

**Subject: Grant of Ad-hoc Allowance-2010 @ 50% of Existing Basic Pay and Medical Allowance**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2010 and until further orders, an Ad-hoc Allowance-2010 @ 50% of the existing Basic Pay of Rs.24,465/- included in the package of Rs.31,500/- to the Section Officers re-employed against civil posts on contract basis.

2. The amount of this Ad-hoc Allowance. —

- (i) will be subject to Income Tax.
- (ii) will be admissible during leave.
- (iii) will not be admissible to the employees during tenure of their

posting/deputation abroad.

- (iv) will be admissible on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The above Ad-hoc Allowance-2010 shall be accommodated from within the budgetary allocation for the year 2010-2011 by the respective Ministries/ Divisions/Departments and no supplementary grants would be given on this account.

**S.No.30.— Office Memorandum No.F.1(1) Imp/2010-624, dated the 5<sup>th</sup> July,2010.**

**Subject: Revision of rates of Special Pays and Allowance**

The President has been pleased to sanction with effect from 1<sup>st</sup> July, 2010 and until further orders, the revision of the following Special Pays and Allowances to all the civil employees of the Federal Government as well as Civilians paid from Defence Estimates as mentioned against each Allowance/Special Pay:—

**(i) Night Duty Allowance**

Description	Existing Rates	Revised Rates
a) Assistants/Clerks	Rs.10/- per night	Rs.40/- per night
b) Staff Car Drivers/Dispatch Riders/Naib Qasids	Rs.5/- per night	Rs.25/- per night

**(ii) Conveyance Charges for Late Sitting**

Description	Existing Rates	Description	Revised Rates
<b>On Working Days</b> BPS 1 - 2	Rs.12/- per day	<b>On Working Days</b> BPS 1 - 15 and 16 (Non gazetted) Excluding Drivers/DR	Rs.50/- per day
BPS 3 - 15 and 16 (Non gazetted) Excluding Drivers/DR	Rs.15/- per day		
<b>On Closed Holidays</b> BPS 1 - 2	Rs.15/- per day	<b>On Closed Holidays</b> BPS 1 - 15 and 16 (Non gazetted) Excluding Drivers/DR	Rs.75/- per day
BPS 3 - 15 and 16 (Non gazetted)	Rs.18/- per day		

## (iii) Special Pays

Description	Existing Rates	Revised Rates
PS to Ministers/Ministers of State	Rs.500/- p.m.	Rs.1000/- p.m.
PS to Secretary	Rs.400/- p.m.	Rs.800/- p.m.
PS to Additional Secretary	Rs.300/- p.m.	Rs.600/- p.m.
PA to Minister/MOS/ Secretary/ Additional Secretary/Senior Joint Secretary	Rs.200/- p.m.	Rs.400/- p.m.
PA to Joint Secretary	Rs.160/- p.m.	Rs.320/- p.m.

## (v) Daily Allowance (within country)

Existing Rates			Revised Rates	
BPS	Ordinary	Special	Ordinary	Special
12 - 16	280	365	500	600
5 - 11	155	220	310	440
1 - 4	125	200	200	400

2. The above revised rates of Allowance and Special Pay shall be accommodated from within the budgetary allocation for the year 2010-2011 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

S.No.31.— Office Memorandum No.F.3(1)-R.5/2010, dated the 15<sup>th</sup> December, 2011.

**Subject: Revision in the rate of Conveyance Allowance for the Civil Employees of the Federal Government BPS 1–4**

The undersigned is directed to refer to para 10(i) of Finance Division, Regulations Wing O.M. No.1(5)Imp./2011-419 dated 04-07-2011 and to state that it has been decided to revise the rate of Conveyance Allowance of the low paid civil employees working in BPS 1–4 from existing Rs.850/- per month to Rs.1150/- per month with immediate effect.

S.No.32. – Office Memorandum No.F.3(1)-R.5 /2010, dated the 3<sup>rd</sup> July, 2012.

**Subject: Revision in the rates of Conveyance Allowance for the Civil Servants of the Federal Government BPS 1 – 19**

The undersigned is directed to refer to para 7(a) of Finance Division (Regulations Wing)'s O.M. No.1(1)Imp./2008 dated 30-06-2008, para 10 (i) of O.M. No.1(5)Imp/2011-419 dated 04-07-2012 and O.M. No.3(1)-R.5 /2010, dated the 15<sup>th</sup> December, 2011 and to state that it has been decided to revise the rates of Conveyance Allowance admissible to the civil servants working in BPS 1 – 19 as under with effect from 1<sup>st</sup> July, 2012: –

BPS	EXISTING	REVISED
1 – 10	Rs.1150/- p.m	Rs.1500/- p.m.
11 – 15	Rs.1700/- p.m	Rs.2000/- p.m.
16 – 19	Rs.2480/- p.m.	Rs.5000/- p.m.

S.No.33. – Office Memorandum No.F.3(1)-R.5 /2010, dated the 5<sup>th</sup> September, 2012.

**Subject: Revision in the rates of Conveyance Allowance for the Civil Servants of the Federal Government BPS 1 – 19 as well as Armed Forces Personnel**

In partial modifications of Finance Division (Regulations Wing)'s O.M. No.3(1)-R.5 /2010, dated the 3<sup>rd</sup> July, 2012 on the above subject, it has been decided to further revise the rates of Conveyance Allowance admissible to the civil servants working in BPS 1 – 15 as under, applicable with effect from 1<sup>st</sup> September, 2012 while the rates of Conveyance Allowance for civil servants in BPS 16 – 19 will remain the same: –

BPS	EXISTING	REVISED
1 – 4	Rs.1500/- p.m.	Rs.1700/- p.m.
5 – 10	Rs.1500/- p.m.	Rs.1840/- p.m.
11 – 15	Rs.2000/- p.m.	Rs.2720/- p.m.
16 – 19	Rs.5000/- p.m.	Rs.5000/- p.m.

2. The above said Conveyance Allowance shall be admissible to all the personnel of the Armed Forces in the pay scale equivalent to BPS 1–19 with effect from 1<sup>st</sup> September, 2012, on revised rates, wherever these are applicable as per rules.

**S.No.34. – Office Memorandum No.F.4(2)-R.5 /2006, dated the 15<sup>th</sup> March, 2013.**

**Subject: Revision in the rate of Conveyance Charges for Late Sitting**

The undersigned is directed to refer to para 1(ii) of Finance Division's O.M. No.F.1(1)Imp./2010-624 dated 5th July, 2010 and to state that it has been decided to further revise the existing rates of Conveyance Charges for Late Sitting of officials working in BPS 1 – 16 (Non-gazetted), excluding Drivers/DR, from 13<sup>th</sup> March, 2013 as under: –

Description	Days	Existing Rates	Revised Rates
For officials in BPS 1 -16 (Non gazetted) Excluding Drivers/DR	On Working Days	Rs.50/- per day	Rs.100/- per day
	On Closed Holidays	Rs.75/- per day	Rs.125/- per day

2. Above rates will apply to all Federal Government employees including the civilian paid from Defence Estimates. All other existing conditions regulating the grant of conveyance charges on account of late sitting will, however, remain unchanged.

**S.No.35. – Office Memorandum No.F.3(1)-R.5 /2010, dated the 1<sup>st</sup> October, 2013.**

**Subject: Revision in the rate of Conveyance Allowance for the Civil Servants in BPS 20 – 22**

The undersigned is directed to refer to Finance Division, Regulations Wing O.M. No.F.3(1)R-5/2010 dated 03-7-2011 and 05-9-2012 on the above subject, and to say that it has been decided that Conveyance Allowance @ Rs.5000/- per month will also be admissible to officers in BPS 20 – 22 who are neither availing free transport facility nor have been allowed Monetization of Transport Allowance, with immediate effect, where ever these rates are applicable under the rules.

**S.No.36. – Office Memorandum No.F.3(1)-R.5 /2010, dated the 7<sup>th</sup> July, 2014.**

**Subject: Revision in the rates of Conveyance Allowance for Civil Servants of the Federal Government in BPS 1 – 15 as well as Armed Forces Personnel**

The undersigned is directed to refer to the Finance Division's O.M. No.F.3(1) R-5/2010 dated 05-9-2012 on the above subject, and to state that

Government has decided to enhance the Conveyance Allowance by 5% for employees in BPS 1 – 15 as under: –

BPS	EXISTING	REVISED
1 – 4	Rs.1700/- p.m.	Rs.1785/- p.m.
5 – 10	Rs.1840/- p.m.	Rs.1932/- p.m.
11 – 15	Rs.2720/- p.m.	Rs.2856/- p.m.

2. The above said Conveyance Allowance shall be admissible to all Federal Government employees including Armed Forces and Civil Armed Forces in the pay scale to BPS 1–15 or equivalent with effect from 1<sup>st</sup> July, 2014, wherever these are applicable as per rules.

**S.No.37. – Office Memorandum No.F.4(2)-R.5/2006, dated the 1<sup>st</sup> July, 2016.**

**Subject: Revision in the rate of Conveyance Charges for Late Sitting**

The President has been pleased to sanction the revision of the existing rates of Conveyance Charges for Late Sitting with effect from 1-7-2016 for officials working in BPS 1 – 16 (Non-gazetted), excluding Drivers/DR, as under: –

Description	Days	Existing Rates	Revised Rates
For officials in BPS 1 -16 (Non gazetted) Excluding Drivers/DR	On Working Days	Rs.100/- per day	Rs.150/- per day
	On Closed Holidays	Rs.125/- per day	Rs.190/- per day

2. Above rates will apply to all Federal Government employees including the civilian paid from Defence Estimates. All other existing conditions regulating the grant of conveyance charges on account of late sitting will, however, remain unchanged.

**S.No.38. – Office Memorandum No.F.3(1)-R.5/2010, dated the 1<sup>st</sup> July, 2016.**

**Subject: Grant of Special Conveyance Allowance to Disabled Employees**

The President has been pleased to grant Special Conveyance Allowance to Disabled Employees of Federal Government paid out of Civil Estimates and Defence Estimates, @ Rs.1000/- per month in addition to normal Conveyance

Allowance, with effect from 1<sup>st</sup> July, 2016. Following terms and conditions will be applicable for admissibility of this Allowance: –

- a. It will be allowed to those Federal Government employees who have been appointed against disable employees' quota or they have been declared/certified as disable by an authorized Medical Board thereafter during service;
- b. It will not be admissible during leave of any kind, except medical leave upto one month or casual leave.

**S.No.39. – Office Memorandum No.F.6(1)-R.5/2005, dated the 1<sup>st</sup> July, 2016.**

**Subject: Revision of the rates of Allowances**

The President has been pleased to sanction the revision of the rates of following allowances, with effect from 1-7-2016, for Civil Servants of the Federal Government, paid out of Civil Estimates and Defence Estimates, as detailed below: –

S.No.	Name of Allowance	Existing Rate	Revised Rate
i.	Integrated Allowance	Rs.300/- p.m.	Rs.450/- p.m.
ii.	Washing Allowance	Rs.100/- p.m.	Rs.150/- p.m.
iii.	Dress Allowance	Rs.100/- p.m.	Rs.150/- p.m.

