

No.F.1(1)/FIN/HRMS/2016-17/PART-I | 16017 - 20
GOVERNMENT OF TRIPURA
DIRECTORATE OF TREASURIES


Dated, Agartala, the 25/09 2019

MEMORANDUM

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

2. Since the Department has not yet extended the benefit of revised pay scales to faculties under AICTE approved colleges, therefore, it may not be extended for those categories of staff under AICTE. Head of Office & DDOs may not prepare bills for AICTE staff as per new pay structure. Salary of employees under AICTE will be drawn as per old pay structure.
3. Head of Office & DDOs have to ensure that the basic pay shown in the HRMS software is in conformity with the 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.
4. If any employee is under the disciplinary proceedings, the benefit of new pay structure should not be given.
5. Head of Office & DDOs should follow the procedure regarding CAS and fixation of pay due to annual increment. (As per UGC Guidelines).
6. The procedure for generation of pay roll is attached in enclosed annexure.
7. This is issued as per the communication received from the Finance Department vide no. **380/FIN(Estt-II)/19** dated **23/9/19**.
8. This is in partial modification of the Memorandum vide No.F.1(1)/FIN/HRMS/2016-17/PART-I/15977-81 dated 24th Sept, 2019

Encl: As stated.


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

To

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

Copy to:-

1. The P.S. to Additional Chief Secretary, Finance Department for kind information.
2. The P.A. / P.S. to Secretary, Finance Department for kind information.
3. All Treasury Officers / Sub-Treasury Officers

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 7th 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"/>

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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.

Annexure2

AICTE Employees:-

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

Step 2:- Click **Admin Task**. Then click **Yearly Increment**. Click **Generate Yearly Increment**.

S No	Emp NO	Employee Name	Date of Join	Net Basic	Previous Basic	Grade Pay Amount	Next Increment Date	Approve
NO RESULT FOUND!								

Step 3:- Check the '**Net Basic**' & **Previous Basic** of the employees. Check the check boxes beside those names whose **Net Basic Pays** are correct. Click '**Approve**'.

Step 4:- Go to Basic Details of each employee check if the incremented basic pay is reflected in the revised basic pay field. And also the service category should be named as **UGC Pre-Revised**.