

**GOVERNMENT OF TRIPURA
DEPARTMENT OF FINANCE**

NO.F. 7(2)-FIN(PC)/2018

Dated, Agartala, the 12th November, 2018

MEMORANDUM

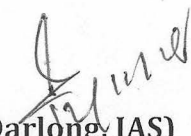
Sub:- Clarification on preparation of Statement on fixation of pay of employees governed by Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018.

The State Government has notified the Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018 on 6th November, 2018. The provisions under Rule 6 of the Tripura State Civil Services (Revised Pay) Rules, 2017 (hereinafter referred to as ROP, 2017) have been deleted. As a result, the submission of "Form of Option" as appearing in the Schedule-II of ROP, 2017 by employees for switching over to revised pay have been dispensed with. All employees in service as on 1st day of October, 2018 shall automatically switch over to revised pay as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018 from **1st October 2018**.

2. Keeping in view the same, all Heads of Offices of requested to prepare "Statement of fixation of pay under Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018" as per format appended to those rules. Similarly, Finance Department (Establishment Branch-I) shall prepare the aforesaid statement of fixation of pay in respect of officers borne under TCS, TPS, TFS, Gazetted portion of Tripura Secretariat Service, Gazetted portion of Tripura Stenographer Service and Heads of Departments; as per prescribed format as indicated above. A copy of the format as mentioned above is enclosed herewith for convenience.

3. In light of the above, all concerned are requested to take necessary steps to ensure timely payment of revised pay to entitled categories of employees.

Encl:- As stated.


(N. Darlong, IAS)
Secretary to the
Government of Tripura

To,

1. The Secretary In-charge of all Departments/ all Heads of Departments.
2. The Dy. Secretary, Finance Department (Establishment Branch-I).

Copy forwarded to:

1. The Additional Chief Secretary to the Governor of Tripura, Agartala.
2. The Principal Secretary to the Chief Minister, Tripura.
3. The PS to the Dy. Chief Minister, Tripura
4. PS/ PA to all Ministers, Tripura.
5. PPS/ PS to Chief Secretary, Tripura.
6. The Accountant General (A&E)/ (Audit), Tripura
7. All Treasury / Sub-Treasury Officers, Tripura.
8. The Web Administrator, Finance Department to upload the same in Finance Department's website.

Statement of fixation of pay under Tripura State Civil Services (Revised Pay)
(1st Amendment) Rules, 2018.
[See rule 7(8)]

1. Name of the Employee :
2. Designation of the post in which pay is to be fixed as on 01.10.2018 :
3. Status (Substantive / officiating) :
4. Existing Emoluments :
 - a. Basic Pay (Pay in the applicable Level of Pay Matrix 2017 or Pay in pay Band and applicable Grade Pay) in the pre-revised structure as on 01.10.2018. :
 - b. Dearness Allowance entitled as on 30.09.2018(if any):
 - c. Existing emoluments (a + b) :
5. Applicable Level in Pay Matrix :
6. Applicable multiplication factor of that Level as per Pay Matrix 2018 :
7. Amount arrived at by dividing Sl. No. 4(c) by 2.25 and then multiplying the resultant value with applicable multiplication factor obtained at Sl. No. 6 (above) (rounded to nearest hundred) :
8. Applicable Cell in the Level either equal to or immediate above the amount at Sl. No. 7 :
9. Revised Basic Pay (as to Sl. No. 8) :
10. Stepped up pay with reference to the revised pay of Junior, if applicable [Rule 14 of TSCS(RP) Rules,2017]. Name and pay of the junior also to be indicated distinctly. :
11. Revised pay with reference to the Substantive Pay in cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable. :
12. Personal Pay, if any :
13. Date of next increment (Rule 11) and pay after grant of increment :

Date of Increment

Pay after increment in applicable Level of Pay Matrix

14. Any other relevant information

Date :

Signature & Designation of Head of Office