

GOVERNMENT OF KERALA

Abstract

Co-operation Department – Co-operative Academy of Professional Education (CAPE) – Revision of Pay and Allowances of regular Non-Teaching employees of CAPE and its Institutions – Implemented – Orders issued.

CO-OPERATION (B) DEPARTMENT

G.O.(Ms)No.33/2017/Co-op Dated, Thiruvananthapuram, 02/09/2017.

- Read:
1. G.O (P) No. 7/2016/Fin Dated 20.01.2016.
 2. Decision No.157.4.3 dated 07/02/2016 of the Executive Committee of CAPE.
 3. Letter No. E2- 793/2016/CAPE/703 Dated 10.03.2017 from Director, CAPE.

ORDER

Government as per the Government Order read as 1st paper above had revised the pay and allowance of the State Government employees with effect from 01.07.2014. In the light of the said Government Order, the Executive Committee of CAPE held on 07.02.2016 decided to submit a proposal, to revise the pay and allowances of the regular Non-Teaching employees of CAPE, to the Government for consideration.

2) Accordingly, as per the letter read as 3rd paper above, Director, CAPE has forwarded a proposal for revising pay and allowances of the approved Non-Teaching Staff of CAPE employees. Government after examining the recommendation of CAPE, are pleased to issue orders as contained in the subsequent paragraphs.

1. The existing scale of pay will be revised as shown in the **Annexure – I** to this Government Order. The revised scales will come into force from 01.01.2016.

2. Time Bound Higher Grade (TBHG).

The existing time span of 8, 15, 22 and 27 years for allowing Time Bound Higher Grade (TBHG) promotion will continue, subject to the conditions for sanctioning TBHG stipulated in Annexure-III of the G.O (P) No. 7/2016/Fin Dtd 20.01.2016. 4th TBHG is limited to employees coming

under the scales of pay ranging from 16500-35700 to 19000-43600. The date of effect of the TBHG will be 01.01.2016. Rules for allowing TBHG promotions are incorporated in Annexure II.

3. Rules for fixing the pay in the revised scale as on 01.01.2016:

- i. All the regular Non-Teaching employees who were in CAPE service as on 01.01.2016 shall come over to the revised scale of pay with effect from 01.01.2016.
- ii. There will be no option facilities.
- iii. All appointments and promotions made on or after 01.01.2016 shall be deemed to have been made in the revised scale of pay and pay will be regulated accordingly.
- iv. Existing scale of pay for the purpose of these rules is the scale of pay immediately prior to 01.01.2016.
- v. Existing emoluments for the purpose of these rules shall be the total of:
 - (a). Basic Pay in the existing scale of pay as on 01.01.2016, including increments, if any, accruing on 01.01.2016, Stagnation increments shall also be reckoned.
 - (b). Dearness Allowance admissible at the rate of 80% of the basic pay (a), above.
- vi. Fitment Benefit and Service Weightage.
 - (a) To the existing emoluments computed above shall be added an amount equal to 12% of basic pay in Rule 5 (a) subject to a minimum of Rs.2000, towards Fitment Benefit .
 - (b) An amount equivalent to $\frac{1}{2}$ % of basic pay specified in Rule 5 (a) above, for each completed year of service subject to a maximum of 30 completed years, towards Service Weightage,
 - (c) The amount of Fitment Benefit and Service Weightage taken together shall not exceed Rs.12,000/- at any stage.

Note:-Service for the purpose of this rule means full time regular service including broken periods of service qualifying for normal increments in the scales of pay. Time spent on leave not counting for normal increment shall not be reckoned. Service during the period of bar on increment, without cumulative effect will be reckoned.
- vii. The amount so arrived at under Rule-vi above shall be stepped up to the next stage in the revised scale of pay.
- viii. If the amount arrived at under Rule- vi above is more than the maximum of the revised scale of pay, the pay shall be fixed at the maximum of the scale of pay and the difference shall be treated as personal pay and it will not be absorbed in future increase in pay on account of granting increments. This personal pay will count for all purposes, viz fixation of pay, calculation of leave salary, drawal of allowances including dearness allowance and pension.
- ix. The Director, CAPE shall fix the pay of all the employees of CAPE for which the fixation Statement shall be forwarded to CAPE along with Service Book of the incumbents.

4. Increment:

The date of increments of the employees shall not undergo any change consequent on switch over to the revised scale of pay, that is, increments will be granted on due dates as if one had continued in the pre-revised scale without waiting for one year from the date of Pay Revision.

