

9591
20/6/16



GOVERNMENT OF KERALA

Abstract

Home Department - High Court Establishment - 10th Pay Revision - Revision of Pay and Allowances to the Staff of the High Court - Sanctioned - Orders issued.

=====

HOME (C) DEPARTMENT

G.O.(P)No. 180/2016/Home

Dated, Thiruvananthapuram, 20.06.2016

=====

Read:- 1. G.O.(Ms) No.583/2013/Fin dated 30.11.2013.

2. G.O.(Ms.) No. 79/2014/Fin dated 22.02.2014.

3. G.O.(Ms) No.32/2015/Fin dated 16.01.2015.

4. Letter D.O.No.FW/J3/49631/2014 dated 06.11.2015 from Justice Ashok Bhushan, Chief Justice, High Court of Kerala addressed to Hon'ble Governor of Kerala.

5. G.O.(P)No.07/2016/Fin dated 20.01.2016.

ORDER

As per Government Order read as 1st paper above, Government had set up the 10th Pay Revision Commission with Justice C.N.Ramachandran Nair (Retd) as Chairman to study and submit recommendations regarding the revision of pay and allowances of State Government Employees. Government as per Order read as 3rd above entrusted the same Commission to study and make recommendations on revision of pay and allowances and other benefits of High Court employees confining to the Terms of Reference in the Government Order read as 2nd above. The Commission after consideration of the demands raised during discussions and proposals made by the Hon'ble High Court and all other relevant aspects submitted the Report on the revision of pay and allowances of employees of the High Court of Kerala to the Hon'ble Chief Justice. Thereafter, the Hon'ble Chief Justice constituted a Committee of Judges of the High Court to examine the report of the Pay Revision Commission and make specific proposals so as to enable him to frame rules as envisaged under Article 229 of the Constitution of India. The Judges Committee agreed to the recommendations of the Commission in almost all cases of pay, allowances, ratio with a few exceptions. The Judges Committee suggested higher scales of pay for a few posts in the High Court than as suggested by the Commission.

2. The master scale of pay recommended by the 10th Pay Revision Commission for the State Government employees was restructured by Government vide reference read as 5 above. The pre-revised master scale and the revised master scale recommended in both the Government and the High court cases are one and the same and mutually applicable. Accordingly, the master scale and the pay scales applicable in the case of State Government employees as shown in the Annexure-I of G.O.(P)No.07/2016/Fin dated 20.01.2016 is applicable in the case of High Court employees as well.

3. After having examined the Report of Pay Revision Commission for High Court Employees and the Report of Judges Committee, in line with general fiscal position of the State, revision of pay and allowances sanctioned to State Government employees, duties and responsibilities of various categories of posts in High Court and scale of pay sanctioned to different categories of posts in Government Secretariat and other Government departments, as the case may be, the following orders are issued under the proviso to Article 229(2) of the Constitution of India.

1. The existing scale of pay of the employees of High Court is revised w.e.f. 01.07.2014. Revised pay will be admissible with the salary of February 2016 onwards. The date of effect of revised rates of monthly allowance will be with effect from 01.02.2016. Periodical allowances will have effect from 01.04.2016. Modification to Rule 28A and 37(a), Part I KSR will apply to promotions taking effect from 01.02.2016.
2. The revised scales of pay corresponding to the existing scales of pay and the master scale is as shown in **Appendix I**.
3. The Schedule of posts and revised scales of pay is as shown in **Appendix II**.
4. The rules of fixation of pay as shown in Annexure II of the Government Order read as 5th paper above shall be applicable to the staff of the High Court.
5. The revised rates of Special Allowance and Compensatory Allowance shall be as in **Appendix III**.
6. The revised scheme of Time Bound Higher Grade shall be as shown in **Appendix IV**.
7. The existing/improved ratio of higher grade promotion relating to various categories of posts is indicated in **Appendix V**.

8. The revised pay for part time contingent employees is shown in **Appendix VI**.
9. Unless otherwise mentioned in the order, all other conditions will be in accordance with G.O.(P)No.07/2016/Fin dated 20.01.2016. Except for pay, allowances, post upgradation and other specific benefits, further orders issued in continuation of the order dated 20.01.2016 shall also be applicable to employees of High Court.
10. Detailed orders on pension revision will be issued separately.

