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புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - II

சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY

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வெளியீடு

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No.	Puducherry	Friday	5th October 2018

(13 Asvina 1940)

GOVERNMENT OF PUDUCHERRY LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 17/LAS/A1/2018, Puducherry, dated 1st October 2018)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 114 of the Puducherry Municipalities Act, 1973 (No. 9 of 1973) and of all other powers enabling her in this behalf, the Lieutenant-Governor, Puducherry, hereby makes the following rules, namely:—

1. *Short title and commencement.*—(1) These rules may be called the Puducherry Municipal Subordinate Services (Revised Pay) Rules, 2018.

(2) They shall come into force on and from the 2nd day of October, 2018.

2. *Categories of Municipal servants to whom the rules shall apply.*—(1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to Municipal services and posts in connection with the affairs of the Municipalities.

(2) These rules shall not apply to.—

- (i) persons not in whole-time employment;
- (ii) persons paid out of contingencies;
- (iii) persons paid otherwise than on a monthly basis including those paid only on a piece-rate basis;
- (iv) persons employed on contract except where the contract provides otherwise;
- (v) persons re-employed in Municipal service after retirement; and
- (vi) any other class or category of persons whom the Government may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. *Definitions.*—In these rules, unless the context otherwise requires,—

(i) “basic pay” in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;

(ii) “existing basic pay” means the pay drawn in the prescribed existing Pay Band and Grade Pay or Pay in the existing scale;

(iii) “existing emoluments” means the sum of (i) existing Basic Pay and (ii) existing Dearness Allowance at index average as on 1st day of January, 2016;

(iv) “existing Pay Band and Grade Pay” in relation to a Municipal servant means the Pay Band and the Grade Pay applicable to the post held by the Municipal servant as on the date immediately before the notification of these rules, whether in a substantive capacity or in officiating capacity;

(v) “existing pay structure” in relation to a Municipal servant means the present system of Pay Band and Grade Pay or the Pay Scale applicable to the post held by the Municipal servant as on 2nd day of October, 2018 whether in a substantive or officiating capacity;

(vi) “existing scale” in relation to a Municipal servant means the Pay Scale applicable to the post held by the Municipal servant as on 2nd day of October, 2018 whether in a substantive or officiating capacity;

(vii) “Level” in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay or scale specified in the First Schedule;

(viii) “pay in the Level” means pay drawn in the appropriate Cell of the Level as specified in the First Schedule;

(ix) “Pay Matrix” means the Matrix specified in the Schedule, with Levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay or scale;

(x) “revised emoluments” means the pay in the Level of a Municipal servant in the revised pay structure;

(xi) “revised pay structure” in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing Pay Band and Grade Pay or scale of the post unless a different revised Level is notified separately for that post; and

(xii) “Schedule” means the Schedule appended to these rules.

4. *Level of posts.*—The Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay or scale as specified in the Pay Matrix.

5. *Drawal of pay in the revised pay structure.*—Save as otherwise provided in these rules, a Municipal servant shall draw pay in the Level in the revised pay structure applicable to the post to which he is appointed:

Provided that a Municipal servant may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure:

Explanation 1: The option to retain the existing pay structure under the provisos to this rule shall be admissible only in respect of one existing Pay Band and Grade Pay or scale.

Explanation 2: The aforesaid option shall not be admissible to any person appointed to a post for the first time in the Municipal service or by transfer from another post on or after the 2nd day of October, 2018, and he shall be allowed pay only in the revised pay structure.

Explanation 3: Where a Municipal servant exercises the option under the provisos to this rule to retain the existing pay structure of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that pay structure under the Puducherry Municipal Services Fundamental Rules, 1984, or under any other rule or order applicable to that post, his substantive pay shall be substantive pay which he would have drawn had he retained the existing pay structure in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

6. *Exercise of option.*—(1) The option under the provisos to the rule 5 shall be exercised in writing in the Form appended to these rules, so as to reach the authority mentioned in the said rules within three months of the date of notification of these rules or where any revision in the existing pay structure is made by any order subsequent to the date of notification of these rules, within three months of the date of such order:

Provided that—

(i) in the case of a Municipal servant who is, on the date of such notification or, as the case may be, date of such order, out of India on leave or deputation or foreign service or active service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in India; and

(ii) where a Municipal servant is under suspension on the 2nd day of October, 2018, the option may be exercised within three months of the date of his return to his duty if, that date is later than the date prescribed in this sub-rule.