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**PART - V**

**MANAGEMENT GRADES AND  
MANAGEMENT POSITIONS (MP) SCALES**

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**SECTION - I**  
**MANAGEMENT GRADES**

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**Subject: Management Grades for senior executives of Corporations etc.**

The undersigned is directed to say that the question of rationalising the pay scales, allowances and perquisites of the senior executives of corporations, autonomous bodies etc., whose terms and conditions of service are to be determined by the Federal Government, has been under consideration of the Government for some time past. It has now been decided that the top management posts in the corporations, autonomous bodies under the control of Federal Government shall be classified into four Management Grades with ancillary benefits, as shown in Appendix-I to this O.M. The various corporations, autonomous bodies etc., have been categorised and appropriate Management Grades applicable to the Chairman/Managing Director/Director, etc. in each of such organisations are indicated in Appendix-II. These Management Grades will replace the existing pay scales, allowances and perquisites of the management posts concerned and will be deemed to have taken effect from 1<sup>st</sup> June 1978.

2. In the case of existing incumbents of the management posts, the initial pay in the relevant Management Grade will be fixed at the stage next above their basic pay in the existing scale *plus* the dearness allowances, if any, that would have been admissible but for these orders on 1<sup>st</sup> June 1978, subject to the condition that the maximum of the relevant Management Grade is not exceeded. As from 1<sup>st</sup> June 1978, the dearness allowances, if any, shall cease to be admissible to senior executives who draw pay in Management Grade.

3. The annual increment in the Management Grade will accrue on the first day of the month of December following the completion of six months' service at the relevant stage in the Management Grade concerned.

4. Civil servants when appointed to Management posts in the corporations etc., on deputation will draw pay, including Senior Post Allowance and Local Compensatory Allowance, if any, as admissible to them from time to time in their parent departments plus the allowances and perquisites attached to the posts concerned in the corporations. No deputation pay will be admissible in such cases.

5. Existing incumbents of Management posts will be allowed the option to retain, if they so desire, their existing pay scales and fringe benefits in preference to Management Grades, allowances and perquisites. Those who elect to retain their own existing pay scales would, on promotion to higher grade, be entitled to the existing pay scales, etc. of that Grade, provided the appointment to higher grade falls in their direct line of promotion.

Appendix I

**STATEMENT SHOWING APPROVED PAY SCALES, ALLOWANCES AND PERQUISITES FOR OFFICERS  
OF MANAGEMENT GRADES IN CORPORATIONS, ETC.**

Grades	Pay	Accommodation	Entertainment Allowance	Leave	Transport
(1)	(2)	(3)	(4)	(5)	(6)
M-I	Rs.6,500 (Fixed)	Free house upto a rental ceiling of Rs.2,500.	Rs.500 p.m.	30 days in a year (Accumulation 60 days) Casual Leave 10 days sick leave 60 days with pay.	Free chauffeur driven car for official and private use. Consumption not to exceed 100 gallons of petrol a month.
M-II	Rs.4,500 - 250 - 6,000	Free house upto a rental ceiling of Rs.2,500 at Islamabad and Rawalpindi, Rs.2,100 in Karachi, Lahore, Peshawar and Quetta and Rs.1,500 at other places.	10% of pay subject to maximum of Rs.500 p.m.	-Do-	As for M-I but consumption not to exceed 80 gallons a month.
M-III	Rs.3,000 - 200 - 5,000	Free house upto a rental ceiling of Rs.2,250 at Islamabad and Rawalpindi, Rs.1,900 in Karachi, Lahore, Peshawar and Quetta and Rs.1,300 at other places.	10% of pay	-Do-	As for M-I but with petrol consumption of 60 gallons a month.
M-IV	Rs.2,500 - 200 - 4,100	Free house upto a rental ceiling of Rs.1,800 at Islamabad and Rawalpindi, Rs.1,700 in Karachi, Lahore, Peshawar and Quetta and Rs.1,300 at other places.	10% of pay	-Do-	Free use of car without chauffeur and petrol limit of 40 gallons a month.

Medical Facility	Personal Staff subsidy	Contributory Provident Fund benefit	Leave fare concession	Gratuity, Pension etc.	Other perquisites	Daily Allowance during duty out of H.Q.
(7)	(8)	(9)	(10)	(11)	(12)	(13)
Free treatment for self and family including dental care and maternity for first two children.	Rs.400 p.m.	8-1/3% of pay	Rs.2000 per year.	One month's pay for each completed year of service payable after 5 years service.	(i) Two air-conditioners and one refrigerator OR Rs.500 p.m. if own appliances used. (ii) Electricity, gas and water charges upto Rs.450 p.m. (iii) Free telephone at residence excluding personal calls.	(i) Rs.50 per day plus room charges not exceeding Rs.180 per day. (ii) Rs.75 per day if not staying at hotel.
As for M-I	Rs.250 p.m.	-Do-	-Do-	One month's pay for each year of service after 10 years of service.	(i) As for M-I. (ii) Electricity, gas and water charges upto Rs.300 p.m. (iii) As for M-I.	(i) Rs.40 per day plus room charges not exceeding Rs.120 per day. When pay rises to Rs.5,500 M-I rates will apply. (ii) Rs.60 per day if not staying at hotel.
As for M-I	Rs.250 p.m.	-Do-	-Do-	As for M-II	(i) One air-conditioner and one refrigerator. (ii) Electricity, gas and water charges upto Rs.250 p.m. (iii) Free telephone at residence Calls upto Rs.300 p.m. Excess reimbursable if substantiated.	As for M-II.
As for M-I	Rs.200 p.m.	-Do-	-Do-	As for M-II	(i) One air-conditioner or one refrigerator upto 10 cft. capacity. (ii) As for M-III.	As for M-II.

**Subject: Revision of Management Grades for senior executives of Corporations etc.**

The undersigned is directed to refer to the Establishment Division O.M. No.18/2/78-CV, dated 13-7-1978, introducing Management Grades for senior executives of Corporations etc. and to say that it has now been decided to revise these Management Grades with ancillary benefits as shown in Appendix-I to this O.M. The various Corporations, autonomous bodies etc. have been re-categorized in the light of the revision and appropriate Management Grades applicable to the senior executives in each of such organizations are indicated in Appendix-II. These revised Management Grades shall come into force w.e.f. 1<sup>st</sup> May, 1980.

2. Pay of existing incumbents will be fixed at the same stage in the Revised Management Grades.

3. The other provisions of the Establishment Division O.M. dated 13-7-1978, referred to above, as amended from time to time, shall continue to remain in force.

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[Authority: Finance Division's O.M. No.F.6(27)-Imp.I/79, dated the 30<sup>th</sup> April, 1980]

**STATEMENT SHOWING REVISED PAY SCALES, ALLOWANCES AND PERQUISITES FOR OFFICERS  
OF MANAGEMENT GRADES IN CORPORATIONS, ETC.**

Grades	Pay	Accommodation	Entertainment Allowance	Leave	Transport
(1)	(2)	(3)	(4)	(5)	(6)
M-I	Rs.4500 - 250 - 6500	Free house upto a rental ceiling of Rs.3000/- at Islamabad, Rawalpindi, Karachi, Lahore, Peshawar and Quetta, and Rs.1500 at other places.	10% of pay subject to maximum of Rs.500 p.m.	30 days in a year (Accumulation 60 days) Casual Leave 10 days sick leave 60 days with pay.	Free chauffeur driven car for official and private use. Consumption not to exceed 100 gallons of petrol a month.
M-II	Rs.3400 - 200 - 5400	Free house upto a rental ceiling of Rs.2750 /- at Islamabad, Rawalpindi, Karachi, Lahore, Peshawar and Quetta and Rs.1300 at other places.	-Do-	-Do-	As for M-I but consumption not to exceed 80 gallons a month.
M-III	Rs.2900 - 200 - 4300	Free house upto a rental ceiling of Rs.2250/- at Islamabad, Rawalpindi, Karachi, Lahore, Peshawar and Quetta and Rs.1300 at other places.	-Do-	-Do-	Free use of car without chauffeur with petrol consumption of 60 gallons a month.

Medical Facility	Personal Staff subsidy	Contributory Provident Fund benefit	Leave fare concession	Gratuity, Pension etc.	Other perquisites	Daily Allowance during duty out of H.Q.
(7)	(8)	(9)	(10)	(11)	(12)	(13)
Free treatment for self and family including dental care and maternity for first two children.	Rs.500/- p.m.	8-1/3% of pay	Rs.2000 per year.	One month's pay for each completed year of service payable after 5 years of service.	(i) Two air-conditioners and one refrigerator OR Rs.500/- p.m. if own appliances used. (ii) Electricity, gas and water charges upto Rs.300/- p.m. (iii) Free telephone at residence excluding personal calls.	As admissible to a civil servant of the highest grade.
-Do-	Rs.400/- p.m.	-Do-	-Do-	One month's pay for each year of service after 10 years of service.	(i) One air-conditioner and one refrigerator. (ii) Electricity, gas and water charges upto Rs.250/- p.m. (iii) Free telephone at residence. Calls upto Rs.300/- p.m. Excess reimbursable if substantiated.	-Do-
-Do-	Rs.400 p.m.	-Do-	-Do-	As for M-II	(i) One air-conditioner or one refrigerator. (ii) As for M-II. (iii) As for M-II.	-Do-

**Subject: MANAGEMENT GRADES FOR SENIOR EXECUTIVES OF CORPORATIONS ETC.**

The undersigned is directed to state that according to para 4 (as substituted) of the Establishment Division O.M. No.18/2/78-CV, dated 13-7-1978, civil servants when appointed on deputation to Management posts are entitled to draw, in addition to pay etc., of their civil post, perquisites and fringe benefits attached to the relevant Management Grade. No deputation pay is allowed in such cases.

In partial modification of the above-mentioned provision, it has now been decided that civil servants on appointment to Management posts in Corporation etc., on deputation, shall be allowed on option:—

- (i) to draw pay and perquisites as admissible under para 4 (as substituted) of the Establishment Division O.M. dated 13-7-1978, referred to above.

OR

- (ii) to draw, in addition to pay (including Senior Post Allowance and Local Compensatory Allowance, if any) of their civil post, allowances and perquisites of the Management Grades corresponding to their civil post in accordance with the following equivalence formula:—

M - I	..	..	..	<b>Grade 22</b>
M - II	..	..	..	<b>Grade 21</b>
M - III	..	..	..	<b>Grade 20</b>

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[Authority: F.D. O.M. No. F.6 (17)-imp.1/79, dated 4<sup>th</sup> May, 1980.]

**Subject: Revision of Management Scales etc. for senior executives of Corporations etc.**

The undersigned is directed to refer to this Division's O.M. No.F.6 (27) Imp.I/79, dated 30<sup>th</sup> April, 1980, as amended from time to time, on the subject noted above and to say that the President has been pleased to revise with effect from 1-7-1983, Management scales with ancillary benefits as shown in Appendix to this Office Memorandum.

2. The initial pay of the existing incumbents i.e. those who have been drawing Management Scales since before 1-7-1983 shall be fixed in the Revised Management scales at a stage which is as many stages above the minimum as the stage occupied by him was above the minimum of the present scale on 1-7-1983.

3. The other provisions contained in the Establishment Division's O.M. No.18/2/73-CV, dated 13<sup>th</sup> July, 1978, and this Division's Office Memorandum dated 30<sup>th</sup> April, 1980 referred to above, as amended from time to time, shall continue to remain in force.