(By order of the Governor)


NALINI NETTO

Additional Chief Secretary to Government

To

The Registrar General, High Court of Kerala, Ernakulam (with C/L).
The Principal Accountant General (A&E/Audit) Kerala, Thiruvananthapuram.
The Finance Department
✓ I&PRD, Web and New Media (for uploading in the Government website)
Stock File / Office Copy.

Forwarded / By Order


Section Officer



THE EXISTING AND REVISED SCALES OF PAY

Scale No.	Existing scales of Pay (2009)	Revised Scales of Pay (2014)
1	8500-230-9190-250-9940-270-11020-300-12220-330-13210	16500-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-35700
2	8730-230-9190-250-9940-270-11020-300-12220-330-13540	17000-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500
3	8960-230-9190-250-9940-270-11020-300-12220-330-13540-360-14260	17500-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-39500
4	9190-250-9940-270-11020-300-12220-330-13540-360-14980-400-15780	18000-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-41500
5	9940-270-11020-300-12220-330-13540-360-14980-400-16580	19000-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-43600
6	10480-270-11020-300-12220-330-13540-360-14980-400-16980-440-18300	20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-45800
7	11620-300-12220-330-13540-360-14980-400-16980-440-18740-500-20240	22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000
8	13210-330-13540-360-14980-400-16980-440-18740-500-21240-560-22360	25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000
9	13900-360-14980-400-16980-440-18740-500-21240-560-24040	26500-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-56700
10	14620-360-14980-400-16980-440-18740-500-21240-560-24040-620-25280	27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400
11	15380-400-16980-440-18740-500-21240-560-24040-620-25900	29200-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400
12	16180-400-16980-440-18740-500-21240-560-24040-620-27140-680-29180	30700-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400
13	16980-440-18740-500-21240-560-24040-620-27140-680-29860-750-31360	32300-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-68700
14	18740-500-21240-560-24040-620-27140-680-29860-750-32860-820-33680	35700-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-75600

Scale No.	Existing scales of Pay (2009)	Revised Scales of Pay (2014)
15	19240-500-21240-560-24040-620-27140-680-29860-750-32860-820-34500	36600-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-79200
16	20740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140	39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000
17	21240-560-24040-620-27140-680-29860-750-32860-820-36140-900-37040	40500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-85000
18	22360-560-24040-620-27140-680-29860-750-32860-820-36140-900-37940	42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-87000
19	24040-620-27140-680-29860-750-32860-820-36140-900-38840	45800-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-89000
20	29180-680-29860-750-32860-820-36140-900-40640-1000-43640	55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400
21	32110-750-32860-820-36140-900-40640-1000-44640	60900-1500-65400-1650-72000-1800-81000-2000-97000-2200-103600
22	36140-900-40640-1000-48640-1100-49740	68700-1650-72000-1800-81000-2000-97000-2200-108000-2400-110400
23	40640-1000-48640-1100-57440	77400-1800-81000-2000-97000-2200-108000-2400-115200
24	42640-1000-48640-1100-57440-1200-58640	81000-2000-97000-2200-108000-2400-117600
25	44640-1000-48640-1100-57440-1200-58640	85000-2000-97000-2200-108000-2400-117600
26	46640-1000-48640-1100-57440-1200-59840	89000-2000-97000-2200-108000-2400-120000
27	48640-1100-57440-1200-59840	93000-2000-97000-2200-108000-2400-120000
Master Scale	8500-230-9190-250-9940-270-11020-300-12220-330-13540-360-14980-400-16980-440-18740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140-900-40640-1000-48640-1100-57440-1200-59840.	16500-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-108000-2400-120000.

