

'Muzaffarabad'  
November 13, 2001.

OFFICE MEMORANDUM

Subject:

REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BPS-1-22) OF THE AZAD JAMMU & KASHMIR GOVERNMENT (2001)

The President Azad Jammu and Kashmir has been pleased to sanction, with effect from 1<sup>st</sup> December 2001, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and Pensions, 2001 for the employees of the Azad Jammu and Kashmir Government in BPS-1 to BPS-22 as shown in the following paragraphs.

PART I. BASIC PAY SCALES AND ALLIED MATTERS.

2. Basic pay Scales:- The existing basic pay scales and the revised basic pay scales are shown in Annexure-I to this O.M. The revised basic pay scales shall replace the existing Basic Pay Scales, 1994, and shall be effective from 1<sup>st</sup> December 2001.
3. Discontinuation of Allowances:- The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001.
  - i) Cost of Living Allowance to BS 1 to BS 22 @ 7% of basic pay.
  - ii) Adhoc relief of Rs. 200/- p.m. and Rs. 100/- p.m. to BS 1 to 16 (inclusive of BPS-17 by virtue of Move Over).
  - iii) Secretariat/Personal Allowance.
  - iv) Research Allowance sanctioned from time to time.
4. Special Additional Allowance:- Special Additional Allowance sanctioned vide Finance Department No.FDR-1/312/99 dated 2-8-1999 shall be frozen at the level drawn as on date of issue of this O.M.
5. Initial Fixation of Pay:- (1) Pay of the employees in service on 30.11.2001 shall be fixed at the stage in the revised pay scales which is as many stages above the minimum as the stage occupied by him above the minimum of the 1994 Basic Pay Scale.
5. Pay Fixation on Promotion:- (2) The existing provisions regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.
6. Selection Grade and Move Over:- Selection Grade in the scheme of Basic Pay Scales and Move Over scheme shall stand discontinued w.e.f. the date of issue of this O.M.
7. Pay Fixation of employees in Selection Grade and those who have Moved over to higher scale:- Pay of an employee drawing pay by move over shall be fixed with reference to the pay scale of the post for the time being held by him. In case the employee was drawing pay in a Selection Grade, his pay will be fixed in the Selection Grade pay scale. The stage of fixation will be arrived at after allowing increments on notional basis in the original scale of the post or the Selection Grade, in 1994 Basic Pay Scales, upto the point of existing pay. Pay of the employees will then be fixed at the relevant stage in the revised pay scales 2001.

*A. Bouda*

Example-I

Assistant, BS-11 Selection Grade, BS-15, Moved Over BS-16 and in receipt of Pay of Rs. 5490/- Pay will be fixed in BS-15 i.e. Selection Grade pay scale at Rs. 8320/- as under:-

1994 Scale	Stage 15	Stage 16	Stage 17	Stage 18	Stage 19
	4845	5082	5199	5376	5553
2001 Scale	7260	7525	7790	8055	8320



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Example-II

Pay fixation of an employee in BS-11 who has moved over to BS-14 and is in receipt of basic pay of Rs. 4480/- will be fixed after allowing notional increments in BS-11 of 1994 Basic Pay Scales upto the stage of basic pay drawn. Pay in revised BPS-11 will be fixed at the corresponding stage of Rs. 6790/- as under:-

BS-11 1994 Pay Scale	Stg 15	Stg 16	Stg 17	Stg 18	Stg 19	Stg 20	Stg 21	Stg 22	Stg 23	Stg 24
	3465	3581	3697	3813	3929	4045	4161	4277	4393	4509
BS-11 2001 Pay Scale	5215	5390	5565	5740	5915	6090	6265	6440	6615	6790

Example-III

Pay fixation of an employee in BS-5 who has moved over to BS-11 and is in receipt of basic pay of Rs. 3465/- will be fixed after allowing notional increments in BS-5 of 1994 BPS upto the stage of basic pay drawn. Since basic pay of Rs. 3465/- is beyond the 30 stages in notional BS-5, (1994 BPS), & resultantly more than the 30 stages of BPS 2001, therefore, his pay will be fixed at the notional 32<sup>nd</sup> stage i.e. at Rs. 5300/-. The difference of Rs. 200/- (Rs. 5300-5100) will be personal to him as under:-

BS-5 1994	Stage-30	Stage-31	Stage-32
	3380	3446	3512
BS-5 2001	5100	5200	5300

In such cases future increments upto a maximum of 3 years will also be allowed as personal to such employees.

