

Government of Karnataka

No. FD 1 SRS 2019

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, Dated 04-05-2019

OFFICIAL MEMORANDUM

Sub: Revision of annual incremental dates of State Government
Employees-clarification regarding

In Government order No: FD 1 SRS 2019 dated 11.1.019. orders have been issued to regulate the annual incremental dates of State Government employees as the case may be with reference to 1st January or 1st July every year, instead of being regulated on different months in a year and the same was given effect to from 01.01.2019. The State Government while exercising its inherent power vested to it under rule 7 of KCSRs has fixed the two common dates of annual increments to its employees vide its order dated 11.1.2019. There will be no change in the annual incremental dates in respect of employees already drawing their annual increments either on 1st January or 1st July of a year. There shall be two dates for grant of annual increments with effect from 01.01.2019 namely, 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on his present date of increment. The incremental dates in respect of employees is refixed to either 1st of January or 1st of July as the case may be only once and thereafter it shall accrue after one year on annual basis from that date.

2. Certain Incremental regulating authorities including the Accountant General, (Karnataka), Bangalore has sought certain clarifications regarding the methodology of regulating the annual increments here onwards with respect to various situations like first appointment, retirement, promotion, leave etc. Accordingly the issues raised are clarified as follows:-

(1) How the increments will be regulated if an employee happens to be on leave on the first of the month i.e., January or July as the case may be and in events like Period to be regulated/ Compulsory waiting period etc?

An employee during leave/compulsory waiting period draws leave salary and not duty pay. Compulsory waiting period is treated as on duty as per Rule 8 (15) (f) of KCSRS. An increment accruing during leave can not be drawn even

though accrues on the due date during leave. The monetary benefits in such cases will be drawn from the date of resumption to duty on return from leave.

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(2) How the increment will be regulated in cases in which there is postponement due to availment by an employee of Extra ordinary leave which is not counted for increment?

The postponement of normal date of increment will first be worked out as per the existing rules and orders. If the postponed date of increment falls on any date of a month in which normal increment is due, the increment will be granted from the 1st of that month i.e., January or July as the case may be. However where the period of non duty/EOL on private affairs exceeds over a month but not exceeds six months at a time, in such cases the next date of annual increment is to be postponed to the nearby common date of annual increment i.e., on 1st January or 1st July as the case may be.

(3) Can an employee be given his first increment even before completing twelve months of service?

In the case of initial appointment, it is inherent in the orders of the Government that the first annual increment will be drawn on the first of the month of January or July as the case may be, notwithstanding that normal incremental period of twelve months has not been completed subject to fulfilling a minimum qualifying service of six months and subject to fulfilling other conditions stipulated under relevant rules.

(4) How to regulate the grant of increment when the normal increment is withheld for a specified period and the period of such penalty expires after the normal date of increment?

The orders issued in G.O. dated 11.1.2019 and the provisions of sub rule (2) of Rule 51 of KCSRs to the above extent, will not apply to cases where increments are withheld as a measure of penalty for a specified period. Increments in such cases will be granted/restored from the date the penalty ceases, subject to the nature and terms of penalty imposed.

(5) While sanctioning the Increment whether the original date of increment is to be retained in the increment certificate with a remark that the

increment is sanctioned from 1st January or 1st July as the case may be or the 1st January/1st July is to be indicated as the normal date of increment and the same is to be recorded in the Service Register of the Government employee concerned?

As per G.O. dated 11.1.2019 and the provisions of sub rule (2) of Rule 51 of KCSRs to the above extent, as and from 1.1.2019, an increment which accrues during the months other than 1st January/1st July shall be advanced to 1st January /1st July as the case may be, subsequent increments being regulated accordingly. The intention in making this provision is to simplify the work spread over a year on different months. The date of increment is thus advanced only once. Thereafter the next increments accrues one year after such advanced date. It follows therefore that a certificate to the effect that the date/month of increment has been so advanced should be recorded only once and not every year.

In cases where an increment which having been advanced to the month of 1st of January/1st July is subsequently postponed by operation of any rule to a date/month other than the month in which it would have been released, the same would be postponed as per the course of action indicated as at item (2) above and a certificate to that effect should be recorded in the Service Register.

(6) The methodology of fixing /regulating pay in cases where the Government servant is promoted on dates other than 1st January or 1st July of any year? Are the Government servants ought to exercise option in such scenario may have to be addressed?