SCHEDULE OF POSTS AND SCALES OF PAY

Sl No.	Designation	Existing Scale of Pay	Revised Scale of Pay
1	Registrar General	48640-59840	93000-120000
2	Registrar (Subordinate Judiciary)	46640-59840	89000-120000
3	Registrar (Vigilance)	46640-59840	89000-120000
4	Registrar (Recruitment & Computerization)	46640-59840	89000-120000
5	Director, Kerala Judicial Academy	46640-59840	89000-120000
6	Additional Director, Kerala Judicial Academy	46640-59840	89000-120000
7	Registrar (Administration)	46640-59840	89000-120000
8.	Registrar (Judicial)	46640-59840	89000-120000
9	Joint Registrar	44640-58640+900 sp#	85000-117600
10	Deputy Registrar	40640-57440+500 sp#	77400-115200
11. a	Assistant Registrar (HG)	36140-49740	68700-110400
12. a	Assistant Registrar	24040-38840	45800-89000
13	Court Fee Examiner	21240-37040	42500-87000
14. b	Section Officer (HG)(45)/ Court Officer (HG)(38)	20740-36140	40500-85000
15. b	Section Officer (45) / Court Officer(39)	18740-33680	36600-79200
16	Private Secretary to the Chief Justice	40640-57440	77400-115200
17	Court Officer to the Chief Justice	24040-38840	45800-89000
18	Personal Assistant to the Chief Justice	22360-37940	42500-87000
19	Additional Personal Assistant to the Chief Justice	21240-37040	40500-85000
20	Public Relations Officer	40640-57440	77400-115200
21	Protocol Officer	40640-57440	77400-115200
22	Assistant Public Relations Officer	24040-38840	45800-89000
23. c	Assistant Protocol Officer (H.G)	20740-36140	40500-85000
24. c	Assistant Protocol Officer	18740-33680	36600-79200
25	Finance Officer	40640-57440	77400-115200
26	Accounts Officer	21240-37040	42500-87000
27	Chief Accountant	20740-36140	39500-83000
28. d	Private Secretary (HG) to Judge	22360-37940	42500-87000
29. d	Private Secretary to Judge	21240-37040	40500-85000
30. g	Personal Assistant (Sl.Gr) to Judge	20740-36140	39500-83000

Sl No.	Designation	Existing Scale of Pay	Revised Scale of Pay
31	Chief Librarian	32110-44640	60900-103600
32	Librarian	24040-38840	45800-89000
33	Reference Librarian	22360-37940	42500-87000
34	Assistant Librarian	19240-34500	36600-79200
35	Security Officer	19240-34500	36600-79200
36	Head Translator	18740-33680	35700-75600
37. e	Office Superintendent (HG)	20740-36140	40500-85000
38. e	Office Superintendent	18740-33680	36600-79200
39	Superintendent (Vehicles)	18740-33680	35700-75600
40	Electronic Data Processing Officer	21240-37040	40500-85000
41	Assistant Engineer	20740-36140	39500-83000
42. f	Assistant Section Officer	16980-31360	32300-68700
43. f	Senior Grade Assistant	16180-29180	30700-65400
44. f	Assistant/Jr. Accountant	13900-24040	27800-59400
45. g	Personal Assistant (Grade I) to Judge	16980-31360	32300-68700
46. g	Personal Assistant (Grade II) to Judge	14620-25280	27800-59400
47	Confidential Assistant Gr.II	13210-22360	25200-54000
48. h	Selection Grade Computer Assistant	16980-31360	32300-68700
49. h	Senior Grade Computer Assistant	16180-29180	30700-65400
50. h	Computer Assistant Gr I	13900-24040	27800-59400
51. h	Computer Assistant Gr II	10480-18300	20000-45800
52.i	Selection Grade Typist Copyist	16180-29180	30700-65400
53.i	Senior Grade Typist Copyist	13900-24040	26500-56700
54.i	Typist Copyist Grade I	11620-20240	22200-48000
55.i	Typist Copyist Grade II	9190-15780	19000-43600
56. j	Translator (H.G)	16180-29180	30700-65400
57.j	Translator	13900-24040	26500-56700
58.j	Translator (Kannada)	13900-24040	26500-56700
59	Cataloguer	16180-29180	30700-65400
60.k	Senior Grade Library Assistant	14620-25280	27800-59400
61.k	Higher Grade Library Assistant	13900-24040	26500-56700
62. k	Library Assistant	11620-20240	22200-48000
63	Overseer Gr.II	11620-20240	22200-48000
64	Head Chauffeur	14620-25280	27800-59400
65. l	Chauffeur Grade I	13210-22360	25200-54000
66. l	Chauffeur Grade II	9940-16580	19000-43600
67	Motor Car Mechanic Gr.II	11620-20240	22200-48000
68	Clerical Assistant (Higher Grade)	10480-18300	20000-45800