- 4.1 In the case of employees whose increment falls on 01.01.2016, next increment will due on completion of one year.
- 4.2 An employee whose increment is withheld for want of declaration of probation on 01.01.2016 will be allowed the benefit of fixation of pay on the basis of the pay actually drawn as on 01.01.2016 and he will continue on that pay till the date of effect of declaration of probation. However, the period during which increment is withheld will not be reckoned for computation of service weightage. The pay so fixed will be revised on declaration of probation, notionally counting the increment accrued but withheld. The period during which increment was withheld will also be counted for service weightage now. Monetary benefit of revised fixation will be admissible only from the effective date of declaration of probation. He will draw his next increment on the normal date.
- 4.3 In the case of employees who are on leave, or on deputation or under suspension on 01.01.2016, pay will be fixed as on the date of re-joining on duty on the basis of pay last drawn prior to 01.01.2016.
- 4.4 In the case of employees who are continuing on LWA on 01.01.2016, their pay will be fixed in the revised scale as on the date of return from leave on the basis of pay last drawn before entering on leave.

5. Dearness Allowance:

The pay in the revised scale has been fixed after merging 80% of the Dearness allowance out of the available 86% of Dearness Allowance as on 01.01.2016 with the basic pay.

- 5.1 The following rate of Dearness Allowance is made applicable to the Non-Teaching employees of CAPE along with the revised pay with effect from 01.01.2016 onwards as shown below;

Date of effect	Rate of DA	Total DA
01.01.2016	9%	9%
01.07.2016	3%	12%
01.01.2017	2%	14%

6. Part-Time Contingent Employees.

The existing scales of pay of various categories of Part-Time Contingent employees are also revised as follows with effect from 01.01.2016.

Category	Existing Scale of Pay	Revised Scale of Pay
Category III	4250-100-4850-110-5400-120-6000-140-6700	8200-200-10000-220-11000-240- 12300-260-13340
Category II	4850-110-5400-120-6000-140-6700-160-7500	9340-220-11100-240-12300-260- 13600-300-14800

6.1 Method of Fixation of Pay for Part-Time Contingent Employees.

All the existing Part-Time Contingent employees will come over to the revised scales of pay on 01.01.2016.

6.2 The basic pay in the revised scale of pay will be fixed by adding the following items:

- (i) Existing Basic Pay as on 01.01.2016, including increments due on 01.01.2016.
- (ii) 80% of Dearness Allowance on (i) above.
- (iii) Fitment Benefit of 12% of the existing basic pay as on 01.01.2016 and a Service Weightage @ $\frac{1}{2}\%$ for each completed years of service as on 01.01.2016, subject to a maximum of 15% (A minimum benefit of Rs.1250/- will be ensured).
- (iv) The amount (i+ii+iii) so arrived at shall be fixed at the immediate higher stage in the corresponding revised scale of pay.

6.3 The existing scheme of granting one additional increment each on completion of qualifying service of 8,15,22 and 27 years will continue in lieu of higher Grades. *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.*

6.4 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.

6.5 Part-Time Contingent employees working in designated cities shall be eligible for City Compensatory Allowance @ Rs.100 per month.

7. House Rent Allowances;

The revised rates of House Rent Allowance payable under different pay ranges and classification of cities/places are shown in the Table below:

Sl.No	Pay Range	B2 Class Cities & above	Other Cities/Town	Other places
1	16500-26500	1500	1250	1000
2	27150-42500	2000	1500	1250
3	43600-68700	2500	1750	1500
4	70350 & above	3000	2000	1750

7.1 Notes:

1. B2 class city and above for the purpose of HRA means the cities of Thiruvananthapuram, Kollam, Kochi, Thrissur, Kozhikode and Kannur.
2. CAPE Institutions situated within 1 Kilometre of the above cities will be considered as B2 Class city & above for the purpose of granting House Rent Allowance and City Compensatory Allowance.
3. Other Cities and Towns include all other Municipal areas and townships as well as District and Taluk headquarters not coming under B2 class city & above.

8. City Compensatory Allowance:

The revised rates of City Compensatory Allowance allowed for employees working in the offices located in the B2 Class cities will be as follows:

Pay Range	Amount (Rs.)
16500-26500	350
27150-42500	400
43600-68700	450
70350 & above	500

9. Special Allowance to differently abled employees:

The rate of Special Allowance admissible to differently abled employees of CAPE is revised to Rs.1000/- per month subject to the existing conditions applicable to State Government employees.

10. Travelling Allowance:

Grade and Class of Officers: For the purpose of travelling allowance, Officers are classified into four Grades and the eligibility of class of travel by train for each grade as envisaged in the G.O (P) No. 27/2016/Fin Dated 20.01.2016 is shown in the Table below;

Grade	Pay range	Eligible Class
Grade- I	All Officers who draw an actual basic pay of Rs.50400 and above	II AC
Grade -II (a)	Officers with actual basic pay of Rs.42500 and above, but below Rs.50400	I Class. If the train doesn't have I Class, II AC.
Grade -II (b)	Officers with actual basic pay of Rs.27800 and above, but below Rs.42500.	III AC. If the train does not have III AC, I Class.
Grade -III	Officers with actual basic pay of Rs.18000 and above, but below Rs.27800	II Class
Grade -IV	Officers with actual basic pay below Rs.18000	II Class

Note: For this purpose, basic pay includes Personal Pay.

10.1 Mileage Allowance:

Mileage Allowance for road journey is enhanced to Rs.2/- per Kilometre for all grades of officers.