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[Authority: Finance Division's O.M. No.F.1(4)-Imp/83, dated the 18<sup>th</sup> August, 1983]

**STATEMENT SHOWING APPROVED PAY SCALES, ALLOWANCES AND PERQUISITES FOR OFFICERS OF MANAGEMENT GRADES IN CORPORATIONS, ETC.**

<b>Grade</b>	<b>Pay</b>	<b>Accommodation</b>	<b>Entertainment Allowance</b>	<b>Leave</b>	<b>Transport</b>
M-I	Rs.5500 - 300 - 7900	Free house upto a rental ceiling of Rs.5000/-.	Rs.650/- (fixed)	As per Government Leave Rules.	Free chauffeur driven car for official and private use. Consumption not to exceed 500 litres of petrol per month.
M-II	Rs.4500 - 250 - 6500	Free house upto a rental ceiling of Rs.4500/-.	Rs.450/- (fixed)	As for M-I	Free chauffeur driven car for official and private use. Consumption not to exceed 400 litres of petrol per month.
M-III	Rs.4000 - 250 - 6000	Free house upto a rental ceiling of Rs.4000/-.	Rs.400/- (fixed)	As for M-I	Free use of car without chauffeur. Petrol limit 350 litres per month.

Grade	Medical Facility	Personal Staff subsidy	Contributory Provident Fund benefit	Gratuity, Pension etc.	Other perquisites	Daily Allowance during duty out of Headquarters
M-I	Free treatment for self and family including dental care and maternity for first two children.	Rs.700/- p.m.	8-1/3% of pay	One month's pay for each completed year of service payable after rendering a minimum of five years service.	(i) Two air-conditioners and one refrigerator OR Rs.750/- p.m. if own appliances used. (ii) Electricity, gas and water charges Rs.500/- p.m. (iii) Free telephone at residence excluding personal calls.	As admissible to a civil servant of the highest grade.
M-II	-Do-	Rs.600/- p.m.	-Do-	As for M-I	(i) One air-conditioner and one refrigerator OR Rs.500/- p.m. (ii) Electricity, gas and water charges Rs.400/- p.m. (iii) Free telephone at residence, call limit 1200 per month excluding personal overseas calls.	-Do-
M-III	-Do-	Rs.500/- p.m.	-Do-	As for M-I	(i) One air-conditioner or one refrigerator OR Rs.300/- p.m. (ii) Electricity, gas and water charges Rs.400/- p.m. (iii) Free telephone upto 1000 calls p.m. excluding personal overseas calls.	-Do-

**Subject: MANAGEMENT GRADES FOR SENIOR EXECUTIVES OF CORPORATIONS, AUTONOMOUS/SEMI AUTONOMOUS BODIES AND PUBLIC SECTOR ENTERPRISES ETC.**

The undersigned is directed to refer to this Division's O.M. No.F.1(4)/Imp/83, dated 18<sup>th</sup> August, 1983 on the subject noted above and to state that from enquiries received from time to time from various quarters, it appears that the provisions contained in the O.M. mentioned above have not been correctly understood. Accordingly the various provisions/concessions contained in the O.M. under reference and its appendix are spelt out as under: —

**1. SCALES OF PAY<sup>1</sup>**

\*M - I     Rs.13095 - 756 - 19143

\*M - II    Rs.10935 - 608 - 15799

\*M - III   Rs.9720 - 608 - 14584

- (i) Existing incumbents drawing pay in management scales shall be entitled to initial fixation of pay at the stage in the relevant Management Scale which is as many stages above the minimum as the stage occupied by them above the minimum of the relevant pre-revised Management Scale on 1<sup>st</sup> July, 1983, provided that the maximum of the relevant Management Scale shall not be exceeded in any case.
- (ii) The above pay scales shall not be admissible to any serving or retired civil and military officers on appointment, whether on deputation, secondment or re-employment against Management Scale posts.
- (iii) Existing serving civil and military officers working against these posts shall draw pay as admissible to them in the relevant Basic Pay Scale/Rank under Government plus the allowances and perquisites of the Management Scale post concerned. However, in respect of Provident Fund, Gratuity/Pension, they would be governed by Government rules.
- (iv) 'Pay', as referred to in (iii) above will, in the case of serving civilian officers, includes Senior Post Allowance, and in the case of serving military officers, Command/Staff/Charge Pay, Instructional Pay, Qualification Pay and Disturbance Pay, if drawn by them.

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<sup>1</sup> \*Revised w.e.f. 1-6-1994 vide Finance Division O.M. No.3(22)-R.4/90 dated 28-7-1994.

- (v) Existing re-employed civil or military officers on Management posts shall be entitled to initial fixation of pay at the stage in the relevant Basic Scale which is as many stages above the minimum as the stage occupied by them above the minimum of the relevant National Scale of Pay on 1<sup>st</sup> July, 1983.
- (vi) No deputation pay, Special Compensatory Allowance shall be admissible to any officer holding a Management post.
- (vii) Serving officers of the corporations on appointment to a Management post will, for the purpose of drawl of gratuity/pension, be governed by the rules/orders of the Corporations and the service rendered in the Management post shall be treated as service rendered in the Corporation.

## 2. ACCOMMODATION

The existing rental ceilings shall be as under:—<sup>2</sup>

**M - I	..	Free house upto a rental ceiling of Rs.13500/- p.m.
**M - II	..	Free house upto a rental ceiling of Rs.11280/- p.m.
**M - III	..	Free house upto a rental ceiling of Rs.9420/- p.m.

The revised ceiling will be applicable for houses hired on or after 1<sup>st</sup> July, 1983, as clarified in this Division's O.M. No.F.3(16) R.5/83, dated 7<sup>th</sup> December, 1983. However, rent of existing houses can be revised w.e.f. the date a house is rehired after the expiry of the present agreement by giving an increase on existing rent of 10% in accordance with the instructions contained in this Division's O.M. No.F.1(18) R-14/81, dated 11<sup>th</sup> November, 1981, as circulated by the Ministry of Housing and Works through their endorsement No.F.1(2)/80-EV, dated 15<sup>th</sup> November, 1982.

## 3. ENTERTAINMENT ALLOWANCE

Entertainment Allowance shall be admissible at the following revised fixed rates w.e.f. 1<sup>st</sup> July, 1983:—

M - I	..	..	Rs.650.00
M - II	..	..	Rs.450.00
M - III	..	..	Rs.400.00

<sup>2</sup> \*\* Revised w.e.f. 1-7-1996 vide O.M. No.3(15)-R.4/96, dated 8-10-1996.

#### 4. LEAVE

Officers holding Management post shall be entitled to leave as per Government rules. In the case of officers directly appointed from private sector as well as those employed after retirement against Management Grade posts, if the leave is refused owing to the exigencies of service or if the officer opts not to avail of it, he may on the expiration of his tenure, be allowed encashment for the actual period of un-availed leave subject to the maximum of 180 days.

#### 5. TRANSPORT

The concession of free transport shall be admissible at the following revised limits of petrol consumption: —

M - I .. Free chauffeur-driven car for official and private use.  
Consumption not to exceed 340 litres of petrol per month.

M - II .. Free chauffeur-driven car for official and private use.

Consumption not to exceed 270 litres of petrol per month.

M - III.. Free use of car without chauffeur. Petrol limit 235 litres per month.

#### 6. MEDICAL FACILITY

The existing position shall continue as follows: —

M - I .. Free treatment for self and family including dental care and maternity for first two children.

M - II .. Free treatment for self and family including dental care and maternity for first two children.

M - III .. Free treatment for self and family including dental care and maternity for first two children.

#### 7. PERSONAL STAFF SUBSIDY

The Personal staff subsidy shall be admissible w.e.f. 1<sup>st</sup> July, 1995 at the following revised rates:—<sup>3</sup>

***M - I	..	..	Rs.1600.00	} Rs.300/- p.m. as Ad-hoc Relief w.e.f. 1-3-1997
***M - II	..	..	Rs.1600.00	
***M - III	..	..	Rs.1600.00	

<sup>3</sup> \*\*\*Revised w.e.f. 1-7-1995 vide Finance Division's No.1(3) Imp/89-Vol.III, dated 3-7-1995.

Serving civil servants appointed on Management Scale posts may opt to retain Residential Orderly in lieu of the above staff subsidy in accordance with Finance Division's O.M. No.F.6(4)/Imp.I/79, dated 30<sup>th</sup> September, 1979.

#### 8. CONTRIBUTORY PROVIDENT FUND BENEFIT

Officers, holding Management Scale posts and drawing pay in Management Scales, other than serving or retired civil and military officers, shall continue to contribute to the Fund at the following rates: –

M - I	.. ..	8-1/3% of pay
M - II	.. ..	8-1/3% of pay
M - III	.. ..	8-1/3% of pay

#### 9. GRATUITY/PENSION ETC.

The officers other than serving/retired civil or military officers holding Management Scale posts shall be allowed Gratuity in cases where it becomes payable on or after 1<sup>st</sup> July, 1983, as under: –

M - I	..	One month's pay for each completed year of service payable after rendering a minimum of five years service.
M - II	..	One month's pay for each completed year of service payable after rendering a minimum of five years service.
M - III	..	One month's pay for each completed year of service payable after rendering a minimum of five years service.

#### 10. PERQUISITES

The existing perquisites shall w.e.f. 1<sup>st</sup> July 1983, be as follows: –

M - I	..	(i) Two air conditioners and one refrigerator or Rs.750.00 p.m. if own appliances used.
		(ii) Electricity, Gas and Water charges upto Rs.500.00 p.m.
		(iii) Free telephone at residence <sup>4</sup> *(excluding personal calls).
M - II	..	(i) One air conditioner and one fridge or Rs.500.00 p.m.
		(ii) Electricity, Gas and Water charges upto Rs.400.00 p.m.
		(iii) Free telephone at residence, and limit 2000 calls per month *(excluding personal overseas calls).

<sup>4</sup> Omitted vide O.M. No.F.3(15)-R.4/98, dated 10-12-1998.

- M - III .. (i) One air conditioner or one fridge or Rs.300.00 p.m.
- (ii) Electricity, Gas and Water charges upto Rs.400.00 p.m.
- (iii) Free telephone at residence, and limit 1600 calls per month  
\*(excluding personal overseas calls).

## 11. DAILY ALLOWANCE DURING DUTY OUT OF HEADQUARTERS

Management Scale officers shall be allowed Daily Allowance at the same rate as admissible to civil servants of the highest scale.

It is requested that Ministries/Divisions may kindly forward copies of this Office Memorandum to all Corporations etc. under their administrative control for information and guidance.

[Authority: F.D. O.M. No. F.1 (20)-R.3-A/83, dated 16<sup>th</sup> January, 1984.]

### Subject: REVISION OF RENTAL CEILING FOR HIRING RESIDENTIAL ACCOMMODATION BY MANAGEMENT SCALE OFFICERS

The undersigned is directed to refer to the Finance Division's Office Memorandum No. F.3(15) R-4/96, dated 8<sup>th</sup> October, 1996 on the above subject and to convey the approval of the President to the revision of rental ceilings for hiring of residential accommodation for Senior Executives working against the Management Grade posts so categorized with the approval of the Secretaries Committee on categorization of Management Grade Posts in Corporations, etc. as indicated below:—

Management Grade	Existing Rental Ceiling	Revised Rental Ceiling for Management Grades
M - I	Rs.13,500/- p.m.	Rs.15,525/- p.m.
M - II	Rs.11,280/- p.m.	Rs.12,972/- p.m.
M - III	Rs.9,420/- p.m.	Rs.10,833/- p.m.

2. The above rental ceiling will come into force with effect from 1<sup>st</sup> July, 2000. The upward revision would be applicable in all cases of fresh hiring.