Sl No.	Designation	Existing Scale of Pay	Revised Scale of Pay
69	Clerical Assistant	8960-14260	18000-41500
70. m	Telephone Operator (H.G)	13210-22360	25200-54000
71. m	Telephone Operator	11620-20240	22200-48000
72	Photocopier Operator	9190-15780	18000-41500
73	Duplicator Operator	8730-13540	17500-39500
74. n	Binder (Higher Grade)	9190-15780	19000-43600
75. n	Binder	8960-14260	18000-41500
76	Electrician	9190-15780	18000-41500
77	Plumber	9190-15780	18000-41500
78	Plumber/Pump Operator	9190-15780	18000-41500
79 o	Lift Operator (H.G)	9940-16580	19000-43600
80 o	Lift Operator	9190-15780	18000-41500
81	Carpenter	8960-14260	18000-41500
82	Caretaker	9190-15780	18000-41500
83 p	Attender Gr.I	8960-14260	18000-41500
84 p	Attender Gr.II	8730-13540	17500-39500
85	Civil Sergeant	10480-18300	20000-45800
86 q	Head Gardener	8960-14260	17500-39500
87 q	Gardener	8730-13540	17000-37500
88	Helper	8730-13540	17000-37500
89	Duffadar	9190-15780	18000-41500
90 r	Court Keeper (H.G)	8960-14260	17500-39500
91 r	Court Keeper	8730-13540	17000-37500
92 s	Office Attendant(HG)/ Last Grade Employee Grade I	8730-13540	17000-37500
93 s	Office Attendant	8500-13210	16500-35700
94	Vacuum Cleaner Operator	8500-13210	16500-35700
95	Watchman	8500-13210	17500-39500
96	Cook	8500-13210	16500-35700
97	Sweeper-cum-Office Attendant	8500-13210	16500-35700
98	Sweeper	8500-13210	16500-35700
99	Sanitation Worker	8500-13210	16500-35700
100	Deputy Director, Kerala Judicial Academy	As in PD	As in PD
101	Assistant Director, Kerala Judicial Academy	As in PD	As in PD
102	Deputy Superintendent of Police	40640-57440	As in PD
103	Circle Inspector of Police	20740-36140	As in PD
104	Head Constable	13900-24040	As in PD
105	Police Constable	10480-18300	As in PD

#. Special Pay in lieu of Higher time scale. Discontinued.

- ◆ Omissions/errors/inclusion of new category (temporary posts) if any, in respect of posts or scales of pay indicated in "SCHEDULE OF POSTS" may be reported to Government by the Registrar within a month positively from the date of the Order with relevant supporting documents for timely rectification.

REVISED RATES OF ALLOWANCES

All allowances except those specified below, applicable for State Government employees as per Government Order read as 5th paper above shall be applicable to the employees of High Court.

The revised rates of Compensatory Allowance and Special Allowance is given below;

Designation	Compensatory Allowance (Rs.)	Special Allowance (Rs.)
Registrar General	1500	1000
All Registrars	1000	-
Director/Additional Director of Kerala Judicial Academy	1000	-
Public Relations Officer	-	600
Protocol Officer	-	600
Private Secretary to Chief Justice, Personal Assistant to Chief Justice, Additional Personal Assistant to Chief Justice, Private Secretary to Judge all grades and Personal Assistant to Judges all grades	700	-
Chief Accountant	-	600
Librarian	700	-
Ref. Librarian & Asst. Librarian	500	-
Security Officer	500	-
Assistant Protocol Officer	500	500
Junior Accountant	-	500
Cataloguer, Translator, Translator (Kannada), Library Assistants all grades	300	-
Assistants and Computer Assistants attached to Office of the Registrar General/Registrars.	-	300

Assistant Engineer	500	-
Typist - Copyist	-	400
All Chauffeurs including Head Chauffeur	-	600
Superintendent of Vehicles	-	600
Motor Car Mechanic	-	500
Clerical Assistant all grades	600	-
Telephone Operator	300	150
Photocopier Operator	300	-
Carpenter	250	-
Lift Operator	250	150
Civil Sergeant	-	500
Head Gardener	-	150
Gardener	200	-
Court Keeper all grades	-	400
Duffadar	-	400
Cook & Sweeper Cum Office Attendant	-	400
Part Time Sweeper	400	-
All officers attending cause list	1000	-
<u>OFFICE ATTENDANTS</u>		
Escort duty	-	750
Bungalow duty	-	600
Treasury duty	-	600
Duplicating work	300	-