(2) The option shall be intimated by the Municipal servant to the Head of his Office along with an undertaking, in the Form appended to these rules.

(3) If, the intimation regarding option is not received by the authority within the time specified under sub-rule (1), the Municipal servant shall be deemed to have elected to be governed by the revised pay structure with effect from the 2nd day of October, 2018.

(4) The option once exercised shall be final.

Note 1: Persons whose services are terminated on or after 2nd day of October, 2018 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary grounds, shall be entitled to exercise option under sub-rule (1).

Note 2: Persons who dies on or after the 2nd day of October, 2018 and could not exercise the option within prescribed time limit are deemed to have opted for the revised pay structure on and from the 2nd day of October, 2018 or such later date as is most beneficial to their dependents if, the revised pay structure is more favourable and in such cases, necessary action for payment of arrears shall be taken by the Head of Office.

Note 3: Persons who are on earned leave or any other leave on 2nd day of October, 2018 which entitle them to leave salary shall be entitled to exercise option under sub-rule (1).

7. *Fixation of initial pay in the revised pay structure.*—(1) The initial pay of a Municipal servant who elects, or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 2nd day of October, 2018, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien, if, such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:—

(i) the pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at shall be located in that Level in the Pay Matrix and if, such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if, no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

Illustration

1. Existing Pay Band : PB-1
2. Existing Grade Pay : ₹ 2,400
3. Existing Pay in Pay Band : ₹ 10,160
4. Existing Basic Pay : ₹ 12,560 (₹ 10,160 + ₹ 2,400)
5. Pay after multiplication by a fitment : ₹ 12,560 x 2.57 = ₹ 32,279.20
factor of 2.57. (rounded off to ₹ 32,279)
6. Level corresponding to GP ₹ 2,400 : Level 4
7. Revised Pay in Pay Matrix (either : ₹ 32,300
equal to or next higher to ₹ 32,279
in Level 4).

Pay Band	₹ 5,200-20,200				
Grade Pay ₹	1,800	1,900	2,000	2,400	2,800
Levels	1	2	3	4	5
	₹	₹	₹	₹	₹
1	18,000	19,900	21,700	25,500	29,200
2	18,500	20,500	22,400	26,300	30,100
3	19,100	21,100	23,100	27,100	31,000
4	19,700	21,700	23,800	27,900	31,900
5	20,300	22,400	24,500	28,700	32,900
6	20,900	23,100	25,200	29,600	33,900
7	21,500	23,800	26,000	30,500	34,900
8	22,100	24,500	26,800	31,400	35,900
9	22,800	25,200	27,600	32,300	37,000
10	23,500	26,000	28,400	33,300	38,100
11	24,200	26,800	29,300	34,300	39,200

(ii) if, the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-clause (i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.

(2) A Municipal servant who is on leave on the 2nd day of October, 2018 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 2nd day of October, 2018 or the date of option for the revised pay structure.

(3) A Municipal servant who is on study leave on the 2nd day of October, 2018 shall be entitled to the pay in the revised pay structure from 2nd day of October 2018 or the date of option.

(4) A Municipal servant under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

(5) Where a Municipal servant holding a permanent post is officiating in a higher post on a regular basis and the pay structure applicable to these two posts are merged into one Level, the pay shall be fixed under sub-rule (1) with reference to the officiating post only and the pay so fixed shall be treated as substantive pay.

(6) Where the existing emoluments exceed the revised emoluments in the case of any Municipal servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

(7) Where in the fixation of pay under sub-rule (1), the pay of a Municipal servant, who, in the existing pay structure, was drawing immediately before the 2nd day of October, 2018 more pay than another Municipal servant junior to him in the same cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.

(8) Where a Municipal servant is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Municipal servant as personal pay to be absorbed in future increase in pay.

(9) (i) In cases where a senior Municipal servant promoted to a higher post before the 2nd day of October, 2018 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 2nd day of October, 2018, the pay of senior Municipal

servant in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of promotion of the junior Municipal servant subject to the fulfillment of the following conditions, namely;—

(a) both the junior and the senior Municipal servants belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;

(b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay should be identical;

(c) the senior Municipal servants at the time of promotion should have been drawing equal or more pay than the junior;

(d) the anomaly should directly as a result of the application of the provisions of Fundamental Rule 22 or any other rule or order regulating pay fixation on such promotion in the revised pay structure:

Provided that if, the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

(ii) The order relating to re-fixation of the pay of the senior officer in accordance with clause (i) shall be issued under the Puducherry Municipal Services Fundamental Rules, 1984 and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

(10) Subject to the provisions of rule 5, if, the pay as fixed in the officiating post under sub-rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as the substantive pay.