3. The above revised rental ceiling may also be applied in the following types of cases of already hired houses, on case to case basis: —

- i) Cases where the allottee/occupant is obliged to pay difference of rent to the owner out of his own resources. — In such cases, the rent may be increased upto the owner's demand (indicated at the time of hiring) or the allottee/occupant's revised rental ceiling, whichever is less.
- ii) Cases of houses hired under Rule 9 (1) of the Pakistan Allocation Rules, 1993 of which lease has expired. — In the hired house fresh lease may be executed with the owner as per current rental assessment of house or the occupants revised rental ceiling or the owner's demand, whichever is the lowest.
- iii) Cases of house hired under Rule 10 of the Pakistan Allocation Rules, 1993 on self hiring basis. — In such a case, the existing rent of the house may be increased upto revised rental ceiling of the allottee/occupant or the rental assessment of the house, whichever is less. However, the category of the houses determined by the Assessment Board in the assessment reports if already concluded in terms of Works Division's letter No.1 (11)/85-EV, dated the 1<sup>st</sup> December, 1988 may be treated the basis of its rental evaluation vis-a-vis the allottee's entitlement.

4. The revised rental ceilings may also be applied, *mutatis-mutandis*, in the cases of requisitioned houses otherwise qualifying for increase in rent/compensation in accordance with the relevant Rules/Instructions.

5. The all other cases of hired houses except in the cases where additions/ alterations have been made with the prior permission of the Government, the benefit of revised rental ceilings will be permissible only on the expiry of the current lease agreement.

6. All existing instructions on the subject shall deem to have been modified to the extent indicated in the preceding paragraphs. All existing instructions not so modified shall continue to apply as here-to-fore.

**Subject: MANAGEMENT GRADES FOR SENIOR EXECUTIVES OF CORPORATIONS, AUTONOMOUS/SEMI AUTONOMOUS BODIES AND PUBLIC SECTOR ENTERPRISES ETC.**

The undersigned is directed to refer to Finance Division's O.M. No.F.1(20)-R.3-A/83, dated 16<sup>th</sup> January, 1984 and to state that in partial modification of the O.M. referred to above, the competent authority has been pleased to decide that the officers appointed on deputation against the posts of Management Scales will have the option either to avail perquisites of the relevant Management Scale or those available to equivalent executive grades in the same organisation.

2. All Ministries and Divisions of the Federal Government are requested to circulate the above mentioned decision to all Corporations/Autonomous/Semi Autonomous Bodies under their administrative control for information and guidance.

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[Authority: F.D. O.M. No. F.3 (22)-R.4/94, dated 1<sup>st</sup> February, 2002.]

**Subject: REVISION OF MANAGEMENT SCALES**

The undersigned is directed to refer to Finance Division's O.M. No.F.3(22)-R.4/94, dated 1-2-2002 on the above subject and to state that in order to avoid anomalies in the pay fixation in the revised Management Scales (M-I, M-II & M-III) viz-a-viz pay fixation in corresponding revised Basic Pay Scales, it has been decided to allow pay fixation at the relevant stage of the revised Management Scales, 2001 after giving two presumptive stages in the old Management Scales.

2. The scheme of Management Scales is not pensionable. However, for the Organisations which adopted the Management Scales and where service is pensionable, the revised scheme of pension/commutation circulated vide Finance Division's O.M. No.F.1 (5) Imp/2001, dated 4-9-2001 shall be applicable w.e.f. 1-12-2001. The salient features of revised pension scheme are as under:

- a) Commutation Table shall be replaced by the new Commutation Table at Annex-II to this Office Memorandum.
- b) Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.

- c) The additional benefit of 2 – 10% for extra years of service after completion of 30 years of qualifying service in respect of Civil Pensioners shall be discontinued.
- d) The increase in pension @ 20 – 25% to Civil Pensioners allowed vide this Division's O.M. No.4(1) – Reg.6/99 dated 23-7-1999 shall be discontinued.
- e) The benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity shall be withdrawn.
- f) In future, the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- g) Option:
  - i) The Officers in Management Scales shall be asked to exercise an option in writing addressed to the head of the respective organisation within fifteen days after issue of advice in each organisation either to draw Pay in the existing scales and pension/gratuity scheme or in the revised pay scales and pension/gratuity scheme. Option once exercised shall be final.
  - ii) An officer as aforesaid who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to continue to draw salary in old scales and Pension/Commutation and gratuity scheme formula.

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[Authority: F.D. O.M. No. F.3 (22)-R.4/94, dated 8<sup>th</sup> May, 2002.]

**Subject: REVISION OF RENTAL CEILINGS AND ENTERTAINMENT ALLOWANCE ADMISSIBLE TO THE OFFICERS HOLDING MANAGEMENT SCALES**

The undersigned is directed to state that the competent authority has been pleased to revise the rates of Rental Ceilings and Entertainment Allowance admissible to the officers holding Management Scales, as under:—

**Rental Ceiling**

Management Scales	Existing Rental Ceiling	Revised Rental Ceiling for Management Scales
M - I	Rs.15,525/- p.m.	Rs.17,855/- p.m.
M - II	Rs.12,972/- p.m.	Rs.14,920/- p.m.
M - III	Rs.10,833/- p.m.	Rs.12,460/- p.m.

**Entertainment Allowance**

Management Scales	Existing Entertainment Allowance	Revised Entertainment Allowance for Management Scales
M - I	Rs.650.00 p.m.	Rs.725/- p.m.
M - II	Rs.450.00 p.m.	Rs.525/- p.m.
M - III	Rs.400.00 p.m.	Rs.480/- p.m.

2. The revised rates of Rental Ceiling will be effective from 01-7-2003. The revised rates of Entertainment Allowance will be effective from 01-7-2002.

[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 14<sup>th</sup> November, 2003.]

**Subject: REVISION OF MANAGEMENT SCALES**

The Federal Government has been pleased to revise the Management Scales and Allowances with effect from 01-7-2005, as under: –

Management Scales	Existing Pay Scales	Stages	Revised Pay Scales w.e.f. 01-07-2005	Stages
M-I	17440-1250-34940	14	20055-1440-40215	14
M-II	16305-1070-31285	14	18750-1230-35970	14
M-III	14710-950-28010	14	16915-1095-32245	14

**Fixation of Pay:**

2. The basic pay of an officer in service on 30-06-2005 shall be fixed in the revised Management Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Scales.

**Annual Increment:**

3. Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

**Personal Staff Subsidy**

Existing Rate	Revised Rate
Rs.1900/- per month	Rs.2375/- per month

**Entertainment Allowance**

Management Grades	Existing (Per Month)	Revised (Per Month)
M - I	Rs.725/-	Rs.975/-
M - II	Rs.525/-	Rs.700/-
M - III	Rs.480/-	Rs.600/-

**Daily Allowance**

4. The Daily Allowance admissible to Management Scales shall be the same as admissible to corresponding Basic Pay Scales in the Federal Government.

5. The existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. The other existing rules and orders not so modified shall continue to be in force under this scheme.

6. The officers holding Management Scales will be allowed, if not already drawing, Special Relief Allowance @ 15% of the basic pay w.e.f. 01-7-2003 and Adhoc Relief @ 15% of the Basic Pay w.e.f. 01-7-2004. However, the amount so fixed/drawn will be frozen at the level as on 30-6-2005.

## Anomalies

7. An "Anomaly Committee" already set up in the Finance Division (Regulations Wing) shall resolve the anomalies, if any, arising out of the implementation of this Office Memorandum.

8. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organisations under their administrative control.

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[Authority: F.D. O.M. No. F.3 (9)-R.4/04, dated 9<sup>th</sup> September, 2005.]

**Subject: REVISION OF RENTAL CEILING AND GRANT OF 15% DEARNESS ALLOWANCE FOR THE OFFICERS HOLDING MANAGEMENT GRADES**

The undersigned is directed to state that the matter cited as subject has been considered in the Finance Division and it has been decided to revise the rates of Rental Ceilings in respect of the officers holding Management Grades with effect from 01-7-2006, as under: —

Management Grades	Existing Rental Ceiling	Revised Rental Ceiling
M - I	Rs.17,855/- p.m.	Rs.22,320/- p.m.
M - II	Rs.14,920/- p.m.	Rs.18,650/- p.m.
M - III	Rs.12,460/- p.m.	Rs.15,575/- p.m.

2. The officers holding Management Grades will also be allowed Dearness Allowance @ 15% of the basic pay with effect from 1-7-2006.

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[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 15<sup>th</sup> January, 2007.]

**Subject: REVISION OF MANAGEMENT SCALES:**

The Federal Government has been pleased to revise the Management Scales with effect from 01-07-2007, as under: —

**PART-I – PAY SCALES**

Management Scales	Existing Pay Scales	Stages	Revised Pay Scales w.e.f. 01-07-2007	Stages
M-I	20055-1440-40215	14	23065-1655-46235	14
M-II	18750-1230-35970	14	21565-1415-41375	14
M-III	16915-1095-32245	14	19455-1260-37095	14

**2. Fixation of Pay of the existing officers:**

The basic pay of an officer in service as on 30-06-2007 shall be fixed in the revised basic pay scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2005 pay scales.

**3. Annual Increment:**

Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART-II – ALLOWANCES****4. Special Relief Allowance, Ad-hoc Relief and Dearness Allowance:**

The Special Relief Allowance and Ad-hoc Relief sanctioned @15% with effect from 01-07-2003 and 01-07-2004, respectively shall stand frozen at the level of 30-06-2005. The Dearness Allowance sanctioned @ 15% w.e.f 01-07-2006 shall stand frozen at the level of its admissibility as on 30-07-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

5. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organizations under their administrative control.

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[Authority: F.D. O.M. No. F.3 (9) R.4/2004, dated 28<sup>th</sup> August, 2007.]

**Subject: REVISION OF MANAGEMENT SCALES**

In partial modification of this Division's O.M. of even number dated 28<sup>th</sup> August, 2007, the Federal Government has been pleased to revise the Management Scales with effect from 01-07-2007, as under: –

**PART-I – PAY SCALES**

Management Scales	Existing Pay Scales	Stages	Revised Pay Scales w.e.f. 01-07-2007	Stages
M-I	20055-1440-40215	14	23065-1655-46235	14
M-II	18750-1230-35970	14	21565-1415-41375	14
M-III	16915-1095-32245	14	19455-1260-37095	14

**2. Fixation of Pay of the existing officers:**

- (i) The basic pay of an officer in service as on 30-06-2007 shall be fixed in the revised basic pay scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2005 pay scales.
- (ii) In case of Personal Pay being drawn by an officer as part of his basic pay beyond the maximum of his scale on 30-06-2007, he will continue to draw such pay in the Revised Basic Pay Scales-2007 at the revised rates.

**3. Annual Increment:**

Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART-II – ALLOWANCES****4. Special Relief Allowance, Ad-hoc Relief and Dearness Allowance:**

The Special Relief Allowance and Ad-hoc Relief sanctioned @ 15% with effect from 01-07-2003 and 01-07-2004, respectively shall stand frozen at the level of 30-06-2005. The Dearness Allowance sanctioned @ 15% w.e.f. 01-07-2006 shall stand frozen at the level of its admissibility as on 30-06-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

5. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organizations under their administrative control.

[Authority: F.D. O.M. No. F.3 (9)R.4/2004, dated 8<sup>th</sup> September, 2007.]

**Subject: REVISION OF PERSONAL STAFF SUBSIDY ADMISSIBLE TO OFFICERS HOLDING POSTS IN MANAGEMENT GRADES**

The undersigned is directed to refer to the above subject and to convey that Federal Government has been pleased to revise the rate of Personal Staff Subsidy admissible to the officers holding posts in Management Grades (M-I, M-II and M-III) from Rs.2375/- to Rs.3000/- p.m. with effect from 01-10-2007.

2. The terms and conditions for grant of the Personal Staff Subsidy will however remain the same as are applicable at present.

[Authority: F.D. O.M. No. F.3 (9)R.4/2004, dated 5<sup>th</sup> December, 2007.]