8. Date of Increment:- Annual increment shall continue to be admissible subject to the existing conditions, on the 1st December each year.
9. Special Pays/Allowances for Offices:- The Special Pays / Allowances sanctioned to offices as percentage of Pay shall be discontinued on the introduction of revised pay scales w.e.f. 1-12-2001 and adjusted in future increments.
10. Advance Increments:- The existing scheme of advance increments is discontinued w.e.f. 1-12-2001. A fresh scheme, if any, will be introduced in due course.

PART-II ALLOWANCES.

11. Conveyance Allowance:- The rates of Conveyance Allowance and Motor cycle/ Motor car maintenance allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as follows:-

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Sr. No.	Existing	Revised.
i)	Government servants drawing pay in BS-16 (Gazetted) and above and maintaining motor car not registered for commercial purpose. Rs.355/- p.m.	BS-16 (Gazetted) & above Rs.620/-p.m
ii)	Government servants drawing pay of Rs. 3240/- per month and above other than those at (i) above Rs. 193/-p.m.	BS-11 & above Rs. 340/-p.m
iii)	Government servants drawing pay of Rs. 1688/- p.m. and above but less than Rs. 3240/- p.m. and maintaining Motor cycle/Scooter. Rs. 130/- p.m.	BS-1 to BS-10 maintaining motor cycles/scooter. Rs.230/- p.m.
iv)	Others. Rs.96.per month.	BS-1 to BS-10 Rs.170/- p.m



12. **Daily Allowance.-** Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:-

BPS	Special Rates Per day (Rs.)	Ordinary Rates Per day (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450

13. **Medical Allowance.-** Medical Allowance to employees in BS. 1-15 shall be increased from Rs. 90/- p.m. to Rs. 160/- p.m.

14. **Computer allowance.-** The Computer allowance shall be increased subject to the existing conditions of admissibility as under:

	Existing Rate	Revised Rate
i)	Rs.300/- p.m.	Rs.450/- p.m.
ii)	Rs.1000/- p.m.	Rs.1500/- p.m.

15. **Special Pays/ Allowances.-** All the special Pays and Allowances admissible on certain POSTS as percentage of pay are revised subject to the following limits:

		Revised
a)	Special Pays / Allowances sanctioned @20% and above of Pay.	On existing rates subject to a maximum of Rs. 2000/- p.m.
b)	Special Pays / Allowances sanctioned @10% -19% of Pay.	On existing rates subject to a maximum of Rs. 1500/- p.m.
c)	Special Pays / Allowances sanctioned @5% - 9% of Pay.	On existing rates subject to a maximum of Rs. 1000/- p.m.

### PART-III PENSION AND COMMUTATION.

16. **Pension.-** The Government has made the following reforms in pension/commutation scheme w.e.f. 1.12.2001 in respect of civil pensioners of Azad Jammu & Kashmir Government.

- A. W. W. W.*
- Commutation Table shall be replaced by the new Commutation Table at Annexure-II to this Office Memorandum.
  - Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.
  - The additional benefit of 2% - 10% for extra years of service after completion of 30 years of qualifying service in respect of Civil Pensioners shall be discontinued.
  - The increase in pension @ 20% - 25% to Civil Pensioners allowed vide Finance Department letter No. FD/R/20/99 part IV dated 2-08-1999 shall be discontinued.
  - The benefit of restoration of surrendered portion of pension in lieu of commutation / gratuity shall be withdrawn.
  - In future, the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
  - All the pensioners shall be allowed an increase in net pension (inclusive of dearness increases allowed in the past) as follows:-



- |      |  |     |
|------|--|-----|
| i)   | Pensioners who retired prior to the introduction of 1991 Basic Pay Scales.   | 15% |
| ii)  | Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the introduction of 1991 Pay Scale.                              | 10% |
| iii) | Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and upto the date of introduction of revised Basic Pay Scales i.e. 1-12-2001. | 5%  |

17. **Option:-** (a) All the existing civil employees (BPS 1 to 22) of the Azad Jammu and Kashmir Government shall within 30 days from the date of issue of this office memorandum, exercise an option in writing, addressed to the Audit Office concerned in the case of employees in BPS-16 and above and to the DDO concerned in the case of employees in BPS-15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the Revised Basic Pay Scales and Pension / Commutation scheme 2001 as specified in this O.M. Option once exercised shall be final.

(b) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted to be governed by the Revised Basic pay scales, pension & commutation scheme, 2001.

18. The government servant who will retire w.e.f 1.7.2001 shall be given the benefit of revised pay scales on presumptive basis discounted by 5% increase in pension if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part-I and revised package of pension as contained in Part-III of this O.M.

19. All existing rules / orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules / orders not so modified shall continue in force under this scheme.