8. *Fixation of pay of employees appointed by direct recruitment on or after 2nd day of October, 2018.*— The pay of employees appointed by direct recruitment on or after 2nd day of October, 2018 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post, to which such employees are appointed:

Provided that where the existing pay of such employee appointed on or after 2nd day of October, 2018 and before the date of notification of these rules, has already been fixed in the existing pay structure and if, his existing emoluments happen to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he is appointed on or after 2nd day of October, 2018, such difference shall be paid as personal pay to be absorbed in future increments in pay.

9. *Increments in Pay Matrix.*—The increment shall be as specified in the Vertical Cells of the applicable Level in the Pay Matrix.

Illustration

An employee in the Basic Pay of ₹ 32,300 in Level 4 will move vertically down the same Level in the Cells and on grant of increment, his Basic Pay will be ₹ 33,300.

Pay Band	₹ 5,200 – 20,200				
Grade Pay ₹	1,800	1,900	2,000	2,400	2,800
Levels	1	2	3	4	5
	₹	₹	₹	₹	₹
1	18,000	19,900	21,700	25,500	29,200
2	18,500	20,500	22,400	26,300	30,100
3	19,100	21,100	23,100	27,100	31,000
4	19,700	21,700	23,800	27,900	31,900
5	20,300	22,400	24,500	28,700	32,900
6	20,900	23,100	25,200	29,600	33,900
7	21,500	23,800	26,000	30,500	34,900
8	22,100	24,500	26,800	31,400	35,900
9	22,800	25,200	27,600	32,300	37,000
				↓	
10	23,500	26,000	28,400	33,300	38,100
11	24,200	26,800	29,300	34,300	39,200

10. *Date of next increment in the revised pay structure.*—(1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

(2) The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

Illustration

(a) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter, it shall accrue after one year on annual basis.

(b) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter, it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

(3) Where two existing Grades in hierarchy are merged and the junior Municipal servant in the lower grade happens to draw more pay in the corresponding Level in the revised pay structure than the pay of the senior Municipal servant, the pay of the senior Municipal servants shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with this rule.

11. *Revision of pay from a date subsequent to 1st day of January, 2018.*— Where a Municipal servant who continues to draw his pay in the existing pay structure is brought over to the revised pay structure from a date later than 2nd day of October, 2018, his pay in the revised pay structure shall be fixed in the manner prescribed in accordance with clause (i) of sub-rule (1) of rule 7.

12. *Fixation of pay on promotion on or after 2nd day of October, 2018.*— The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely:—

One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if, no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level.

Illustration

1. Level in the revised pay structure : Level 4
2. Basic Pay in the revised pay : ₹ 28,700 structure.
3. Granted promotion/Financial upgradation under MACPS in Level 5.
4. Pay after giving one increment : ₹ 29,600 in Level 4.
5. Pay in the upgraded Level *i.e.* : ₹ 30,100 (either equal to or next Level 5. higher to ₹ 29,600 in Level 5).

Pay Band	₹ 5,200 – 20,200				
Grade Pay ₹	1,800	1,900	2,000	2,400	2,800
Levels	1	2	3	4	5
	₹	₹	₹	₹	₹
1	18,000	19,900	21,700	25,500	29,200
2	18,500	20,500	22,400	26,300	30,100
3	19,100	21,100	23,100	27,100	31,000
4	19,700	21,700	23,800	27,900	31,900
5	20,300	22,400	24,500	28,700	32,900
6	20,900	23,100	25,200	29,600	33,900
7	21,500	23,800	26,000	30,500	34,900

13. *Effect of other rules.*—Save as otherwise provided in these rules, no provision of any other rules made or deemed to have been made under the provisions of the Puducherry Municipalities Act, 1973 (No. 9 of 1973) shall, in so far as it is inconsistent with any of the provision of these rules, have any effect.