**Subject: REVISION OF RENTAL CEILING FOR HIRING OF RESIDENTIAL ACCOMMODATION AT SIX SPECIFIED STATIONS I.E. ISLAMABAD, RAWALPINDI, LAHORE, QUETTA, KARACHI AND PESHAWAR**

The undersigned is directed to refer to the above subject and to convey the concurrence of Finance Division to following revised rental ceiling for hiring of residential accommodation at Islamabad, Rawalpindi, Lahore, Quetta, Karachi and Peshawar for officers holding Management Grades with effect from 01-01-2008: –

Management Grades	Existing Rental Ceiling w.e.f. 01-07-2006 at		Revised Rental Ceiling w.e.f. 01-02-2008 at	
	Islamabad	Other Specified Stations	Islamabad	Other Specified Stations
M - I	Rs.22,320/-	Rs.20,235/-	Rs.24,550/-	Rs.22,260/-
M - II	Rs.18,650/-	Rs.16,120/-	Rs.20,515/-	Rs.17,730/-
M - III	Rs.15,575/-	Rs.13,390/-	Rs.17,130/-	Rs.14,730/-

[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 21<sup>st</sup> April, 2008.]

**Subject: REVISION OF RENTAL CEILING FOR HIRING RESIDENTIAL ACCOMMODATION FOR OFFICERS HOLDING MANAGEMENT GRADES**

In supersession of this Division's O.M. of even number dated 21-04-2008 on the above subject, the undersigned is directed to convey the concurrence of Finance Division to the following revised Rental Ceiling for hiring of residential accommodation for officers holding Management Grades: –

Management Grades	Existing Rental Ceiling	Revised Rental Ceiling
M - I	Rs.22,320/- p.m.	Rs.24,550/- p.m.
M - II	Rs.18,650/- p.m.	Rs.20,515/- p.m.
M - III	Rs.15,575/- p.m.	Rs.17,130/- p.m.

2. The revised rates of rental ceilings will be effective from 01-01-2008.

[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 24<sup>th</sup> July, 2008.]

**Subject: REVISION OF MANAGEMENT PAY SCALES:**

The undersigned is directed to refer to the above subject and to convey that the Federal Government has been pleased to revise the Management Scales with effect from 01-07-2008, as under: –

**PART-I – PAY SCALES**

Management Scales	Existing Pay Scales	Stages	Revised Pay Scales w.e.f. 01-07-2008	Stages
M-I	23065-1655-46235	14	27680-1985-55470	14
M-II	21565-1415-41375	14	25880-1700-49680	14
M-III	19455-1260-37095	14	23345-1510-44485	14

**2. Fixation of Pay of the existing officers:**

- (i) The basic pay of an officer in service as on 30-06-2008 shall be fixed in the revised basic pay scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2007 pay scales.
- (ii) In case of Personal Pay being drawn by an officer as part of his basic pay beyond the maximum of his scale on 30-06-2008, he will continue to draw such pay in the Revised Basic Pay Scales-2008 at the revised rates.

**3. Annual Increment:**

Annual increment shall continue to be admissible subject to the existing conditions, on 1<sup>st</sup> of December each year.

**PART-II – ALLOWANCES**

**4. Special Additional Allowance, Special Relief Allowance, Ad-hoc Relief and Dearness Allowance:**

Special Additional Allowance, Special Relief Allowance, Ad-hoc Relief and Dearness Allowance shall continue to be admissible at frozen level on existing conditions.

5. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organizations under their administrative control.

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[Authority: F.D. O.M. No. F.3 (9) R.4/2004, dated 25<sup>th</sup> August, 2008.]

**Subject: REVISION OF RENTAL CEILING FOR HIRING OF RESIDENTIAL ACCOMMODATION FOR OFFICERS HOLDING MANAGEMENT GRADES.**

The undersigned is directed to convey the concurrence of Finance Division to following revised Rental Ceiling for hiring of residential accommodation for officers holding Management Grades: –

Management Grades	Existing Rental Ceiling	Revised Rental Ceiling
M - I	Rs.24,550/- p.m.	Rs.27,005/- p.m.
M - II	Rs.20,515/- p.m.	Rs.22,565/- p.m.
M - III	Rs.17,130/- p.m.	Rs.18,845/- p.m.

2. The revised rates of rental ceilings will be effective from 01-07-2008.

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[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 2<sup>nd</sup> December, 2008.]

**Subject: Grant of Adhoc Relief Allowance - 2009 @ 15% to Management Grade Holders.**

The undersigned is directed to refer to the above subject and to convey that the Federal Government has announced the grant of Adhoc Relief Allowance - 2009 @ 15% to the officers holding Management Grade i.e. M-I, M-II & M-III with effect from 01-07-2009.

2. The amount of this Adhoc Relief Allowance:
  - i) Will be subject to Income Tax.
  - ii) Will be admissible during leave and entire period of LPR except during extraordinary leave.
  - iii) Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
  - iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad.
  - v) Will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Adhoc Relief Allowance - 2009 will also include the amount of the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

4. The above Adhoc Relief Allowance - 2009 should be accommodated within the budgetary allocation of the respective Corporations and Autonomous/Semi- Autonomous Bodies for the year 2009-2010 as no supplementary grant would be given on this account.

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[Authority: F.D. O.M. No. F.3 (9)-R.4/2004, dated 9<sup>th</sup> March, 2010.]

**Subject: Revision of Management Grades (M-I, M-II & M-III) and Grant of Ad-Hoc Relief Allowance - 2011 @ 15% of Existing Basic Pay to the Officers holding Management Grades.**

The undersigned is directed to refer to the above subject and to convey that the Federal Government has been pleased to revise the Management Scales - 2008 so as to introduce Management Scales - 2011 with effect from 01-07-2011, which are as under: -

#### **PART-I - PAY SCALES**

<b>Management Grades</b>	<b>Existing Management Scales (2008 )</b>	<b>Stages</b>	<b>Revised Management Scales w.e.f. 01-7-2011</b>	<b>Stages</b>
M - I	27680 - 1985 - 55470	14	43000 - 3050 - 85700	14
M - II	25880 - 1700 - 49680	14	40000 - 2600 - 76400	14
M - III	23345 - 1510 - 44485	14	36000 - 2350 - 68900	14

2. **Fixation of Pay of the Existing Officers:**

- i. The basic pay of an officer in service as on 30.6.2011 shall be fixed in the revised Management Scales on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of 2008 Management Scales.
- ii. In case of Personal Pay being drawn by an officer as part of his/her basic pay beyond the maximum of his/her pay scale on 30-6-2011, he/she will continue to draw such pay in the revised Management Scales-2011 at the revised rates.

3. **Annual Increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> of December each year.

#### **PART-II - ALLOWANCES**

4. **Ad-hoc Relief Allowances granted upto 01-07-2009:**

The following Ad-hoc Relief Allowances granted upto 01-07-2009 shall stand discontinued with effect from 01-07-2011 having been merged in the Management Scales-2008 so as to introduce Management Scales-2011:-

Sr.No.	Name of Ad-hoc Relief/Allowance and Effective Rate
i.	Special Additional Allowance - 1999 @ 20% of basic pay w.e.f. 01-07-1999.
ii.	Special Relief Allowance - 2003 @ 15% of the basic pay w.e.f. 01-07-2003.
iii.	Ad-hoc Relief - 2004 @ 15% of the basic pay w.e.f. 01-07-2004.
iv.	Dearness Allowance - 2006 @ 15% of the basic pay w.e.f. 01-07-2006.
v.	Ad-hoc Relief Allowance-2009 @ 15% of the basic pay w.e.f. 01-07-2009.

5. **Ad-hoc Allowance - 2010:**

- i. The Ad-hoc Allowance-2010 @ 50% of the running basic pay of Management Scales-2008 admissible to the officers holding Management Grades shall stand frozen at the level of its admissibility as on 30-06-2011.
- ii. All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Management Scales-2008 on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.

6. **Ad-hoc Relief Allowance - 2011:**

- i. The Ad-hoc Relief Allowance - 2011 @ 15% of the running basic pay of the Management Scales-2008 shall be allowed to all officers holding Management Grades with effect from 01-07-2011 and shall stand frozen at the same level.
- ii. All the new entrants shall be allowed Ad-hoc Relief Allowance-2011 @ 15% of the minimum of relevant Management Scales-2008 on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.
- iii. The amount of Ad-hoc Relief Allowance - 2011: -
  - a) will be subject to Income Tax.
  - b) will be admissible during leave and entire period of LPR except during extra ordinary leave.

- c) will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- d) will not be admissible to the employees during the tenure of their posting/deputation abroad.
- e) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.

7. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) shall stand frozen at the level of their admissibility as on 30-06-2011.

8. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

9. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organisations under their administrative control.

[Authority: F.D. O.M. No. F.3 (9) R.4/2004, dated 3<sup>rd</sup> October, 2011.]

**Subject: Revision of Rental Ceiling for Hiring of Residential Accommodation for Officers Holding Management Grades.**

The undersigned is directed to convey the concurrence of Finance Division to following revised Rental Ceiling for hiring of residential accommodation for officers holding Management Grades: –

Management Grades	Existing Rental Ceiling	Revised Rental Ceiling
M - I	Rs.27,005/- p.m.	Rs.33,760/- p.m.
M - II	Rs.22,565/- p.m.	Rs.28,210/- p.m.
M - III	Rs.18,845/- p.m.	Rs.23,560/- p.m.

2. The revised rates of rental ceilings will be effective from 01-07-2011.

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[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 11<sup>th</sup> January, 2012.]

**Subject: GRANT OF AD-HOC RELIEF ALLOWANCE - 2013 @ 10% OF EXISTING BASIC PAY TO THE MANAGEMENT GRADE OFFICERS.**

The undersigned is directed to refer to the subject noted above and to convey the approval of Finance Division for the grant of Ad-hoc Relief Allowance - 2013 @ 10% to the officers holding Management Grades i.e. M-I, M-II & M-III with effect from 01-7-2013.

2. The amount of Ad-hoc Relief Allowance-2013:—
- i. will be subject to Income Tax.
  - ii. will be admissible during leave and entire period of LPR except during extra ordinary leave.
  - iii. will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
  - iv. will not be admissible to the employees during the tenure of their posting/deputation abroad.
  - v. will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance-2013 will also include the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scale.

4. The above Ad-hoc Relief Allowance-2013 shall be accommodated from within the budgetary allocations by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

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[Authority: F.D. O.M. No. F.3 (9) R.4/2004, dated 21<sup>st</sup> January, 2015.]

**Subject: GRANT OF AD-HOC RELIEF ALLOWANCE - 2014 @ 10% OF EXISTING BASIC PAY TO THE MANAGEMENT GRADE OFFICERS.**

The undersigned is directed to refer to the subject noted above and to convey the approval of Finance Division for the grant of Ad-hoc Relief Allowance - 2014 @ 10% to the officers holding Management Grades i.e. M-I, M-II & M-III, with effect from 01-7-2014.

2. The amount of Ad-hoc Relief Allowance-2014:—

- i. will be subject to Income Tax.
- ii. will be admissible during leave and entire period of LPR except during extra ordinary leave.
- iii. will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- iv. will not be admissible to the employees during the tenure of their posting/deputation abroad.
- v. will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance-2014 will also include the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scale.

4. The above Ad-hoc Relief Allowance-2014 shall be accommodated from within the budgetary allocations by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

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[Authority: F.D. O.M. No. F.3 (9) R.4/2004, dated 21<sup>st</sup> January, 2015.]