10.2 Air Journey:

The Officers in the revised scale of pay of Rs.55350-101400 and above will be eligible for air journey. Government sanction is necessary for undertaking air journey.

10.3 Incidental Expenses:

The revised rates of incidental expenses for Rail/Road/Air journey will be as follows.

Grades	Road/Rail Rate (Rs) per Km	Air Rate per journey
Grade I	0.80	Limited to 1 Daily Allowance
Grade II (a)	0.60	
Grade II (b)	0.50	
Grade III	0.50	
Grade IV	0.50	

10.4 Daily Allowance:

The revised rates of Daily Allowance for different grades of employees are as follows.

Grades	Inside State (Rs.)	Outside State (Rs.)
Grade I	400	550
Grade II (a)	320	450
Grade II (b)	320	450
Grade III	250	350
Grade IV	250	350

11. Date of effect of revised scale and Arrears:

The date of effect of the revised scales of pay will be 01.01.2016. Executive Committee will decide the date of implementation. Executive committee will also discuss and decide the release of arrear of salary.

- 11.1 Employees are entitled for revised rates of allowance other than Pay, DA, HRA, CCA with effect from the date of order only. Modified ratio/percentage based higher grade promotions, other periodical allowances will have effect from 01.01.2016. Modification to Rule 28A and 37(a), Part I KSR (vide Paras 39-44) will apply to promotions taking effect from 01.01.2016.

12. Applicability:

The revised scales of pay and other benefits, sanctioned in this order, will be applicable only to the regular Non-Teaching employees of CAPE Head Office, All Engineering Colleges, Sagara Hospital, Punnapra, Institute of Management and Technology, Punnapra, Kerala Institute of Making the Best (KIMB), Punnapra. All other regular employees not coming under the revised scales of pay as per this order will also get other benefits and allowances at revised rates, if they were entitled to such benefits and allowances before implementation of this Order.

13. CAPE shall not create any post in non-teaching cadre without the approval of Government:
14. Amendments / modifications and acceptance of any allowances, if required, shall be effected on the basis of the recommendation of Executive Committee of CAPE and with the concurrence of Government.

(By Order of the Governor)

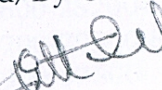
P.S. RAJESH

ADDITIONAL SECRETARY TO GOVERNMENT

To

The Director, CAPE, Co-Bank Towers, Palayam, Thiruvananthapuram
The Registrar of Co-operative Societies, Thiruvananthapuram.
The Principal Accountant General (A&E/Audit)
Kerala, Thiruvananthapuram.
Finance Department.
The Information Officer, Web and New Media, Thiruvananthapuram.
Stock File/ Office Copy

Forwarded/By Order


Section Officer

ANUEXURE – I

1. Master Scale :

The Existing Master Scale implemented vide proceedings E1-318/2011/CAPE Dt 07.05.2011 has been revised as detailed below;

Existing Master Scale ::	Revised Master Scale ::
7500-180-7680-205-8500-230- 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

2. Revised Scales of Pay:

The existing scales of pay have been revised with effect from 01.01.2016 as shown below;

No.	Name of Post	No of Sanctioned Post	Existing Scale of Pay	Revised Scale of Pay
1.	Peon/watchman	26	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.	Clerical Assistant	1	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
	Nursing Assistant	15		
3.	Mechanic	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.	Attender-cum Driver (HG)/ Driver-cum- Attender (HG)	1	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.	Assistant Grade II	32	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
	Trades Man	148		
	Anaesthesia Technican	3		
	ECG Technican	3		
6.	Librarian Grade IV	20	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
	Pharmacist	7		
	Lab Technician	7		
	Radiographer	3		

7.	Assistant Grade I	32	13210-330-13540-360-14980-400-16980-440-18740-500-21240-560-22360	25200-650-27800-760-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000
8.	Instructor Grade II	45	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
	Staff Nurse	43		
9.	Librarian Grade III	6	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
	Junior Superintendent	9		
10.	Head Nurse	1	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
11.	Finance Officer	2	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
12.	Computer Programmer	5	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
	Assistant engineer	4		
13.	Technical Assistant	1	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
14.	System Analyst	1	21240-560-24040-620-27140-680-29860-750-32860-820-36140-900-37040	42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-87000

* Scales of certain posts in CAPE are equated to the scales of similar posts in Government of Kerala Services like DHS/DTE.

ANUEXURE – II
Rules for Time Bound Higher Grade Promotion

- (1) The first Time Bound Higher Grade on completion of eight 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
- (3) The first regular promotion post/time bound higher grade taken together.
- (4) 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.
- (5) 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.

(6) 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 the TABLE below:

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

(7) 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 the Table below:

Revised scale of pay in the entry post	1 st TBHG for 8 years' 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

(8) The rules for sanctioning Time Bound Higher Grade will be adopted as incorporated in the Annexure-III of the G.O (P) No. 7/2016/Fin Dtd 20.01.2016 and modifications issued by Government from time to time.