In cases of all kinds of promotion either to the higher post or personal promotions like TBA, Automatic grant of promotion to senior scale of pay etc, provisions of Rule 42-B(1) and (2) of KCSRs is attracted. It regulates fixation of pay at the stage next above the pay in the time scale of the lower post at the time of such fixation from the date of reporting/taking charge of the post and re-fixation once again on the normal date of annual increment. Hence, it does not amount to release of annual increments as provided under Rule 51 of KCSRS on the date of assuming charge of the post. Annual increments in such cases accrues on the dates normally it would have accrued. Thus, the question of regulation the fixation of pay on promotion either from 1st of January or 1st of July as the case may be does not arise for consideration. It is not the intension of the Government to make changes in the provisions of Rule 42-B of KCSRs. However, the provisions of exercise of option if any provided for under any scheme for the said purpose will

regulate such cases hereonwards also. However, in cases where the provisions of Rule 42-B is not attracted and the fixation of pay on promotion is at the minimum of the pay of the promoted post at the time of such fixation, his subsequent increments on promotion thereafter accrues after a period of twelve months. In such case, to arrive at the subsequent date of annual increments to maintain the normal dates of increments either as 1st January/1st July, a minimum period of six months of service in the promoted post be insisted and the date nearby to 1st January/1st July depending on the date of completion of minimum period of six months of service in the promoted post. Hence, there is no necessity of prescribing a minimum service of six months to earn the next annual increment in all cases of promotions except those cases not covered under Rule 42-B (1) and (2) of KCSRS.

(7) The manner in which Stagnation increment has to be treated; should it be on 1st January or 1st July at the initial stages presuming that the future stagnation increments would be regulated at Government level at the time of sanction?

Now, regulation of stagnation increment over and above the time scale of the post are being sanctioned at the rate of last increment drawn in the said time scale of pay on annual basis like normal annual increments and it counts as pay for all purposes, however subject to fulfilling the conditions specified for the said purpose. Since they are being regulated on annual basis, the same be sanctioned in terms of order dated 11.1.2019, advancing to the 1st January/1st July as the case may be only once and thereon onwards regulating stagnation increments on annual basis subject to the conditions stipulated in the order governing the same.

8) In cases where ‘additional increment’ is sanctioned to a Government servant on rendering 20/25/30 years of service, whether it should be released on the date of accrual or to be regulated from the ensuing month of January or July needs to be clarified?

Grant of additional increment to a government servant for rendering 20/25/30 years of service without any promotion does not constitute annual increment in terms of Rule 51 of KCSRs. Hence, its release on the date of accrual is subject to the conditions specified for the purpose under relevant orders to this effect. Hence, the question of regulating the same from the ensuing month of January or July does not arise for consideration.

(9) Whether officials retiring before the actual date of increment be allowed increment in advance?. Whether any minimum length of duty period has been kept as criteria for earning annual increment. The regulation of increments in case of Government servants who retire after 1st January 2019 and 2nd July 2019 may be clarified?

Orders have been issued to regulate the annual incremental dates with reference to 1st January or 1st July every year, as the case may be instead of being regulated on different months in a year and the same has been given effect to from 01.01.2019 without reference to revision of pay scales with effect from 1.7.2017. The State Government having exercised its inherent power vested under rule 7 of KCSRs has decided to have a common incremental dates on 1st January or 1st July as the case may be without insisting completion on twelve months of service for regulating the new date of increment in the first instance. However, as the Government order has come into effect from 1st January 2019, all the Government servants in service as on the date will be eligible for the benefit irrespective of the date of their retirement.

(10) Whether Government servants retiring before completion of their due date of increment may have to be given this benefit of advance increment?. For example, an officer retiring in January 2019 should be given his increment in January 2019 where his increment is due to be released in May 2019 where benefit occurring beyond his service?

Yes. Clarification issued vide item (9) above holds good.

(11) Applicability of order dated 11.1.2019 and its inclusion of all employees whether on deputation/foreign service/ICAR/NJPC/employees on UGC scales/AICTE scales or any other employees who are not covered under KCS Revised Pay Scales 2018 but covered under KCSRs?

Applies to all Government servants for whom provisions of KCSRs relating to grant of increment is applicable.

(12) Whether the initial date of advance increment can be processed through HRMS as a one time measure for Gazetted officers if an increment list along with GER.No, Basic pay/scale of pay is sent in excel sheet?

Attention is invited to the Instructions already issued vide Circular No:FD 5 SRS 2015 Dated 18.8.2015 regarding issue of pay slips in case of Gazetted officers by the Accountant General.

3) The incremental regulating authorities is directed to put a rider in the order/O.M. etc to be issued while regulating annual increments in accordance with G.O. dated 11.1.2019 and this Official Memorandum to the effect that the employee was clearly put on notice of the fact that in case future refixation or revision is warranted, an adjustment of excess payment if any found to have been made is liable to be refunded to the Government by the concerned Government servants.

4) Any other eventualities that would come to the notice of the incremental regulating authorities while regulating annual increments in terms of Government order No: FD 1 SRS 2019 dated 11.1.2019 and this official Memorandum may be brought to the notice of the Government for consideration.

Suvarna B.S.

(B.S.SUVARNA)

**Under Secretary to Government
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