**Subject: Revision of Rental Ceiling for Hiring of Residential Accommodation for Officers Holding Management Grades.**

The undersigned is directed to convey the concurrence of Finance Division to the following revised Rental Ceiling for hiring of residential

accommodation for officers holding Management Grades: –

S. #	Management Scales	Existing Rental Ceiling	Revised Rental Ceiling
1	M - I	Rs.33,760/- p.m.	Rs.45,576/- p.m.
2	M - II	Rs.28,210/- p.m.	Rs.38,084/- p.m.
3	M - III	Rs.23,560/- p.m.	Rs.31,806/- p.m.

2. The revised rates of rental ceiling will be effective from 01-10-2014.

[Authority: F.D. O.M. No. F.3 (15)-R.4/96, dated 18<sup>th</sup> August, 2015.]

**Subject: REVISION OF MANAGEMENT GRADES (M-I, M-II & M-III) AND GRANT OF AD-HOC RELIEF ALLOWANCE - 2015 @ 7.5% of BASIC PAY TO THE MANAGEMENT GRADE OFFICERS.**

The undersigned is directed to refer to the subject noted above and to convey that the Federal Government has been pleased to revise the Management Scales-2011 so as to introduce Management Scales-2015 with effect from 1-7-2015, which are as under: –

Management Scales	Existing Management Scales w.e.f. 01-7-2011	Stages	Revised Management Scales w.e.f. 01-7-2015	Stages
M - I	43000 - 3050 - 85700	14	55755 - 3960 - 111195	14
M - II	40000 - 2600 - 76400	14	51885 - 3375 - 99135	14
M - III	36000 - 2350 - 68900	14	46705 - 3050 - 89405	14

2. **Fixation of Pay of the Existing employees:**

- i. The basic pay of an employee in service on 30-6-2015 shall be fixed in the Management Scales-2015 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Management Scales-2011.
- ii. In case of Personal Pay being drawn by an officer as part of his/her basic pay beyond the maximum of his/her pay scale on 30-6-2015, he/she shall continue to draw such pay in the Revised Management Scales-2015 at the revised rates.

3. **Fixation of Pay on Promotion:**

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employee concerned in the revised Management Scales may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

4. **Annual Increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> of December each year.

5. **Ad-hoc Relief Allowances:**

The following Ad-hoc Relief Allowances granted w.e.f. 01-07-2011 and 01-07-2012 respectively, shall cease to exist with effect from 01-07-2015: –

Sr. No.	Name of Ad-hoc Relief Allowance	Office Memorandum and Date	Admissible Rates
i.	Ad-hoc Relief Allowance-2011 (01-07-2011)	F.3(9) R-4/2004 dated 03-10-2011	15% of the basic pay on Management Scale-2008
ii.	Ad-hoc Relief Allowance-2012 (01-07-2012)	F.3(9) R-4/2004-365 dated 18-02-2013	20% of the basic pay on Management Scale-2011

6. **Ad-hoc Allowance-2010 (if admissible) and Ad-hoc Relief Allowances - 2013 and 2014:**

- i. The Ad-hoc Allowance - 2010 @ 50% of the basic pay of Management Scales-2008 admissible to the officers holding Management Grades shall continue to stand frozen at the level of its admissibility as on 30-06-2015;
- ii. All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Management Scales-2008 on notional basis with effect from 01-07-2015, till further orders, and shall stand frozen at the same level;
- iii) The Ad-hoc Relief Allowances-2013 and 2014, @ 10% each, shall stand frozen at the level of their admissibility as on 30-06-2015;
- iv) All the new entrants shall be allowed Ad-hoc Relief Allowances-2013 and 2014 @ 10% each of the minimum of relevant Management Scales-2011 on notional basis with effect from 01-07-2015, till further orders, and shall stand frozen at the same level.

7. **Ad-hoc Relief Allowance-2015:**

- i) An Ad hoc Relief Allowance-2015 @ 7.5% of the running basic pay of Management Scales-2015 to the civil employees of the Federal Government shall be allowed with effect from 01-07-2015 till further orders;
- ii) The Ad-hoc Relief Allowance-2015:—
  - a) will be subject to Income Tax;
  - b) will be admissible during leave and entire period of LPR except during extra ordinary leave;
  - c) will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent;
  - d) will not be admissible to the employees during the tenure of their posting/deputation abroad;
  - e) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;
  - f) will be admissible during the period of suspension;
  - g) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

8. **Special Pay and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) shall stand frozen at the level of their admissibility as on 30-06-2015.

9. **Personal Staff Subsidy for Management Grade officers:**

The rates of Personal Staff Subsidy shall be revised as follows:

Existing Rate	Revised Rate
Rs.7,000/- per month (Revised previously vide Finance Division's O.M. No.F.3(9) R-4/2004-365, dated 18-02-2013)	Rs.12,000/- per month

(Note: Grant of Personal Staff Subsidy is subject to furnishing a certificate that the officer is not using the services of any official employee at his residence.)

10. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders, not so modified, shall continue to be in force under this scheme.

11. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organisations under their administrative control.

[Authority: F.D. O.M. No. F.3 (9) R.4/2004, dated 14<sup>th</sup> October, 2015.]

**Subject: REVISION OF MANAGEMENT GRADES (M-I, M-II, M-III) AND GRANT OF ADHOC RELIEF ALLOWANCE -2016 @ 10% OF BASIC PAY TO THE MANAGEMENT GRADE OFFICERS.**

The undersigned is directed to refer to the subject noted above and to convey that the Federal Government has been pleased to revise the Management Scales-2015 so as to introduce Management Scales-2016 w.e.f. 01-07-2016, which are as under:-

Management Scales	Existing Management Scales w.e.f. 01-07-2015	Stages	Revised Management Scales w.e.f. 01-07-2016	Stages
M-I	55755-3960-111195	14	68540-4870-136720	14
M-II	51885-3375-99135	14	63780-4150-121880	14
M-III	46705-3050-89405	14	57410-3750-109910	14

**2. Fixation of pay of the existing employees:**

- i) The basic pay of an employee in service on 30-06-2016 shall be fixed in the Management Scales-2016 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Management Scale-2015.
- ii) In case of Personal Pay being drawn by an officer as part of his/her basic pay beyond the maximum of his/her pay scale on 30-06-2016, he/she shall continue to draw such pay in the Revised Management Scales-2016 at the revised rates.

**3. Fixation of Pay on promotion:**

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised management scales may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

4. **Annual increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> December of each year.

5. **Adhoc Relief Allowances:**

The following Adhoc Relief Allowances granted w.e.f. 01-07-2013, 01-07-2014 and 01-07-2015 shall cease to exist with effect from 01-07-2016:-

S.#	Name Adhoc Relief Allowance	Office Memorandum & date	Admissible Rates
i.	Adhoc Relief Allowance-2013 (01-07-2013)	No.F.3(9)R-4/2004-365 dated 21-01-2015	10% of the basic pay on BPS-2011
ii.	Adhoc Relief Allowance-2014 (01-07-2014)	No.F.3(9)R-4/2004 dated 21-01-2015	10% of the basic pay on BPS-2011
iii.	Adhoc Relief Allowance-2015 (01-07-2015)	Para 7 of No.F.3(9)R-4/2004, dated 14-10-2015	7.5% of the basic pay on BPS-2015

6. **Adhoc Allowance-2010(if admissible)**

- i) The Adhoc Allowance-2010 @ 50% of Management Scales-2008 admissible to the officers holding Management Grades shall continue to stand frozen at the level of its admissibility as on 30-06-2016.
- ii) All the new entrants shall be allowed Adhoc Allowance -2010 @ 50% of the minimum of relevant Management Scales-2008 on notional basis with effect from 01-07-2016, till further orders, and shall stand frozen at the same level.

7. **Adhoc Relief Allowance-2016:**

- i) An Adhoc Relief Allowance -2016 @ 10% of the running basic pay of Management Scales-2016 to the civil employees of the Federal Government shall be allowed w.e.f. 01-07-2016 till further orders.
- ii) **Adhoc Relief Allowance 2016:-**
  - a) Will be subject to income tax.

- b) Will be admissible during leave and entire period of LPR except during extra ordinary leave.
- c) Will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- d) Will not be admissible to the employees during the tenure of their posting/deputation abroad.
- e) Will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad.
- f) Will be admissible during the period of suspension.
- g) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment (s) beyond the maximum of the existing pay scales.

8. **Special Pay and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) shall stand frozen at the level of their admissibility as on 30-06-2016.

9. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders, not so modified, shall continue to be in force under this scheme.

10. All Ministries/Divisions of the Federal Government are requested to circulate the aforesaid Management Scales to the Organizations under their administrative control.

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**SECTION - II**

**MANAGEMENT POSITIONS (MP) SCALES**

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**Subject: SALARY PACKAGE AND PERQUISITES FOR PROFESSIONALS FROM THE PRIVATE SECTOR APPOINTED ON CONTRACT BASIS AGAINST TOP MANAGEMENT POSITIONS IN PUBLIC SECTOR.**

The undersigned is directed to say that the matter regarding the regulation of terms and conditions of professionals from the private sector, appointed on a contract basis against Top Management Positions (MP) in the public sector, has been under consideration of the Government. A salary and perquisites package has since been finalized with the approval of the competent authority. The salary packages/designated as MP-I and MP-II approved by the competent authority are enclosed herewith.

2. The salary and perquisites package MP-I is meant for professionals from the private sector proposed to be appointed on a contract against the position of Chief Executives in the public sector while the salary and perquisites package MP-II are meant for professionals from the private sector proposed to be appointed on a contract basis against Senior Executive positions in the Public Sector. A salary and perquisites package for other management positions in the public sector is under consideration and will be conveyed to all concerned after its approval by the competent authority.

3. These salary and perquisites provide flexibility in determining the emoluments of contract appointees since their salary could be fixed at any point within the salary scale indicated therein. The Government would have the option of either making contract appointments at a fixed pay for the period of two years or of providing an increment at the end of the first year. The option would be exercised at the time that the terms and conditions of a person are finalized.

4. It has been decided that the terms and conditions of professionals from the private sector, proposed to be appointed on contracts against Top Management Positions in the public sector, may be negotiated/determined within the scope of the salary and perquisite packages under reference. The negotiated terms in each case may be submitted to the authority competent to make such appointments for formal approval. No other benefit of any kind would be admissible or may be considered for the contract appointees over and above those terms indicated in the salary and perquisites packages under reference.

5. The MP-I and MP-II scales could also be allowed sparingly and in exceptional cases to the existing incumbents in Management Scales I and II on the basis of the recommendations by the respective Boards of Directors of Public Sector Corporations provided that they give up their existing security of service and become subject to new contracts which would lay down stringent performance targets. Such conversions would be subject to approval by the competent authority in each case.

6. The MP-I and MP-II packages do not replace/substitute the existing scheme of Management Scales introduced vide Finance Division's O.M. No. F.1(20)R-3(A)/83, dated 16<sup>th</sup> January, 1984 as amended from time to time.

[Authority: F.D. O.M. No. F.3 (7)-R.4/98, dated 18<sup>th</sup> August, 1998.]

