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Government of Pakistan
Finance Division
(Regulations Wing)

No. F.1(12)-Imp-II/91.

Islamabad, the 29th June, 1991.

OFFICE MEMORANDUM

Subject : REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS
OF CIVIL EMPLOYEES OF THE FEDERAL GOVERNMENT (1991)

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the Following paragraphs.

2. Basic Pay Scales: The existing, modified and the revised pay scales are detailed in the Annexure to this O.M. The revised pay scales shall replace the Basic Pay Scales, 1987 and shall be effective from the first of June, 1991.
3. Initial fixation of Pay : (i) The initial pay of the existing employees who have been in government service since before the 1st June 1991, shall first be fixed in the modified scale at the stage having the same pay or if there is no such stage, at the next higher stage. Thereafter the pay shall be fixed in the revised pay scale "on point to point basis" i.e. at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the modified basic scale.
 - (ii) In the case of those employees whose pay is fixed in the revised scales at a stage which gives less than Rs 100/- increase in pay of May, 1991 a minimum increase of Rs 100/- in pay over May, 1991 level, would be allowed and thereafter pay fixed at the corresponding stage equal to this pay or if there is no such stage, at the next higher stage. The pay fixation formula has been illustrated through examples I, II & III in Appendix.

(iii) The annual increment shall continue to be admissible subject to the existing conditions on the first of December each year.

(iv) The increases allowed since 1-7-1988 as detailed below shall cease to be admissible from 1-6-1991 :-

- a) Indexed pay sanctioned vide Finance Division's O.M.No.F.1(31)-Imp-II/88 dated 1-7-1988.
- b) Ad-hoc increase of 5% of pay sanctioned vide O.M.No. F.1(31)-Imp-II/89 dated 22nd July, 1989.
- c) Ad-hoc increase of 10% sanctioned vide Finance Division O.M. No. F.1(13)Imp-II/90 dated 10-7-1990.
- d) Dearness Allowance of Rs 200/-p.m. sanctioned vide Finance Division's O.M.No. F. 1(23)Imp-II/90, dated 15-12-1990.

4. Fixation of Pay on Promotion :

- i) In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the employee concerned in the revised scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.
- ii) Government employees who are allowed selection grade shall be granted one premature increment from 1-6-1991 as is allowed in the case of promotion.

5. Grant of advance increments to officials for possessing attaining higher educational qualification.

- i) From 1-6-1991 onwards advance increments shall be allowed without the condition of the second Division to the officials in BPS 1-15 for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules, to the extent given below :-

	No. of Matric	advance increments for obtaining		
		F.A./F.Sc.	B.A./B.Sc	M.A/M.Sc.
a) Where the prescribed qualification is Non-Matric	2	4	6	8
b) Where the prescribed qualification is Matric.	Nil	2	4	6
c) Where the prescribed qualification is FA/F.Sc.	Nil	Nil	2	4
d) Where the prescribed qualification is B.A/B.Sc.	Nil	Nil	Nil	2

The advance increments already allowed in terms of para-6 of O.M. No. F. 1(7)Imp-II/87 dated the 1st July, 1987 would be doubled from 1-6-1991.

- (ii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification whichever is later. In cases where the employee is already at the maximum of the scale, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move over/promotion. Those employees who had acquired higher qualification in 3rd Division prior to 1-6-1991 and were not granted advance increments earlier would henceforth would be allowed advance increments w.e.f. 1-6-1991

6. Move-over : The concession of move-over shall also be available from 1-6-1991 onwards to those who are enjoying selection grade.

7. Special Pays:

i) The existing special pays admissible to various categories of employees working as Personal Assistants in BPS 15 and Confidential Assistants posted in Ministries/ Divisions shall be revised from 1-6-1991 as under:-

<u>Name of Post</u>	<u>Existing Rs p. m.</u>	<u>Revised Rs p. m.</u>
PA to Ministers (Federal)	100	150
PA to Ministers of State	100	150
PA to Secretaries (Federal)	100	150
PA to Additional Secretaries (Federal)	100	150
PA to Secretaries (Provincial)	75	120
PA to Joint Secretaries (Federal)	75	120
Confidential Assistants posted in Ministries/Divisions	45	65

(ii) The existing special pays admissible to those handling cash in Government Organizations shall be revised as under:-

