Dated, Agartala, the 24|2| 2020

Memorandum

The undersigned is directed to inform all the DDOs under AICTE category that the new pay structure for AICTE employees has been implemented in the HRMS software under the Service Category AICTE Degree & Diploma in the HRMS software.

All the respective DDOs are hereby requested to generate the salary bills as per the above mentioned pay structures through the HRMS software. The procedure to update above mentioned information in HRMS is described in the enclosed Annexure.

Enclo:- As Stated

(A. Sarkar)
Joint Secretary
Finance Department
Government of Tripura.

To

1. The Directorate of Higher Education.
2. All DDOs under Higher Education.

Copy To:

    1. The P.S. To ACS, Finance Department for kind information.

    2. The P.A./P.S. To Secretary, Finance Department for kind information.

<center>**Annexure**</center>

AICTE Degree/Diploma Employees:-

Step 1:- Go To HRMS.Tripura.Gov.in. Login with the DDO's **login id & password**.

Step 2:- Click **Admin Task**. Then click **AICTE Degree / AICTE Diploma**.

Step 3:- A page named as '**Revision of Pay Scales of the Teachers under the University Grants Commission on the Recommendation of 7th CPC'** opens up. Check the **Pre-revised Basic Pay & Revised Basic Pay, Grade Pay & Level**.

The **Revised Basic Pay for Degree** is calculated as **Basic Pay of Sept, 2017 x 2.57 = Resultant; Resultant + 3%(2018 Annual Increment) + 3% (2019 Annual Increment) = Revised Basic Pay.**

Similarly, the **Revised Basic Pay for Diploma** is calculated as **Basic Pay of Sept, 2018 x 2.57 = Resultant; Resultant + 3% (2019 Annual Increment) = Revised Basic Pay.**

S No	Emp No	Emp Name	Designation	Group	PayBand	Grade Pay	LEVEL	Pre-revised Basic(as on 30-09-2017)	Revised Basic(on 01-10-2017)	Current Basic [after two annual increment i.e., of 2018 & 2019]	Approve
								NO RESULT FOUND!			

<center>REVISION OF PAY SCALES OF THE TEACHERS UNDER THE UNIVERSITY GRANTS COMMISSION ON THE RECOMMENDATION OF 7th CPC</center>

Step 4:- Check the check boxes beside those names whose **Pre-revised Basic Pay & Revised Basic Pay, Grade Pay & Level** are correct & Click **'Approve'**.

S No	Emp No	Emp Name	Designation	Group	PayBand	Grade Pay	LEVEL	Pre-revised Basic(as on 30-09-2017)	Revised Basic(on 01-10-2017)	Current Basic [after two annual increment i.e., of 2018 & 2019]	Approve
1	075779		ASSOCIATE PROFESSOR	A	37400-67000	9000	13	72200	187200	198700	☑
2	090988		ASSISTANT PROFESSOR	A	15600-39100	7000	11	31040	79900	84800	☑
3	090884		ASSISTANT PROFESSOR	A	15600-39100	7000	11	30160	77600	82300	☑
4	090927		ASSISTANT PROFESSOR	A	15600-39100	7000	11	30160	77600	82300	☑
5	091055		ASSISTANT PROFESSOR	A	15600-39100	6000	10	30570	79800	84700	☐
6	090950		ASSISTANT PROFESSOR	A	15600-39100	7000	11	25810	68900	73100	☑

Approve ⬅

Step 5:- If in the place of 'Current Basic' in the table shown above, a message is displayed as "Please contact concerned Treasury", then either the concerned employees' pay bill was not generated through HRMS on Sept 2017 /2018 or the Grade Pay in the basic details is not correct. In such cases, the concerned treasuries may be approached with supporting IPS documents.

Step 6:- Now check the Basic Details page of the employees & verify whether the Revised Basic Pay including the Annual increment of this year is reflecting or not.