

**Government of Nagaland  
Personnel and Administration Reforms Department  
(Administrative Reforms Branch)**

No.AR-3/GEN-201/2009

Dated, Kohima the 9<sup>th</sup> July, 2015

**OFFICE MEMORANDUM**

**Sub:- Clarification Scheme for regularization and absorption of Work-Charged and Casual Employees and Revision of Pay/Wages.**

In continuation of this Department's Notification of even number dated 17<sup>th</sup> March 2015, and on due consideration of the Report of Work-Charged and Casual Employees Commission, the Governor of Nagaland is pleased to amend the following schemes for regularization and absorption of Work-Charged and Casual Employees and revision of their pay and wages subject to condition indicated here under:

**(I) Fixation of Initial pay in the new band in cases where by applying the fixation formula the amount works out to be less than the minimum of the pay band.**

In all such cases where by applying the formula for fixation of pay in the prescribed pay band, the initial pay works out to be less than the minimum of the corresponding prescribed pay band, the initial pay shall be fixed at the minimum.

**(ii) IPS format**

Since no pay fixation was prescribed in the O.M referred to above, a common Format is being prescribed and enclosed as Annexure-I.

**Note:-**

*In item No.9 of the IPS the words "to be stepped-up to minimum of the pay band if the amount work-out to less than the minimum."*

### Initial Pay Fixation Statement

#### **Statement of Fixation of Pay of Scale paid work-charged employees under the provision of P&AR Department O.M. No. AR-3/GEN-201/2009/dated 17.03.2015**

|   |   |  |
|---|---|--|
| 1 | Name of the employee  |  |
| 2 | Designation of the post in which pay is to be fixed as on 01.01.2015                  |  |
| 3 | Whether verified and found to be genuine by the district level verification committee |  |
| 4 | Existing scale of Pay (under ROP Rules 1993)  |  |
| 5 | Prescribed revised pay band applicable  |  |
| 6 | Grade pay applicable  |  |

#### **FIXATION OF PAY**

|    |  |  |
|----|--|--|
| 7  | Existing Basic Pay (in the Pay Scale)  |  |
| 8  | Revised Basic pay in the prescribed new pay band (Existing Basic pay x 3.2)                    |  |
| 9  | Revised Basic pay fixed in the new pay band (item 8 rounded to next multiple of Rs 10/-)       |  |
| 10 | Add: Prescribed Grade pay  |  |
| 11 | Revised pay in the new pay band including grade pay (item 9+10)                                |  |
| 12 | Date of next increment:  |  |
| 13 | Pay after grant of next increment (add 3% over item no 11 rounded to next multiple of Rs 10/-) |  |

Checked by

Signature & Designation  
of Head of Office (with seal)

Signature of Accounts officer (with seal)