	<u>Existing Rs p. m.</u>	<u>Revised Rs p. m.</u>
a) Govt. servants handling cash between Rs 1000/- to Rs 10,000/- p.m.	15	25
b) Govt. servants handling cash between Rs 10,001/- to Rs 15,000/- p. m.	20	30
c) Govt. servants handling cash Rs 15,001/- to Rs 25,000/- per month	25	35
d) Govt. servants handling cash between Rs 25,001/- to Rs 35,000/- per month	30	40
e) Govt. servants handling cash beyond Rs 35,000/- per month	45	60

8. Teaching Allowance:

Existing rates of Teaching Allowance shall be enhanced as under:-

- (a) For High School Science Teacher From Rs 100/- p.m. to Rs 200/- p.m.
- (b) For Junior Instructors in Polytechnic: From Rs 100/- p.m. to Rs 200/- p.m.

9. Medical Allowance:

Existing rate of Medical Allowance of Rs 50/- p.m. admissible to the employees in BPS 1-15, shall be enhanced to Rs 60/- p.m.

10. (a) Diet Allowance:

The existing rate of diet allowance for nursing cadre (below BPS 16) shall be enhanced from Rs 300/- to Rs 500/- p.m.

(b) Uniform Allowance:

The existing rate of uniform allowance for nursing cadre (below BPS 16) shall be enhanced from Rs 100/- p.m. to Rs 150/- p.m.

(c) Night Duty Allowance:

Existing rates of Night Duty Allowance shall be enhanced as under:-

- | | |
|---|--|
| (i) For Assistants/Clerks: | From Rs 6/- per night to Rs 8/- per night. |
| (ii) For staff Car Drivers/ Despatch Riders | From Rs 3/- per night to Rs 4/- per night. |
| (iii) For Naib Qasid | From Rs 2.50 per night to Rs 3.50/- per night. |

(d) Washing Grant admissible to liveried staff:

The existing rates of Washing grant shall be enhanced from Rs 25/- p.m. to Rs 30/- p.m.

(e) Overtime Allowance admissible to Staff Car Drivers:

The existing maximum limit of overtime allowance of Rs 30/- per day shall be enhanced to Rs 36/- per day.

(f) Conveyance Charges for late sitting after office hours

The existing rates of conveyance charges admissible to employees in BPS 1-16 (Non-Gazetted) shall be enhanced as under:-

(i) On Working Days:

- | | |
|---|--|
| For officials in BPS 1-2 | From Rs 3.50/- per day to Rs 4.50/- per day. |
| For officials in BPS 3-15 and B-16 (Non-Gazetted) | From Rs 4.50/- per day to Rs 5.50/- per day. |

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(ii) On closed holidays:

For officials in BPS 1-2

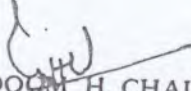
From Rs 4.50/- per day to
Rs 5.50/- per day.

For officials in BPS 3-15 and
B-16 (Non-Gazetted).

From 7.00/- per day to Rs 8.00
per day

11. Anomalies:

A committee will be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising out of the issue of this order.


(MAKHDUM H. CHAUDHRI)
Joint Secretary

All Ministries/Divisions/Departments etc.

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MINISTRY OF FINANCE
(Reg. Record Branch)

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Annexure to the Finance Division (Reg)'s O.M.
No.F.1/7/Imp-II/87, dated 1st July, 1987

<u>BPS</u>	<u>EXISTING SCALES</u>	<u>NEW SCALES</u>
1.	440-10-640	600-13-860
2.	460-12-700	625-16-945
3.	480-14-760	650-19-1030
4.	500-16-820	675-22-1115
5.	520-18-880	700-25-1200
6.	540-20-940	725-28-1285
7.	560-23-1020	750-31-1370
8.	590-26-1110	790-34-1470
9.	620-29-1200	830-38-1590
10.	660-32-1300	870-42-1710
11.	700-35-1400	910-46-1830
12.	750-40-1550	970-52-2010
13.	800-45-1700	1035-58-2195
14.	850-50-1850	1100-64-2380
15.	900-55-2000	1165-71-2585
16.	1050-80-2250	1350-105-2925
17.	1600-120-3040	2065-155-3925
18.	2100-150-3600	2710-195-4660
19.	3200-160-4480	4130-205-5770
20.	3800-180-5240	4900-235-6780
21.	4200-225-6000	5420-290-7740
22.	4500-250-6500	5800-325-8400

MINISTRY OF FINANCE
(Reg. Record Branch)

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ANNEXURE TO THE FINANCE DIVISION'S O.M.
No. F 1(12) IMP. II/91 DATED 29th JUNE, 1991.