14. *Power to relax.*—Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, the Government may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

15. *Interpretation.*—If, any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

THE FIRST SCHEDULE
[See rules 3 (vi) and 7(1)]

Pay Matrix

(in ₹)

Pay Band	5200-20200					9300-34800					15600-39100				37400-67000			
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	5400	6600	7600	8700	8900	10000		
Levels	1	2	3	4	5	6	7	8	9		10	11	12	13	13A	14		
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200			
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500			
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000			
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600			
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700			

Levels	(in ₹)													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	188200
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	193800
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	199600
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	205600
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	211800
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	218200
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600	
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900	
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400		
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700		
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100		
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600		

25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300					
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100					
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100					
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200					
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500					
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900					
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500					
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200					
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100					
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200					
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400						
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000						
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700						
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600						
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700						
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500							

(in ₹)

THE SECOND SCHEDULE

FORM OF OPTION

[See rule 6 (2)]

*1. I, hereby elect the revised pay structure with effect from 1st January, 2016.

*2. I, hereby elect to continue on the Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

*the date of my next increment/the date of my subsequent increment raising my pay to ₹/I vacate or cease to draw pay in the existing pay structure/the date of my promotion/upgradation to the post of

Existing Pay Band and Grade Pay

Signature :

Name :

Designation :

Office in which employed :

* To be scored out, if, not applicable.

Undertaking

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government, either by adjustment against future payments due to me or otherwise.

Signature :

Name :

Designation :

Date :

Place :

(By order of the Lieutenant-Governor)

GIDDI BALARAM,

Under Secretary to Government
(Local Administration).

GOVERNMENT OF PUDUCHERRY
LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 18/LAS/A1/2018, Puducherry, dated 1st October 2018)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 68 of the Puducherry Village and Commune Panchayats Act, 1973 (No. 10 of 1973) and of all other powers enabling her in this behalf, the Lieutenant-Governor, Puducherry, hereby makes the following rules, namely:—

1. *Short title and commencement.*—(1) These rules may be called the Puducherry Commune Panchayats Subordinate Services (Revised Pay) Rules, 2018.

(2) They shall come into force on and from the 2nd day of October, 2018.

2. *Categories of Commune Panchayats servants to whom the rules shall apply.*—(1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to Commune Panchayat services and posts in connection with the affairs of the Commune Panchayats.

(2) These rules shall not apply to.—

- (i) persons not in whole-time employment;
- (ii) persons paid out of contingencies;
- (iii) persons paid otherwise than on a monthly basis including those paid only on a piece-rate basis;
- (iv) persons employed on contract except where the contract provides otherwise;
- (v) persons reemployed in Commune Panchayat service after retirement; and
- (vi) any other class or category of persons whom the Government may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. *Definitions.*—In these rules, unless the context otherwise requires,—

- (i) “basic pay” in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;

(ii) “existing basic pay” means the pay drawn in the prescribed existing Pay Band and Grade Pay or Pay in the existing scale;

(iii) “existing emoluments” means the sum of (i) existing Basic Pay and (ii) existing Dearness Allowance at index average as on 1st day of January, 2016;

(iv) “existing Pay Band and Grade Pay” in relation to a Commune Panchayat servant means the Pay Band and the Grade Pay applicable to the post held by the Commune Panchayat servant as on the date immediately before the notification of these rules, whether in a substantive capacity or in officiating capacity;

(v) “existing pay structure” in relation to a Commune Panchayat servant means the present system of Pay Band and Grade Pay or the Pay Scale applicable to the post held by the Commune Panchayat servant as on 2nd day of October, 2018 whether in a substantive or officiating capacity;

(vi) “existing scale” in relation to a Commune Panchayat servant means the Pay Scale applicable to the post held by the Commune Panchayat servant as on 2nd day of October, 2018 whether in a substantive or officiating capacity;

(vii) “Level” in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay or scale specified in the First Schedule;

(viii) “pay in the Level” means pay drawn in the appropriate Cell of the Level as specified in the First Schedule;

(ix) “Pay Matrix” means the Matrix specified in the Schedule, with Levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay or scale;

(x) “revised emoluments” means the pay in the Level of a Commune Panchayat servant in the revised pay structure;

(xi) “revised pay structure” in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing Pay Band and Grade Pay or scale of the post unless a different revised Level is notified separately for that post; and

(xii) “Schedule” means the Schedule appended to these rules.

4. *Level of posts.*—The Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay or scale as specified in the Pay Matrix.