Attached to the Office of the Registrar General /Registrar, Director, Additional Director of Judicial Academy, Joint Registrars, Finance Officer, Deputy Registrars and Assistant Registrars. Private Secretary to Chief Justice, Public Relation Officer, Protocol Officer, Assistant Public Relation Officer, Personal Assistant to Chief Justice, Chief Librarian, Librarian, Deputy Director of Kerala Judicial Academy, Assistant Director of Kerala Judicial Academy and Court Officer to the Chief Justice	-	300
Circulation duty	-	500
Despatch duty	450	-
Judicial Section work	300	-
Attached to Public Relations Officer	300	-
Cause list work	1000	-
Pilot Duty	500	-

As sanctioned to Govt employees Special Allowance except in cases where it is admissible as percentage of basic pay will be enhanced @10% of the amount provided now, on the 1st day of every financial year (1st indexing will be done with effect from 01.04.2017) and rounded off to the nearest multiple of ten, subject to the condition that such enhanced total shall not exceed Rs.2000 may be extended to the employees of High Court of Kerala too.

UNIFORM ALLOWANCES

<i>Category</i>	<i>Revised rate</i>
Class IV Employees	Stitching allowance @ Rs. 1000/- for male employees and Rs. 500/- for female employee per annum
Court Officers/Private Secretary to Judges/ Personal Assistant to Judges	Rs. 4000/- as coat allowances once in every three years
Chauffers	Rs. 3000/- per year

OTHER ALLOWANCES:-

- Rs.500/- per month as Petrol Allowance sanctioned to Assistant Protocol Officer (HG)/ Assistant Protocol Officer.
- Registrar General may be given power to grant exemption from TA Ceiling to Officers of Inspection Cell, where absolutely necessary.
- Rs.300/- per month as Mobile phone allowance sanctioned to Private Secretaries to Judges and PA to Judges.
- Chauffeurs may be sanctioned off duty compensatory leave in lieu of work attended after 6 days continuously.
- The Office attendants working in Medical Protocol Cell may be sanctioned Rs.500 plus reimbursement of cost of 20 litres of petrol or actual consumption whichever is less.

LEAVE TRAVEL CONCESSION

The existing scheme of Leave Travel Concession will continue.

SURRENDER OF EARNED LEAVE

The existing system of Surrender of Earned Leave for 30 days in a financial year will continue.

Appendix IV**SCHEME FOR TIME BOUND HIGHER GRADE PROMOTION**

1. Employees who remain in their entry posts in the scales of pay ranging from Rs. 16500-35700 to Rs. 19000-43600 will be granted four higher grades on completion of the following specified periods of service in their posts, subject to para 6 below:

(1) The first Time Bound Higher Grade on completion of 8 years of service in the entry post.

(2) The second Time Bound Higher Grade on completion of 15 years of service in the entry post and the first regular promotion post/time bound higher grade taken together.

(3) The third Time Bound Higher Grade on completion of 22 years of total service in the entry post and the regular promotion post(s)/time bound higher grade(s) taken together.

(4) A fourth Time Bound Higher Grade on completion of 27 years of total service in the entry post and the regular promotion post(s) /time bound higher grade(s) taken together.

2. Employees who remain in their entry post on scales of pay ranging from Rs.16500-35700 to Rs.26500-56700 will be granted Time Bound Higher Grades (TBHG) on completion of the period of qualifying service in their posts as follows with the scales of pay shown in TABLE -I below:

TABLE - I

Revised scale of pay in the entry post	1 st TBHG in the entry post	2 nd TBHG	3 rd TBHG	4 th TBHG
16500-35700	17000-37500	17500-39500	19000-43600	20000-45800
17000-37500	17500-39500	18000-41500	19000-43600	20000-45800
17500-39500	18000-41500	19000-43600	20000-45800	22200-48000
18000-41500	19000-43600	22200-48000	26500-56700	27800-59400
19000-43600	22200-48000	26500-56700	27800-59400	30700-65400
20000-45800	22200-48000	26500-56700	27800-59400	NIL
22200-48000	25200-54000	26500-56700	30700-65400	NIL
25200-54000	26500-56700	30700-65400	32300-68700	NIL
26500-56700	27800-59400	30700-65400	32300-68700	NIL