20. **Anomalies:** An Anomalies Committee shall be set up in the Finance Department (Regulations wing) to resolve the anomalies if any, arising in the implementation of this Office Memorandum.

*Abdul Wahid*

*Shafiq*  
13/11/2001

(Kh. Shafique Ahmed).  
Additional Secretary Finance  
(Regulations).  
Ph: 058810-32606

**No. & Date even**

**Copy to:**

- 1) The Secretary to the President, Azad Jammu & Kashmir Muzaffarabad.
- 2) The Secretary to the Prime Minister, Azad Govt. of the State of Jammu & Kashmir Muzaffarabad.
- 3) The Private Secretaries to the Speaker / Deputy Speaker.
- 4) The Private Secretaries to the Ministers / Advisors.
- 5) The Private Secretary to the Chief Secretary.
- 6) The Additional Chief Secretary, AJ&K, Muzaffarabad.
- 7) All Secretaries to the Govt. of AJ&K.
- 8) The Private Secretary to the Mohtasib.
- 9) The Senior Member Board of Revenue.
- 10) The Secretary, Finance Division Govt. of Pakistan, Islamabad.
- 11) The Finance Secretary Govt. of Punjab/Sindh/N.W.F.P/Baluchistan.
- 12) The Secretary Islamic Ideology Council.
- 13) The Secretary Public Service Commission.
- 14) All Head of Attached Department AJ&K.
- 15) The Registrar Supreme Court / High Court / Shariat Court / Service Tribunal.
- 16) The Registrar Azad Jammu & Kashmir University.
- 17) The Chairman AKLASC/AKMDC/Development Authority Rawalakot/Development Authority Kotli/ Mirpur Development Authority/Development Authority Baramulla/Secretary Board of Education Mirpur.
- 18) The Secretary Election Commission AJ&K.

- 17-81
- 19) The District & Session Judge Muzaffarabad/ Poonch /Kotli/Bagh/Mirpur/Bhimber/Sudhnoti.
  - 20) The Accountant General Azad Jammu & Kashmir Muzaffarabad.
  - 21) All Deputy Commissioners of Azad Government of the State of Jammu & Kashmir.
  - 22) The Assistant Inspector General Traffic / Reserve Police.
  - 23) The Senior Superintendent of Police Muzaffarabad/Superintendent Police Poonch/Mirpur/Kotli/Bagh /  
Bhimber/Sudhnoti (Plandri).
  - 24) The Commissioner Muzaffarabad and Mirpur Division AJ&K.
  - 25) The Commissioner Excise & Taxation Muzaffarabad.
  - 26) The Controller Govt. Printing Press Muzaffarabad for Publication.
  - 27) The Collector Excise & Taxation Mirpur.
  - 28) All District Accounts Officers of Azad Jammu & Kashmir.
  - 29) All Officers of the Finance Department.

Abdul Waheed  
13/11/20  
(Qazi Abdul Waheed)  
Under Secretary Finance,  
(Regulations).  
Ph. 058810-32479



ANNEXUTE-I TO FINANCE DEPARTMENT'S O. M. NO. FD/R-1(550)/2001 DATED 13-11-2001.  
EXISTING & REVISED PAY SCALES

PAY SCALES OF 1993					REVISED PAY SCALES, 2001				
Scale	Min	Incr	Max	Stages	Scale	Min	Incr	Max	Stages
1	1245	35	1770	15	1	1870	55	3520	30
2	1275	44	1925	19	2	1915	65	3865	30
3	1320	50	2070	15	3	1980	75	4230	30
4	1360	58	2230	15	4	2040	85	4590	30
5	1400	66	2370	15	5	2100	100	5100	30
6	1440	73	2535	15	6	2160	110	5460	30
7	1480	81	2695	15	7	2220	120	5820	30
8	1540	88	2860	15	8	2310	130	6210	30
9	1605	97	3060	15	9	2410	145	6760	30
10	1660	107	3265	15	10	2490	160	7290	30
11	1725	116	3445	15	11	2590	175	7840	30
12	1830	130	3780	15	12	2745	195	8595	30
13	1950	144	4110	15	13	2925	215	9375	30
14	2065	161	4480	15	14	3100	240	10300	30
15	2190	177	4845	15	15	3285	265	11235	30
16	2535	197	5490	15	16	3805	295	12655	30
17	3880	290	7560	12	17	6210	465	15510	20
18	5085	366	9745	10	18	8135	585	19835	20
19	7750	385	11960	10	19	12400	615	24700	20
20	9195	440	15595	10	20	14710	950	28010	14
21	10190	545	15640	10	21	16305	1070	31285	14
22	10900	610	17000	10	22	17440	1250	34940	14

*A. Walad*

CN1:revised-scales