**SALARY AND PERQUISITE PACKAGE  
FOR  
TOP MANAGEMENT POSITIONS IN PUBLIC SECTOR**

MANAGEMENT POSITION - I (MP-I)			MANAGEMENT POSITION- II (MP-II)	
1. Salary Scale	130,000 - 10,000 - 160,000		50,000 - 7,500 - 80,000	
	Minimum	Maximum	Minimum	Maximum
2. House Rent Allowance	50,000	70,000	30,000	50,000
3. Utilities (5% of Pay)	6,500	8,000	2,500	4,000
TOTAL	186,500	238,000	82,500	134,000

**FACILITIES:**

1	One Chauffeur Driven Car maintained at Corporation's expense for official and private use.	1600 CC capacity	1300 CC capacity
2	Petrol Limit	340 litre per month	270 litre per month
3	T.A/D.A. on domestic official tour	As admissible to civil servants of highest grades.	As admissible to civil servants of highest grades.
4	T.A/D.A. on official duty abroad	As admissible to civil servants in Cat-I.	As admissible to civil servants in Cat-I.
5	Medical facilities	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized institution in

		or Government recognized institution in Pakistan.	Pakistan.
6	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.
<b>CONTRACT PERIOD ETC:</b>			
1	Period of Contract	Two years	Two years
2	Termination of Contract	On one month's notice on either side or payment of one month's pay in lieu thereof.	On one month's notice on either side or payment of one month's pay in lieu thereof.
3	Gratuity	One month's pay for each completed year of service.	One month's pay for each completed year of service.

[Authority: F.D. O.M. No. F.3 (7)-R.4/98, dated 18<sup>th</sup> August, 1998.]

**Subject: SALARY PACKAGE AND PERQUISITES FOR PROFESSIONALS FROM THE PRIVATE SECTOR APPOINTED ON CONTRACT BASIS AGAINST TOP MANAGEMENT POSITIONS IN PUBLIC SECTOR.**

The undersigned is directed to refer to Finance Division's O.M. No.F.3 (7)-R.4/98, dated 18-8-1998 on the above cited subject and to enclose herewith salary/perquisites package designated as MP-III, duly approved by the competent authority. This MP-III package is meant for professionals from the private sector proposed to be appointed on a contract in the public sector against the third tier of Management Positions.

2. The instructions contained in Finance Division's O.M. dated 18-8-1998 mentioned above shall, mutatis mutandis, be applicable to the professionals from Private Sector appointed on contract basis to MP-III.

3. It is reiterated that the MP-III package does not replace/substitute the existing scheme of Management Scales introduced vide Finance Division's O.M. No. F.1(20)-R.3(A)/83, dated 16<sup>th</sup> January, 1984 as amended from time to time. Like MP-I and MP-II Packages, MP-III Package shall not be applicable in cases of persons already in service of Pakistan.

[Authority: F.D. O.M. No. F.3(7)-R.4/98, dated 1<sup>st</sup> September, 1998.]

**SALARY AND PERQUISITE PACKAGE FOR  
TOP MANAGEMENT POSITIONS IN PUBLIC SECTOR  
MANAGEMENT POSITION-III (MP-III)**

1.	Salary Scale	35,000 - 5,000 - 50,000	
		Minimum	Maximum
2.	House Rent Allowance	15,000	20,000
3.	Utilities (5% of Pay)	1,750	2,500
	TOTAL:	51,750	72,500

**FACILITIES:**

1	One Chauffeur Driven Car maintained at Corporation's expense for official and private use.	1000 CC capacity.
2	Petrol Limit.	180 litre per month
3	T.A/D.A. on domestic official tour.	As admissible to civil servant of BS-20.
4	T.A/D.A. on official duty abroad.	As admissible to civil servants in Cat-II.
5	Medical facilities.	Reimbursement of medical and hospitalization charges for self, spouse and children for treatment received at Government or Government recognized institution in Pakistan.

6	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.
CONTRACT PERIOD ETC:		
1	Period of Contract.	Two years
2	Termination of Contract.	On one month's notice on either side or payment of one month's pay in lieu thereof.
3	Gratuity.	One month's pay for each completed year of service.

[Authority: F.D. O.M. No. F.3(7)-R.4/98, dated 1<sup>st</sup> September, 1998.]

**Subject: SALARY PACKAGE AND PERQUISITES FOR PROFESSIONALS FROM THE PRIVATE SECTOR/PUBLIC SECTOR APPOINTED ON CONTRACT BASIS AGAINST TOP MANAGEMENT POSITIONS.**

The undersigned is directed to refer to Finance Division's Office Memoranda No. F. 3 (7)-R.4/98, dated the 18<sup>th</sup> August, 1998 and 1<sup>st</sup> September, 1998, on the subject. On the direction of competent authority the policy regarding appointment of Professionals from Private Sector against Management Position Scales has been reviewed. Therefore, in partial modification of the Office Memoranda referred to above, it has been decided that MP scales may be allowed to Government servants who compete with private sector professionals and also fulfil the qualifications and experience prescribed for the post which are advertised, subject to the condition that serving Government servants would either resign from government service or seek retirement, severing their connection/lien with their parent Cadre/Ministry/Division/Organisation, etc.

2. Ministries/Divisions are requested to circulate this decision to Attached Departments/Corporations/Autonomous-Semi Autonomous Bodies under their administrative control.

[Authority: F.D. O.M. No. F.3(10)-R.4/2000, dated 8<sup>th</sup> May, 2001.]

**Subject: REVISION OF MANAGEMENT POSITIONS SCALES (MP-I, MP-II, MP-III).**

The undersigned is directed to refer to this Division's O.M. No.F.3 (7)-R.4/98, dated the 18<sup>th</sup> August, 1998 and 1<sup>st</sup> September, 1998, on the above subject and to state that the Federal Government has decided to revise the MP Salary Packages with immediate effect as follows: —

<b>MP - I</b>						
<b>Description</b>	<b>Existing</b>			<b>Revised</b>		
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum
Basic Pay	130,000	10,000	160,000	195,000	15,000	240,000
House Rent	50,000	--	70,000	75,000	--	105,000
Utilities	6,500	--	8,000	9,750	--	12,000

<b>MP - II</b>						
<b>Description</b>	<b>Existing</b>			<b>Revised</b>		
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum
Basic Pay	50,000	7,500	80,000	81,500	12,225	130,400
House Rent	30,000	--	50,000	48,900	--	81,500
Utilities	2,500	--	4,000	4,075	--	6,520

<b>MP - III</b>						
<b>Description</b>	<b>Existing</b>			<b>Revised</b>		
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum
Basic Pay	35,000	5,000	50,000	57,050	8,150	81,500
House Rent	15,000	--	20,000	24,450	--	32,600
Utilities	1,750	--	2,500	2,855	--	4,075

2. The aforesaid revision of MP Scales shall be applicable to the MP scale holders with the following conditions: —

- (i) The extension in the contract period of the existing incumbents of MP scales with the revised pay package will be considered only if their performance has been found satisfactory after evaluation by the Committee constituted with the approval of the Prime Minister and notified vide Finance Division's O.M. No.F.3(7)R.4/98-Vol.II/2007, dated the 11<sup>th</sup> April, 2007 (Annex). If the performance is found to be unsatisfactory, the contract will be terminated.

- (ii) The same principle will apply to new entrants in MP Scales who will also be evaluated by the aforesaid Committee annually and in case their performance is not found to be satisfactory, the contract will be terminated.

3. The terms and conditions with regard to appointment in MP Scales contained in Finance Division's Office Memoranda No. F.3(7)R.4/98, dated the 18<sup>th</sup> August, 1998 and 1<sup>st</sup> September, 1998 shall be treated to have been modified to the extent indicated above.

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[Authority: F.D. O.M. No.F.3(7)R.4/98-Vol.II/07(A), dated the 11<sup>th</sup> April, 2007]

ANNEX to Finance Division's

O.M. No.F.3(7)R.4/98-Vol.II/07(A), dated the 11<sup>th</sup> April, 2007

**Subject: CONSTITUTION OF THE COMMITTEE FOR PERFORMANCE EVALUATION OF CONTRACT EMPLOYEES APPOINTED IN MANAGEMENT POSITIONS SCALES.**

The undersigned is directed to refer to the subject captioned above and to state that the Prime Minister has been pleased to approve the constitution of the Committee for performance evaluation of contract employees appointed in Management Positions Scales. The composition of the Committee is as under:—

- |       |   |          |
|-------|---|----------|
| (i)   | Finance Secretary ..                                | Chairman |
| (ii)  | Establishment Secretary ..                          | Member   |
| (iii) | Secretary of the respective<br>Ministry/Division .. | Member   |

2. This Committee shall look into the performance of the existing incumbents and evaluate their performance in the light of the targets assigned to them at the time of their contract appointment and recommend whether or not their contract should be continued. The same principle will apply to new entrants in MP Scales who will also be evaluated by the aforesaid Committee annually and in case their performance is not found to be satisfactory, the contract will be terminated. While evaluating the performance, the following points shall especially be kept in view:—

- (a) the job has been designed keeping in view the objectives and goals of the Organisation;

- (b) a clear job description has been made;
- (c) the position has been advertised according to clear job specifications;
- (d) clear targets have been assigned to the incumbent at the time of contract appointment;
- (e) the performance of the incumbent will be evaluated on the basis of the aforesaid job description and job specifications;
- (f) whether the targets assigned to the incumbent have been achieved in the light of job description and job specification in quantifiable terms.

3. The respective Ministry/Division will be responsible to provide necessary information to the Committee with regard to the requirements mentioned in para-2 above.

4. The Finance Division will function as a Secretariat of the Committee.

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[Authority: F.D. U.O. No.F.3(7)R.4/98-Vol.II/2007(B), dated the 11<sup>th</sup> April, 2007]

**Subject: EXTENSION OF THE PERIOD OF CONTRACT APPOINTMENT OF MP SCALE HOLDERS.**

A Performance Evaluation Committee has been constituted under the Chairmanship of Finance Secretary vide Finance Division's O.M. No.F.3 (7)-R.4/98- Vol.II/2007(B), dated 11-4-2007 which will undertake performance evaluation in cases of extension in the contract appointment of MP Scale holders. All concerned Organisations/Ministries are therefore, requested to submit complete information about the incumbents on the evaluation proforma already circulated to all Ministries/Divisions. However, before forwarding such cases, the concerned Ministries/Divisions and the Organisations should observe the following requirements:—

- (a) The job has been designed keeping in view the objectives and goals of the Organisations;
- (b) A clear job description has been made;

- (c) The position has been advertised according to clear job specifications;
- (d) Clear targets have been assigned to the incumbent at the time of contract appointment;
- (e) The performance of the incumbent will be evaluated on the basis of the aforesaid job description and job specifications;
- (f) Whether the targets assigned to the incumbent have been achieved in the light of job description and job specification in quantifiable terms?
- (g) The cases for extension in the contract appointment of MP Scale holders would invariably include clear-cut goals and targets and achievements against those specific targets with forward looking road-maps including targets for the candidate.

2. In order to facilitate the Committee in proper evaluation of the cases, it is advised that the proforma duly filled in may be sent to Finance Division in advance by at least a month.

3. The aforesaid guidelines may be circulated to all the Corporations and Autonomous Bodies under the concerned Ministries/Divisions for compliance.

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[Authority: F.D. O.M. No.F.3 (4) R-4/2007, dated the 16<sup>th</sup> August, 2007]

**Subject: Revision of Management Positions Scales (MP-I, MP-II, MP-III).**

Reference Office of the Accountant General, Pakistan Revenues, Islamabad letter No.TM/HA/1-37/Vol-67/7902, dated the 19<sup>th</sup> May, 2007, on the subject noted above.

2. The points raised by AGPR, Islamabad in their letter referred to above are clarified as under: –

- (1) The pay of the incumbent will be fixed at the corresponding stage in the revised MP Scale at which he was drawing pay before revision.
- (2) The revised MP package will be automatically admissible to the existing incumbents working in MP Scales. However, the extension, if required of the existing contract of MP Scale holders, will be considered only if their performance is found satisfactory

after evaluation by the Committee constituted with the approval of the Prime Minister, as notified vide Finance Division's O.M. No.F.3(7)R.4/98-Vol.II/07(A), dated the 11<sup>th</sup> April, 2007.