3. Those on entry posts with pay scales ranging from Rs.27800-59400 to Rs.40500-85000 will be granted two time bound higher grades, the first on completion of 8 years of service in the entry post and the second on completion of 15 years of total service in the entry post and first promotion post/ higher grade taken together, as shown in Table II below:

TABLE - II

Revised scale of pay in the entry post	1 st TBHG for 8 years of service in the entry post	2 nd TBHG for 15 years of service
27800-59400	30700-65400	35700-75600
29200-62400	32300-68700	36600-79200
30700-65400	35700-75600	39500-83000
32300-68700	35700-75600	39500-83000
35700-75600	39500-83000	42500-87000

36600-79200	39500-83000	42500-87000
39500-83000	42500-87000	45800-89000
40500-85000	42500-87000	45800-89000

4. For direct recruits against posts carrying the scales of Rs.42500-87000 to Rs.55350-101400, one higher grade promotion in the scale as shown below will be given on completion of 8 years of service, as shown in Table III below:

TABLE III

Revised pay scale in the entry post	TBHG for 8 years of service in the entry post
42500-87000	45800-89000
45800-89000	55350-101400
55350-101400	68700-110400

5. For the incumbents in the posts on scales of pay above Rs.55350-101400, no Time Bound Higher Grade will be allowed.

6. If there is a regular promotion post (including ratio promotion post) in respect of the categories of posts (entry) coming under pay range from Rs.16500-35700 to Rs.32300-68700 and its scale of pay is higher than the Time Bound Higher Grade proposed above, then the qualified incumbent will be given the scale of pay of the regular promotion post in the direct line of promotion as Time Bound Higher Grade scale. (While assigning higher grade, only qualified hands eligible for regular promotion will get the scales of pay of regular promotion posts). Unqualified hands will be allowed the next higher scale of pay above that of the scale of pay of the post held at that time, in the standard scales of pay in Appendix I.

7. If the scale of pay of the regular promotion post is lower than the Time Bound Higher Grade proposed in the Table, the scale of pay of Time Bound Higher Grade specified above will be given on completion of prescribed years of qualifying service by reckoning the total service in both the lower post and promotion post taken together. In such cases the fixation under Rule 30, Part I KSRs will be admissible and the next increment will be allowed on the normal increment date in the earlier promoted post.

8. In all cases of regular promotions from Time Bound Higher Grades to post (equivalent to that of the grade post) carrying the same or higher time scale of pay, the pay in the promoted scale will be fixed in terms of Rule 30, Part I KSR. The next increment in the same or higher scale will fall due on the date of increment in the Time Bound Higher Grade post. This is applicable only to an officer promoted from Time Bound Higher Grade to the equivalent regular promotion post on the same or

higher scale of pay which is in the regular line of promotion of the post held by him. In the case of an officer promoted or appointed 'by transfer' to a post which is not equivalent to the Time Bound Higher Grade enjoyed by him and carries lower, same or higher scale of pay, fixation of pay will be made under the appropriate rules of fixation of pay in KSRs.

9. In respect of categories of post coming under the pay scale ranging from Rs.35700-75600 to Rs.40500-85000 the Time Bound Higher Grade will be as specified in Table II. Scales of pay of regular promotion post will not be given in these cases. This is applicable in the case of employee enjoying scale of pay 35700-75600 and above whether by regular promotion or by Time Bound Higher Grade.

10. In the case of an employee enjoying the Time Bound Higher Grade Promotion in the pre-revised grade scale his revision shall be done only in the eligible Time Bound Higher Grade scale. Corresponding revised scale of pre-revised grade scale (as per Appendix I) will not be allowed in such case.

11. In the case of Time Bound Higher Grade promotion the pay in the higher time scale will be fixed in terms of Rule 28 A Part I KSR i.e. one notional increment will be given and thereafter the pay in the higher grade scale will be fixed at the next stage above the pay in the lower time scale, arrived after adding notional increment, as on the date of the higher grade promotion. However, he will draw his next increment in the grade scale on the date he would have drawn his normal increment in the lower scale. But in the case of an officer who got the benefit of more than two increments on account of fixation of pay on sanction of higher grade, he will draw his next increment on completion of one year service in the grade scale. The existing option facility for Time Bound Higher Grade Promotion is withdrawn with effect from 01.02.2016. The fixation on Time Bound Higher Grade Promotion shall be done on the due date itself. The revised fixation rule will be made applicable for Time Bound Higher Grade promotion due on or after 01.02.2016.

