

No.F.1(1)-Fin/HRMS/2016-17/Part-I/16156-65
GOVERNMENT OF TRIPURA
DIRECTORATE OF TREASURIES


Dated, Agartala, the 3rd, 2019.

MEMORANDUM

The undersigned is directed to inform all the DDOs under UGC category of the Agriculture College, AGMC & Veterinary College that provision has been made in HRMS software for Pay roll generation of UGC employees as per the new pay structure.

2. Head of office and DDOs have to ensure that the basic pay shown in the HRMS software is in conformity with pay slip and IPS generated by DDOs against each employee. The pay slip and IPS are required to be enclosed with the first pay bill of the employees.
3. If any employee is under disciplinary proceedings, the benefit of new pay structure should not be given.
4. The salary bill of any faculty members was not prepared through HRMS for the month of September, 2017, the concerned Treasury / Sub-Treasury may update the revised basic pay for the concerned faculty members in the HRMS software.
5. The procedure of the generation of pay roll is attached in the enclosed in Annexure-I.

Encl: As stated.


(A. Sarkar)
Director,
Treasuries,
Government of Tripura.

To

1. The Principal,
Agriculture College, Veterinary College, AGM College.
2. All Treasury Officer / Sub-Treasury Officer.

Copy to:-

1. The P.S. to the Additional Chief Secretary, Finance Department for kind information.
2. The P.A. / P.S. to the Secretary, Finance Department for kind information.
3. The P.A. / P.S. to the Secretary, Agriculture Department for kind information.
4. The P.A. / P.S. to the Secretary, Health Department for kind information.
5. The P.A. / P.S. to the Special Secretary, ARDD Department for kind information.

Annexure 1

UGC Employees:-

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

Step 2:- Click **Admin Task**. Then click **UGC Revised Pay**.

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

REVISION OF PAY SCALES OF THE TEACHERS UNDER THE UNIVERSITY GRANTS COMMISSION ON THE RECOMMENDATION OF 7 th CPC												
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!												

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	187300	198700	<input checked="" type="checkbox"/>
2	090988		ASSISTANT PROFESSOR	A	15600-39100	7000	11	31040	79900	84800	<input checked="" type="checkbox"/>
3	090884		ASSISTANT PROFESSOR	A	15600-39100	7000	11	30160	77600	82300	<input checked="" type="checkbox"/>
4	090927		ASSISTANT PROFESSOR	A	15600-39100	7000	11	30160	77600	82300	<input checked="" type="checkbox"/>
5	091055		ASSISTANT PROFESSOR	A	15600-39100	6000	10	30570	79800	84700	<input type="checkbox"/>
6	090950		ASSISTANT PROFESSOR	A	15600-39100	7000	11	25810	68900	73100	<input checked="" type="checkbox"/>

Approve

Step 5:- 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.