No.F.1(1)/FIN/HRMS/2016-17/PART-III
Government of Tripura
Finance Department

Dated, Agartala, the 24/01/2020

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.
Annexure

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.

<table>
<thead>
<tr>
<th>Emp No</th>
<th>Emp Name</th>
<th>Designation Group</th>
<th>PayBand</th>
<th>Grade</th>
<th>Level</th>
<th>Pre-revised Basic as on 30-09-2017</th>
<th>Revised Basic as on 01-10-2017</th>
<th>Current Basic (after two annual increment i.e., of 2018 &amp; 2019)</th>
<th>Approve</th>
</tr>
</thead>
</table>

NO RESULT FOUND!
**Step 4:** Check the check boxes beside those names whose Pre-revised Basic Pay & Revised Basic Pay, Grade Pay & Level are correct & Click ‘Approve’.

<table>
<thead>
<tr>
<th>S No</th>
<th>Emp No</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Group</th>
<th>PayBand</th>
<th>Grade Pay</th>
<th>Level</th>
<th>Pre-revised Basic (as on 30-09-2017)</th>
<th>Revised Basic (on 01-10-2017)</th>
<th>Current Basic (after two annual increment i.e. of 2018 &amp; 2019)</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
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<td>075379</td>
<td></td>
<td>ASSOCIATE PROFESSOR</td>
<td>A</td>
<td>37400-67000</td>
<td>6000</td>
<td>13</td>
<td>72200</td>
<td>112200</td>
<td>164700</td>
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<tr>
<td>2</td>
<td>090988</td>
<td></td>
<td>ASSISTANT PROFESSOR</td>
<td>A</td>
<td>15600-39100</td>
<td>7000</td>
<td>11</td>
<td>31400</td>
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<td></td>
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<tr>
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<td>090884</td>
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<td>11</td>
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<td>68900</td>
<td>73000</td>
<td></td>
</tr>
</tbody>
</table>

**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.