5. *Drawal of pay in the revised pay structure.*—Save as otherwise provided in these rules, a Commune Panchayat servant shall draw pay in the Level in the revised pay structure applicable to the post to which he is appointed:

Provided that a Commune Panchayat servant may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure:

Explanation 1: The option to retain the existing pay structure under the provisos to this rule shall be admissible only in respect of one existing Pay Band and Grade Pay or Scale.

Explanation 2: The aforesaid option shall not be admissible to any person appointed to a post for the first time in the Commune Panchayat service or by transfer from another post on or after the 2nd day of October, 2018, and he shall be allowed pay only in the revised pay structure.

Explanation 3: Where a Commune Panchayat servant exercises the option under the provisos to this rule to retain the existing pay structure of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that pay structure under the Puducherry Commune Panchayat Services Fundamental Rules, 1984, or under any other rule or order applicable to that post, his substantive pay shall be substantive pay which he would have drawn had he retained the existing pay structure in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

6. *Exercise of option.*—(1) The option under the provisos to the rule 5 shall be exercised in writing in the Form appended to these rules, so as to reach the authority mentioned in the said rules within three months of the date of notification of these rules or where any revision

in the existing pay structure is made by any order subsequent to the date of notification of these rules, within three months of the date of such order:

Provided that—

(i) in the case of a Commune Panchayat servant who is, on the date of such notification or, as the case may be, date of such order, out of India on leave or deputation or foreign service or active service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in India; and

(ii) where a Commune Panchayat servant is under suspension on the 2nd day of October, 2018, the option may be exercised within three months of the date of his return to his duty if, that date is later than the date prescribed in this sub-rule.

(2) The option shall be intimated by the Commune Panchayat servant to the Head of his Office along with an undertaking, in the Form appended to these rules.

(3) If, the intimation regarding option is not received by the authority within the time specified under sub-rule (1), the Commune Panchayat servant shall be deemed to have elected to be governed by the revised pay structure with effect from the 2nd day of October, 2018.

(4) The option once exercised shall be final.

Note 1: Persons whose services are terminated on or after 2nd day of October, 2018 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary grounds, shall be entitled to exercise option under sub-rule (1).

Note 2: Persons who dies on or after the 2nd day of October, 2018 and could not exercise the option within prescribed time limit are deemed to have opted for the revised pay structure on and from the 2nd day of October, 2018 or such later date as is most beneficial to their dependents if, the revised pay structure is more favourable and in such cases, necessary action for payment of arrears shall be taken by the Head of Office.

Note 3: Persons who are on earned leave or any other leave on 2nd day of October, 2018 which entitle them to leave salary shall be entitled to exercise option under sub-rule (1).

7. *Fixation of initial pay in the revised pay structure.*—(1) The initial pay of a Commune Panchayat servant who elects, or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 2nd day of October, 2018, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien, if, such lien had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:—

(i) the pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at shall be located in that Level in the Pay Matrix and if, such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if, no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

Illustration

1. Existing Pay Band : PB-1
2. Existing Grade Pay : ₹ 2,400
3. Existing Pay in Pay Band : ₹ 10,160
4. Existing Basic Pay : ₹ 12,560 (₹ 10,160 + ₹ 2,400)
5. Pay after multiplication by a fitment factor of 2.57. : ₹ 12,560 x 2.57 - ₹ 32,279.20 (rounded off to ₹ 32,279)
6. Level corresponding to GP ₹ 2,400 : Level 4
7. Revised Pay in Pay Matrix (either equal to or next higher to ₹ 32,279 in Level 4). : ₹ 32,300

Pay Band	₹ 5,200-20,200				
Grade Pay ₹	1,800	1,900	2,000	2,400	2,800
Levels	1	2	3	4	5
	₹	₹	₹	₹	₹
1	18,000	19,900	21,700	25,500	29,200
2	18,500	20,500	22,400	26,300	30,100
3	19,100	21,100	23,100	27,100	31,000
4	19,700	21,700	23,800	27,900	31,900
5	20,300	22,400	24,500	28,700	32,900
6	20,900	23,100	25,200	29,600	33,900
7	21,500	23,800	26,000	30,500	34,900
8	22,100	24,500	26,800	31,400	35,900
9	22,800	25,200	27,600	32,300	37,000
10	23,500	26,000	28,400	33,300	38,100
11	24,200	26,800	29,300	34,300	39,200

(ii) if, the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-clause (i) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.