12. In case the 15/22/27 year higher grades as per the Tables above are equal to or lower than the first/second/third promotion post as the case may be, that grade(s) will be modified and fixed at the next higher scale(s) above that of the promotion post(s) in the list of standard scales of pay in Appendix I

13. The service rendered in the entry post and reckoned for normal increments will be treated as the qualifying service for granting Time Bound Higher Grades in that post.

14. The term 'entry post' shall be defined as the post to which an employee is initially appointed in service of High Court of Kerala by direct recruitment by the competent

authority. Appointments made, "by transfer" from other categories will also be treated as equivalent to direct recruitment for allowing the benefit of Time Bound Higher Grade. Service in different posts having same scale will not be treated as qualifying service. Those who get regular promotion or appointment to higher posts within the period specified for each Time Bound Higher Grade will not be granted further Time Bound Higher Grade during that period.

15. All promotions in the regular line of promotion from High Court Subordinate Service to High Court Service (e.g. Section Officer from Assistant Section Officer, Assistant Engineer from First Grade Overseer, etc) are also termed as 'by transfer' appointment. However, further Time Bound Higher Grade promotion will not be granted by reckoning the service in the promoted posts (Section Officer, Assistant Engineer etc) taken as entry post on analogy with by transfer appointment i.e. promotion to a post in the direct line of promotion in the High Court made on the basis of select list prepared by the Promotion Committee, will not be treated as direct recruitment for allowing the benefit of Time Bound Higher Grade. All appointment 'by transfer' except the promotions/appointments from Subordinate Service to High Court Service as mentioned above will be treated as equivalent to direct recruitment for sanctioning Time Bound Higher Grade.

16. Those who relinquish regular promotion, whether permanently or for specified periods, will not be given the benefit of Time Bound Higher Grade promotions. Similarly, an employee who got the benefit of Time Bound Higher Grade promotion will on no account be permitted to relinquish regular promotion to that grade either permanently or for specified periods.

17. The employees in the entry scales of pay of Rs.17000-37500 and Rs.17500-39500 will be eligible for reckoning their last grade service also for allowing 22 years third Time Bound Higher Grade. This benefit will not be allowed to first, second and fourth Time Bound Higher Grades. The employees in the posts having the revised entry scale of Rs. 18000 - 41500 and above are also not eligible for this benefit.

18. All other existing general terms and conditions governing grant of Time Bound Higher Grade Promotions will continue subject to the modifications issued by Government from time to time.

Appendix V

EXISTING/IMPROVED RATIO OF HIGHER GRADE PROMOTION RELATING TO VARIOUS CATEGORIES OF POSTS (Indices a to s in Appendix II)

- a. The ratio between Asst. Registrar and Asst. Registrar (HG) will be 1:1.
- b. Ratio between Section Officer/Court Officer and Section Officer (HG)/Court Officer (HG) will be 1:1.

- c. One post of Assistant Protocol Officer will be in Higher Grade.
- d. Ratio between Private Secretary to Judge and Private Secretary to Judge (HG) will be 1:3.
- e. Office Superintendent will be on Higher Grade in the ratio 1:1.
- f. Ratio between Assistant Section Officer, Senior Grade Assistant and Assistant/Jr.Accountant will be 1:1:1.
- g. Personal Assistant Gr II, Personal Assistant Gr I and Selection Grade Personal Assistant to Judge will be in the ratio of 1:1:1
- h. Ratio among Selection Grade Computer Assistant, Senior Grade, Grade I and Grade II will be 1:1:1:1.
- i. Typist/Copyist Gr II, Gr I, Senior Grade and Selection Grade will be in the ratio 1:1:1:1
- j. Higher Grade of Translator (including Kannada Translator) will be in the ratio 1:1.
- k. Ratio between Library Assistant, Library Assistant (Higher Grade), and Senior Grade Library Assistant will be 3:2:1.
- l. Chauffer Gr I and Gr II will be the ratio 1:1.
- m. Telephone Operator (HG) and Telephone Operator will be in the ratio of 1:2 .
- n. One post of Binder will be in the Higher Grade:
- o. Lift Operator (HG) and Lift Operator will be in the ratio of 1:2.
- p. Ratio between Attender Grade II and Grade I will be 1:1
- q. Head Gardener and Gardener will be in the ratio 1:10.
- r. Ratio between Court Keeper and Court Keeper(HG) will be 1:2
- s. Ratio between Office Attendant and Office Attendant(HG) will be 1:2

The existing ratio/percentage based grade will continue unless modified. The modified ratio/percentage based grade promotion will have effect from 01.04.2016.

