



No.PAO/GREF/CC/026/DOII  
PAO (GREF)  
GREF Center  
Dighi Camp  
Pune -411015.  
Date : 16/10/2008

To,

All CEs/TFs/AOTFs  
DGBR  
NEW DELHI

Sub: Decision of the Govt. on the recommendation of the Sixth Central Pay Commission relating to Fixation of Pay/ Grant of Annual Increment : Clarifications regarding.  
Ref: This Office Important Circular No.PAO/GREF/CC/026/DOII dated 26/09/2008.

In continuation of this office Circular under reference, there have been certain changes in the formats for publication of DO II in the following cases.

- FPA
- Stepup
- RKSUSP

FPA (Family Planning Allowance)

As per the GOI MOF OM No.F.No.7 (20)/2008/E.III(A) dt. 24.09.08 the rates of FPA have been revised. The allowance will now be related to the Grade Pay corresponding to the post against which the employee concerned had initially earned or will earn the FPA. All other conditions governing the grant of FPA shall remain unchanged. The revised format is shown at Annx.I

STEPUP (Stepping up of Pay)

In some cases anomalies in pay may arise and the pay of the senior is stepped up to that of the junior. In all cases the stepup DO II will be first published as shown at Annx.II. This will be followed by the pay fix DO Pt II order. The format of pay fix has already been intimated vide the important circular under reference.

RKSUSP

After revoking the suspension the rate of pay to be adjusted from date of RKSUSP is published in the DOII of RKSUSP.

It has come to notice that in some cases competent authority has granted full pay & allowances w.e.f date of suspension. In such cases in Col 7 (b) of



DOII, the date from which full pay granted, to be mentioned to regularize the payment of P&A from date of suspension to revoke suspension. In case the Col 7(b) is left blank there is no change & individual is entitled to only 50% of subsistence allowance as per suspension. Format of DOII is shown at Annex. III.

Further a doubt has been raised by some units about publication of DO II for grant of increment. Since the increment will be granted automatically by system in July every year, the abbreviation 'INCR' has been made ineffective wef 01/01/2006 and DO II may not be published. The entries in the Service Book may be made based on the periodical increment certificate.

As regards postponement of increment due to EOL on PANQS a reference has been made to the higher authorities and on receipt of clarification same will be intimated. Till such time increment may be granted annually in July.

*JICA has seen*

*Car*  
(CAR LAKSHMI)  
Sr.AO(Admin)  
PAO (GREF)

COPY TO:-

- 1) CDA (BR), Seema Sadak Bhavan, Ring Road Naraina, New Delhi.
- 2) DGBR, Seema Sadak Bhavan, Ring Road Naraina, New Delhi.
- 3) GREF Center, Dighi Camp, Pune- 411015

*Car*  
SAO (G)



AO (GREF)

## DOII FORMAT - GREF

ANNEXURE-I

SI No	GREF No., Name, & Grade.	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOII	Remarks
						7(a)	7(b)	7(c)		
1.		FPA	Date	Rate		GTD				

### Note :

1. The revised FPA will be payable as per the Grade Pay.
2. The DOII for grant of FPA will be published in the above format. The system will grant the FPA as per the available Grade Pay.
3. The requisite certificate from hospital / individual to be attached as per the existing procedure.



DOII FORMAT - GREF

SI No	GREF No., Name, & Grade.	Description	Date of Effect	Rate	Period	Other Allowance			Ref: DOII	Remarks
						7(a)	7(b)	7(c)		
1.		STEPUP	Date							
1	2	3	4	5	6	7			8	9

Note :

1. With effect from 01/09/2008 in cases of stepping up of pay the DOII for step up will be published in the above format.
2. The step up DOII will be followed by PAYFIX DOII on the same date as per the revised PAYFIX format.







AO (GREF)

विद्या कायालय (विश्व)

## DOII FORMAT - GREF

## ANNEXURE-III

Sl No	GREF No., Name, & Grade.	Description	Date of Effect	Rate	Period	Other Allowance			Ref DOII	Remarks
						7(a)	7(b)	7(c)	8	9
						Rank	Date		Ref DOII of SUSP	
1.		RKSUSP	Date	Rate						

## Note :

1. In case the individual has been exonerated of the charges and full pay to be restored, the date from which full pay to be restored to be shown in Column 7(b). This date will not be later than the date in Column 4.
2. In all other cases Column 7(b) will remain blank.