[Authority: F.D. U.O. No.F.3(7)R.4/98-Vol.III, dated the 14<sup>th</sup> June, 2007]

**Subject: Revision of Management Positions Scales (MP-I, MP-II, MP-III).**

The undersigned is directed to refer to this Division's O.M. No.F.3 (7)-R.4/98-Vol.II/07(A), dated 11-4-2007 on the above subject and to say that the Prime Minister has been pleased to approve the revision of Management Position (MP) Salary Package and perquisites as follows with effect from 01-01-2013:—

MP - I						
Description	Existing w.e.f. 11-4-2007			Revised		
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum
Basic Pay	195,000	15,000	240,000	263,000	20,000	324,000
House Rent	75,000	--	105,000	101,000	--	142,000
Utilities	9,750	--	12,000	13,100	--	16,200

MP - II						
Description	Existing			Revised		
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum
Basic Pay	81,500	12,225	130,400	110,000	16,500	176,000
House Rent	48,900	--	81,500	66,000	--	110,000
Utilities	4,075	--	6,520	5,500	--	8,800

MP - III						
Description	Existing			Revised		
	Minimum	Incr.	Maximum	Minimum	Incr.	Maximum
Basic Pay	57,050	8,150	81,500	77,000	11,000	110,000
House Rent	24,450	--	32,600	33,000	--	44,000
Utilities	2,855	--	4,075	3,850	--	5,500

**NOTE:**

- i) The pay of an incumbent will be fixed at the corresponding stage in the revised MP Scale at which he was drawing pay before revision.

- i) The revised MP package will be automatically admissible to the existing incumbents working in MP Scales. However, the extension, if required, of the existing contract of MP Scale holders, will be considered only if their performance is found satisfactory after evaluation by the Performance Evaluation Committee and approval of the competent authority, as per rules.
- ii) Monetization of transport facility shall be admissible to all future appointments against MP Scales in lieu of present facility of one Chauffeur Driven Car maintained at Government's/Corporation's expense for official and private use and petrol limit as provided in Finance Division's O.M. No.3(7)R-4/98 dated 18-8-1998 and 01-09-1998. Monetized value for MP Scale holders will be as under: –

MP-I	..	Rs.95,910/-
MP-II	..	Rs.77,430/-
MP-III	..	Rs.65,060/-

### PERQUISITES/FACILITIES:

2. The following perquisites and facilities already admissible to the MP Scale holders in terms of Finance Division's OMs No.3(7)R-4/98 dated 18-8-1998 and 01-09-1998 will remain in force: –

S.#	Description	MP-I	MP-II	MP-III
1	TA/DA on domestic official tour.	As admissible to civil servants of the highest grade.	As admissible to civil servants of BPS-21.	As admissible to civil servants of BPS -20.
2	TA/DA on official duty abroad.	As admissible to civil servants in Cat-I	As admissible to civil servants in Cat-II	As admissible to civil servants in Cat-II
3	Medical facilities	Reimbursement of medical and hospitalization charges for self, spouse, and children for treatment received at Government or Government recognised institutions in Pakistan.	As in the case of MP-I Scale.	As in the case of MP-I Scale.

4	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.	As in the case of MP-I Scale.	As in the case of MP-I Scale.
5	Gratuity	One month's basic pay for each completed year of service provided that they are not retired civil servants as they are already drawing pension.	One month's basic pay for each completed year of service provided that they are not retired civil servants as they are already drawing pension.	One month's basic pay for each completed year of service provided that they are not retired civil servants as they are already drawing pension.
6	Period of Contract	As determined by the appointing authority but cannot exceed beyond two years.	As in the case of MP-I	As in the case of MP - I
7	Termination of Contract	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.

[Authority: F.D. O.M. No.F.3(2)R-4/2011, dated the 24<sup>th</sup> December, 2012]

**Subject: REVISION OF MANAGEMENT POSITIONS SCALES:  
MP-I, MP-II, MP-III.**

The undersigned is directed to refer to this Division's O.M. No.F.3 (2)-R.4/2011, dated 24-12-2012 on the above subject and to say that the provision made against Sl.No.5 of para-2 of this Division's O.M. of even number dated 24-12-2012 relating to "Gratuity" against the columns having heading of MP-I, MP-II and MP-III may be read as "One month's basic pay for each completed year

of service" instead of "one month's basic pay for each completed year of service provided that they are not retired civil servants as they are already drawing pension".

[Authority: F.D. Corrigendum No. F.3 (2) R-4/2011, dated the 5<sup>th</sup> September, 2013]

**Subject: Revision of Management Position Scales (MP-I, MP-II, MP-III).**

The undersigned is directed to refer to this Division's O.M.No.3(2)R-4/2011 dated 24-12-2012 on the above subject and to say that the Prime Minister has been pleased to approve the revision of Management Position (MP) Salary Package with effect from 01-12-2016, as given below:-

Description	MP-I					
	Existing w.e.f. 01-01-2013			Revised w.e.f 01-12.2016		
	Mini	Incr.	Maxi	Mini	Incr.	Maxi
Basic Pay	263,000	20,000	324,000	289,300	22,000	355,300
House Rent	101,000	-	142,000	101,000	-	142,000
Utilities	13,100	-	16,200	13,100	-	16,200
Description	MP-II					
	Existing w.e.f. 01-01-2013			Revised w.e.f. 01-12-2016		
	Mini	Incr.	Maxi	Mini	Incr.	Maxi
Basic Pay	110,000	16,500	176,000	121,000	18,150	193,600
House Rent	66,000	-	110,000	66,000	-	110,000
Utilities	5,500	-	8,800	5,500	-	8,800
Description	MP-III					
	Existing w.e.f. 01-01-2013			Revised w.e.f. 01-12-2016		
	Mini	Incr.	Maxi	Mini	Incr.	Maxi
Basic Pay	77,000	11,000	110,000	84,700	12,100	121,000

House Rent	33,000	-	44,000	33,000	-	44,000
Utilities	3,850	-	5,500	3,850	-	5,500

**Note:**

- i) The pay of an incumbent will be fixed at the corresponding stage in the revised MP Scale at which he was drawing pay before revision.
- ii) The revised MP package will be automatically admissible to the existing incumbents working in MP Scales. However, the extension, if required, of the existing contract of MP Scale holders, will be considered only if their performance is found satisfactory after evaluation by the Performance Evaluation Committee and approval of the competent authority as per rules.
- iii) Monetization of transport facility shall remain the same as per existing rates given below:-

MP-I                      Rs.95,910/-

MP-II                     Rs.77,430/-

MP-III                    Rs.65,060/-

**PERQUISITES/FACILITIES:**

2. The following perquisites and facilities already admissible to the MP Scales holders in terms of Finance Division's O.M.s No .3(7)R-4/98 dated 18-08-1998 and 01-09-1998, as amended from time to time, shall remain in force:-

S.#	Description	MP-I	MP-II	MP-III
1.	TA/DA on domestic official tour	As admissible to civil servants of the highest grade.	As admissible to the civil servants of BPS-21	As admissible to civil servants of BPS-20
2.	TA/DA on official tour abroad	As admissible to civil servants in Cat-I.	As admissible to civil servants in Cat-II	As admissible to civil servants in Cat-II.

3.	Medical Facilities	Reimbursement of medical and hospitalization charges for self, spouse, and children for treatment received at Govt. or Government Recognized institutions in Pakistan.	As in the case of MP-I Scale	As in the case of MP-I Scale
4.	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.	As in the case of MP-I Scale	As in the case of MP-I scale.
5.	Gratuity	One month's basic pay for each completed year of service.	One month's basic pay for each completed year of service.	One month's basic pay for each completed year of service.
6.	Period of contract	As determined by the appointing authority but cannot exceed beyond two years.	As in the case of MP-I	As in the case of MP-I
7.	Termination of contract.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.

[Authority: F.D. O.M. No.F.3(2)R-4/2011, dated 13<sup>th</sup> December, 2016.]

**OFFICE MEMORANDUM**

**SUBJECT: REVISION OF MANAGEMENT POSITION SCALES (MP-I,MP-11, MP-III).**

In supersession of Finance Division's O.M. of even number dated 12<sup>th</sup> July, 2017, the undersigned is directed to refer to this Division's O.M.No.3(2)R-4/2011 dated 13-12-2016 on the above subject and to say that the Prime Minister has been pleased to approve the revision of Management Position (MP) Salary Package with immediate effect, as given below:—

Description	MP-I					
	Existing			Revised		
	Min.	Incr.	Max.	Min.	Incr.	Max.
Basic Pay	289,300	22,000	355,300	433,950	33,000	532,950
House Rent	101,000	142,000	101,000	142,000	101,000	142,000
Utilities	13,100	-	16,200	19,650	-	24,300

Description	MP-II					
	Existing			Revised		
	Min.	Incr.	Max.	Min.	Incr.	Max.
Basic Pay	121,000	18,150	193,600	181,500	27,225	290,400
House Rent	66,000	-	110,000	66,000	-	110,000
Utilities	5,500	-	8,800	8,250	-	13,200

  

Description	MP-III					
	Existing			Revised		
	Min.	Incr.	Max.	Min.	Incr.	Max.
Basic Pay	84,700	12,100	121,000	127,050	18,150	181,500
House Rent	33,000	-	44,000	33,000	-	44,000
Utilities	3,850	-	5,500	5,775	-	8,250

**Note:**

- i) In future the basic pay of the MP Package will subsequently be revised in proportion to the revision in the basic pay of the civil servants as a result of revision of basic pay scales.

- ii) The pay of an incumbent will be fixed at the corresponding stage in the revised MP Scale at which he was drawing pay before revision.
- iii) The revised MP package will be automatically admissible to the existing incumbents working in MP Scales. However, the extension, if required, of the existing contract of MP Scale holders, will be considered only if their performance is found satisfactory after evaluation by the Performance Evaluation Committee and approval of the competent authority as per rules.
- iv) Monetization of transport facility shall remain the same as per existing rates given below:—

MP-I	Rs.95,910/-
MP-II	Rs.77,430/-
MP-III	Rs.65,060/-

### PERQUISITES/FACILITIES:

2. The following perquisites and facilities already admissible to the MP Scales holders in terms of Finance Division's O.M.s No.3(7)R-4/98 dated 18-08-1998 and 01-09-1998, as amended from time to time, shall remain in force:—

S. #	Description	MP-I	MP-II	MP-III
1.	TA/DA on domestic official tour	As admissible to civil servants of the highest grad.	As admissible to the civil servants of BPS-21.	As admissible to the civil servants of BPS-20.
2.	TA/DA on official tour abroad	As admissible to civil servants in Cat-I.	As admissible to the civil servants of Cat-II.	As admissible to the civil servants of Cat-II.
3.	Medical Facilities	Reimbursement of medical and hospitalization charges for self, spouse, and children for treatment received at Govt. or Govt. Recognized institutions in Pakistan.	As in the case of MP-I Scale	As in the case of MP-I Scale
4.	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.	As in the case of MP-I Scale	As in the case of MP-I Scale
5.	Gratuity	One month's basic pay for each completed year of service.	One month's basic pay for each completed year of service.	One month's basic pay for each completed year of service.

6.	Period of contract	As determined by the appointing authority but cannot exceed beyond two years.	As in the case of MP-I	As in the case of MP-I
7.	Termination of contract.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.

(Tahir Mehmood Khokhar)  
*Deputy Secretary (Reg-V)*  
 Tele: 9204386

**All Ministries/Division/Departments**

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