Appendix VI

PART-TIME CONTINGENT EMPLOYEES – REVISION OF PAY AND ALLOWANCES

The existing scales of pay of various categories of Part-Time Contingent employees are revised as follows with effect from 01.07.2014.

Category	Existing Scale of Pay	Revised Scale of Pay
Category I	5520-120-6000-140-6700-160-7500-180-8400	10620-240-12300-260-13600-300-15100-340-16460
Category II	4850-110-5400-120-6000-140-6700-160-7500	9340-220-11100-240-12300-260-13600-300-14800
Category III	4250-100-4850-110-5400-120-6000-140-6700	8200-200-10000-220-11100-240-12300-260-13340

Method of Fixation of Pay for Part-Time Contingent Employees

- (1) All the existing Part-Time Contingent employees in High Court of Kerala will come over to the revised scales of pay on 01.07.2014.
- (2) The basic pay in the revised scale of pay will be fixed by adding the following items:
- Existing Basic Pay as on 01.07.2014, including increments due on 01.07.2014.
 - 80% of Dearness Allowance on (a) above.
 - Fitment Benefit of 12% of the existing basic pay as on 01.07.2014, and a Service Weightage @ $\frac{1}{2}\%$ for each completed years of service as on 01.07.2014, subject to a maximum of 15%. A minimum benefit of Rs.1250/- will be ensured. The amount so arrived at shall be fixed at the immediate higher stage in the corresponding revised scale of pay. The date of increments of the employees shall not undergo any change consequent on switch to the revised scale of pay, ie. Increment will be granted on due date as if one had continued in the pre revised scale without waiting for one year from the date of pay revision. In the case of employees whose increments falls on 1st July 2014, next increment will accrue on completion of one year.
- (3) The existing scheme of granting one additional increment each on completion of qualifying service of 8,15,22 and 27 years will continue.
- Note:-The additional increment will be granted on completion of qualifying service and it will not affect the normal increment dates. The maximum number of such increment admissible shall be limited to one, two, three and four respectively on completion of 8,15,22 and 27 years of qualifying service including the benefit availed as per G.O(Ms) No.257/2011/ Home dated 18/11/2011.*
- (4) Part-Time Contingent employees will be given stagnation increment. Maximum number of stagnation increments allowed will be three, out of which two will be annual and the third one biennial.
- (5) Part-Time Contingent employees working in High Court will be eligible for City Compensatory Allowance @ Rs.100 per month.

Casual Sweepers :- The rate of remuneration of Rs. 6000/- with effect from 01.04.2016 applicable to casual sweepers provided in GO(P) No.7/2016/Fin dated 20.01.2016 will be applicable to those engaged in High Court also.

- ◆ The Registrar, High Court of Kerala will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.

- ◆ Recoveries will be insisted upon where over payments are made on account of wrong fixation. If an officer competent to fix pay under these orders or approve/countersign the pay fixation has any doubt regarding the application of these orders, he shall seek clarification of the Pay Revision Cell in the Finance Department in Government before approving the pay fixation and disbursing the pay. All officers shall furnish an undertaking in the form prescribed to their Drawing and Disbursing Officer in order to get their pay fixed in the revised scale. The undertaking shall be countersigned by the Drawing and Disbursing Officer and pasted in the Service Book of the incumbent.

Form of Undertaking

(vide G.O.(P) No. 180/2016/Home . Dated 20/02/2016)

I..... hereby agree to refund excess pay and allowances, if any, drawn by me, in case it is found later (even if it is due to erroneous fixation) that I have been paid such excess .

Countersignature:

Signature:

Name:

Name:

PEN:

Designation:

Designation:

Office / Department:

Office/Department:

Station:

Station:

Date:

Date:

(Office Seal)