(2) A Commune Panchayat servant who is on leave on the 2nd day of October, 2018 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 2nd day of October, 2018 or the date of option for the revised pay structure.

(3) A Commune Panchayat servant who is on study leave on the 2nd day of October, 2018 shall be entitled to the pay in the revised pay structure from the 2nd day of October 2018 or the date of option.

(4) A Commune Panchayat servant under suspension, shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

(5) Where a Commune Panchayat servant holding a permanent post is officiating in a higher post on a regular basis and the pay structure applicable to these two posts are merged into one Level, the pay shall be fixed under sub-rule (1) with reference to the officiating post only and the pay so fixed shall be treated as substantive pay.

(6) Where the existing emoluments exceed the revised emoluments in the case of any Commune Panchayat servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

(7) Where in the fixation of pay under sub-rule (1), the pay of a Commune Panchayat servant, who, in the existing pay structure, was drawing immediately before the 2nd day of October, 2018 more pay than another Commune Panchayat servant junior to him in the same cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.

(8) Where a Commune Panchayat servant is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Commune Panchayat servant as personal pay to be absorbed in future increase in pay.

(9) (i) In cases where a senior Commune Panchayat servant promoted to a higher post before the 2nd day of October, 2018 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 2nd day of October, 2018, the pay of senior Commune Panchayat servant in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of promotion of the junior Commune Panchayat servant subject to the fulfillment of the following conditions, namely;—

(a) both the junior and the senior Commune Panchayat servants belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;

(b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay should be identical;

(c) the senior Commune Panchayat servants at the time of promotion should have been drawing equal or more pay than the junior;

(d) the anomaly should directly as a result of the application of the provisions of Fundamental Rule or any other rule or order regulating pay fixation on such promotion in the revised pay structure:

Provided that if, the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

(ii) The order relating to re-fixation of the pay of the senior officer in accordance with clause (i) shall be issued under the Puducherry Commune Panchayat Services Fundamental Rules, 1984 and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

(10) Subject to the provisions of rule 5, if, the pay as fixed in the officiating post under sub-rule (1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as the substantive pay.

8. *Fixation of pay of employees appointed by direct recruitment on or after 2nd day of October, 2018.*— The pay of employees appointed by direct recruitment on or after 2nd day of October, 2018 shall be fixed at the minimum pay or the first Cell in the Level, applicable to the post, to which such employees are appointed:

Provided that where the existing pay of such employee appointed on or after 2nd day of October, 2018 and before the date of notification of these rules, has already been fixed in the existing pay structure and if, his existing emoluments happen to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he is appointed on or after 2nd day of October, 2018, such difference shall be paid as personal pay to be absorbed in future increments in pay.

9. *Increments in Pay Matrix.*—The increment shall be as specified in the Vertical Cells of the applicable Level in the Pay Matrix.

Illustration

An employee in the Basic Pay of ₹ 32,300 in Level 4 will move vertically down the same Level in the Cells and on grant of increment, his Basic Pay will be ₹ 33,300.

Pay Band	₹ 5,200 – 20,200				
Grade Pay ₹	1,800	1,900	2,000	2,400	2,800
Levels	1	2	3	4	5
1	₹ 18,000	₹ 19,900	₹ 21,700	₹ 25,500	₹ 29,200
2	18,500	20,500	22,400	26,300	30,100
3	19,100	21,100	23,100	27,100	31,000
4	19,700	21,700	23,800	27,900	31,900
5	20,300	22,400	24,500	28,700	32,900
6	20,900	23,100	25,200	29,600	33,900
7	21,500	23,800	26,000	30,500	34,900
8	22,100	24,500	26,800	31,400	35,900
9	22,800	25,200	27,600	32,300	37,000
				↓	
10	23,500	26,000	28,400	33,300	38,100
11	24,200	26,800	29,300	34,300	39,200

10. *Date of next increment in the revised pay structure.*—(1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

(2) The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the

period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

Illustration

(a) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter, it shall accrue after one year on annual basis.

(b) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on the 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter, it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

(3) Where two existing Grades in hierarchy are merged and the junior Commune Panchayat servant in the lower grade happens to draw more pay in the corresponding Level in the revised pay structure than the pay of the senior Commune Panchayat servant, the pay of the senior Commune Panchayat servants shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with this rule.