EXISTING, MODIFIED AND THE REVISED PAY SCALES (BPS 1 - 15)

BPS No.	Existing BPS 1 - 7 - 87	Stages	Modified Scales	Stages	Revised BPS 1-6-1991	Stages
1.	600-13-860	20	605-17-860	15	920-26-1310	15
2.	625-16-945	20	630-21-945	15	945-32-1425	15
3.	650-19-1030	20	655-25-1030	15	975-37-1530	15
4.	675-22-1115	20	680-29-1115	15	1005-43-1650	15
5.	700-25-1200	20	705-33-1200	15	1035-49-1770	15
6.	725-28-1285	20	730-37-1285	15	1065-54-1875	15
7.	750-31-1370	20	755-41-1370	15	1095-60-1995	15
8.	790-34-1470	20	795-45-1470	15	1140-65-2115	15
9.	830-38-1590	20	840-50-1590	15	1185-72-2265	15
10.	870-42-1710	20	870-56-1710	15	1230-79-2415	15
11.	910-46-1830	20	915-61-1830	15	1275-86-2565	15
12.	970-52-2010	20	975-69-2010	15	1355-96-2795	15
13.	1035-58-2195	20	1040-77-2195	15	1440-107-3045	15
14.	1100-64-2380	20	1105-85-2380	15	1530-119-3315	15
15.	1165-71-2585	20	1160-95-2585	15	1620-131-3585	15

Example. 1 Case of Mr. 'A' drawing pay at the minimum of BPS-11

a)	Basic Pay on 1.5.91 in existing scale 910-46-1830	Rs 910
	Indexation w.e.f. 1-7-88	Rs 25
	5% adhoc increase w.e.f. 1-7-89	Rs 46
	10% adhoc increase w.e.f. 1-7-90	Rs 91
	Dearness allowance w.e.f. 1-12-90	Rs 200

	Total	Rs 1272

- b) Pay will first be fixed at Rs 915 in the modified scale of 915-61-1830 and thereafter in revised scale of 1275-86-2565 on point to point basis at Rs 1275/-.
- c) The individual, being already in receipt of Rs 1272/- (Pay plus increases allowed since 1-7-1988) in May, 1991, would get an increase of Rs 3/- p.m. He would thus be entitled to a minimum increase of Rs 100/- over pay of May, 1991 in terms of para 3(ii) and his pay in the revised scale will be fixed at Rs 1447 to secure the minimum increase of Rs 100/-.

Example II. Mr. 'A' drawing pay of Rs 1508/- in BPS-11

a)	Pay on 1.5.91 in existing scale 910-46-1830	Rs 1508
	Indexation w.e.f. 1-7-88	Rs 32
	5% adhoc increase allowed w.e.f. 1-7-89	Rs 75
	10% adhoc increase allowed w.e.f. 1-7-90	Rs 151
	Dearness allowance of Rs 200/- w.e.f. 1-12-90	Rs 200

	Total	Rs 1966

- b) Pay will first be fixed in the modified scale of 915-61-1830 at the same stage or if there is no such stage at the next higher stage. This would be Rs 1525/-.

- c) The pay will thereafter be fixed in the revised scale 1275-86-2565 on point to point basis in relation to pay in modified scale. Since the pay of Rs 1525 in modified scale is 10 stages above the minimum, the pay in revised scale will be fixed on point to point basis at Rs 2135/- allowing 10 increments on the minimum.
- d) The individual gets more than Rs 100/- increase over pay of May, 1991 and therefore the provision of para 3(ii) will not be attracted.

Example III. Mr. 'A' drawing maximum of BPS-11

a) Pay on 1.5.91 in existing BPS 910-46-1830	Rs 1830
Indexation w.e.f. 1-7-88	Rs 38
5% adhoc increase w.e.f. 1-7-89	Rs 92
10% adhoc increase w.e.f. 1-7-90	Rs 183
Dearness allowance w.e.f. 1-12-90	Rs 200

Total	Rs 2343

- b) Pay will first be fixed in the modified scale 915-61-1830 at the maximum Rs 1830/-.
- c) Pay will thereafter be fixed in revised scale 1275-86-2565 on point to point basis. Since the pay of Rs 1830 in the modified scale is 15 stages above the minimum, the pay in the revised scale will be fixed allowing 15 increments. This would be Rs 2565/-.
- d) The individual gets more than Rs 100/- increase over pay of May, 1991 the application of para 3 (ii) will not be attracted.