11. *Revision of pay from a date subsequent to 2nd day of October, 2018.*— Where a Commune Panchayat servant who continues to draw his pay in the existing pay structure is brought over to the revised pay structure from a date later than 2nd day of October, 2018, his pay in the revised pay structure shall be fixed in the manner prescribed in accordance with clause (i) of sub-rule (1) of rule 7.

12. *Fixation of pay on promotion on or after 2nd day of October, 2018.*— The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely:—

One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if, no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level.

Illustration

1. Level in the revised pay structure : Level 4
2. Basic Pay in the revised pay : ₹ 28,700
structure
3. Granted promotion/financial upgradation under MACPS in Level 5.
4. Pay after giving one increment : ₹ 29,600
in Level 4
5. Pay in the upgraded Level *i.e.* : ₹ 30,100 (either equal to or next
Level 5 higher to ₹ 29,600 in Level 5).

Pay Band	₹ 5,200 – 20,200				
Grade Pay ₹	1,800	1,900	2,000	2,400	2,800
Levels	1	2	3	4	5
1	₹ 18,000	₹ 19,900	₹ 21,700	₹ 25,500	₹ 29,200
2	18,500	20,500	22,400	26,300	30,100
3	19,100	21,100	23,100	27,100	31,000
4	19,700	21,700	23,800	27,900	31,900
5	20,300	22,400	24,500	28,700	32,900
6	20,900	23,100	25,200	29,600	33,900
7	21,500	23,800	26,000	30,500	34,900

13. *Effect of other rules.*—Save as otherwise provided in these rules, no provision of any other rules made or deemed to have been made under the provisions of the Puducherry Village and Commune Panchayats Act, 1973 (No. 10 of 1973) shall, in so far as it is inconsistent with any of the provision of these rules, have any effect.

14. *Power to relax.*—Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, the Government may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

15. *Interpretation.*—If, any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Government for decision.

THE FIRST SCHEDULE
[See rules 3 (vi) and 7(1)]

Pay Matrix																	(in ₹)
Pay Band	5200-20200						9300-34800				15600-39100				37400-67000		
Grade Pay	1800	1900	2000	2400	2800		4200	4600	4800	5400		5400	6600	7600	8700	8900	10000
Levels	1	2	3	4	5		6	7	8	9		10	11	12	13	13A	14
1	18000	19900	21700	25500	29200		35400	44900	47600	53100		56100	67700	78800	123100	131100	144200
2	18500	20500	22400	26300	30100		36500	46200	49000	54700		57800	69700	81200	126800	135000	148500
3	19100	21100	23100	27100	31000		37600	47600	50500	56300		59500	71800	83600	130600	139100	153000
4	19700	21700	23800	27900	31900		38700	49000	52000	58000		61300	74000	86100	134500	143300	157600
5	20300	22400	24500	28700	32900		39900	50500	53600	59700		63100	76200	88700	138500	147600	162300
6	20900	23100	25200	29600	33900		41100	52000	55200	61500		65000	78500	91400	142700	152000	167200
7	21500	23800	26000	30500	34900		42300	53600	56900	63300		67000	80900	94100	147000	156600	172200
8	22100	24500	26800	31400	35900		43600	55200	58600	65200		69000	83300	96900	151400	161300	177400
9	22800	25200	27600	32300	37000		44900	56900	60400	67200		71100	85800	99800	155900	166100	182700

Levels	(in ₹)													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	188200
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	193800
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	199600
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	205600
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	211800
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	218200
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600	
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900	
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400		
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700		
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100		
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600		

25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300					
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100					
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100					
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200					
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500					
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900					
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500					
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200					
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100					
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200					
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400						
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000						
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700						
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600						
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700						
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500							

(in ₹)

THE SECOND SCHEDULE

FORM OF OPTION

[See rule 6 (2)]

*1. I, hereby elect the revised pay structure with effect from 1st January, 2016.

*2. I, hereby elect to continue on the Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

*the date of my next increment/the date of my subsequent increment raising my pay to ₹/I vacate or cease to draw pay in the existing pay structure/the date of my promotion/upgradation to the post of

Existing Pay Band and Grade Pay

Signature :

Name :

Designation :

Office in which employed :

* To be scored out, if, not applicable.

Undertaking

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government, either by adjustment against future payments due to me or otherwise.

Signature :

Name :

Designation :

Date :

Place :

(By order of the Lieutenant-Governor)

GIDDI BALARAM,

Under Secretary to Government
(Local Administration).

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