

**E. Satyanarayana Murty**  
Officer on Special Duty



Phone: 040 - 23458520

040 - 23450111

Extn: 2870

First Floor, D Block, Secretariat  
Hyderabad – 500022

e mail: [commr\\_payrevision\\_fin.ap.gov/in](mailto:commr_payrevision_fin.ap.gov/in)

**FINANCE (PRC I) DEPARTMENT**

D.O. Letter No. 2 /PRC I/08 - 6

Dated 20-09-2008

Dear

Sub: PRC – Ninth Pay Revision Commission - Furnishing of information relating to the pay and allowances attached to different categories of posts in the existing scale of pay - Reg.

Ref: 1. G.O.Ms.No.438, G.A.(Spl.A) Dept. dt. 7.7.2008  
2. My earlier DO Letter of even No. dated 10-9-2008

\*\*\*

Kind attention is invited to the references cited. It may be recalled that in the GO first cited, Government constituted Pay Revision Commission whose terms of reference include evolving a new pay structure of various categories of employees of State Government, Local Bodies, Aided Institutions including Non-Teaching staff of Universities etc. and a proper pension structure for pensioners. For this purpose, information on various aspects of the services is required at the earliest. The information required has been divided into four groups and for each group one proforma has been designed.

2(a). The first viz., proforma-I is designed to elicit information regarding the pay scales assigned by the successive revisions from 1993 onwards. Information is to be furnished for each category of the post. The grades, as you are aware, are already prescribed in Schedule-I of G.O.s revising the Pay Scales of the State Government employees. Similarly, the pay scales assigned by the successive Pay Revision Commissions have to be indicated. If the scales were revised subsequently, either as a result of Anomalies Committee or any subsequent order of the Government, such revised scale only has to be indicated. It also taps information regarding Special Pays/Special Allowances if any attached to the posts. If more than one special Pay or Special Allowance is attached such information has to be brought out separately, as indicated in the guidelines under proforma I.

2(b) The second viz., Proforma-II is in regard to Service Rules governing the posts, method of recruitment, number of employees enjoying automatic advancement scales etc.

2(c) The third viz., Proforma-III is intended to elicit information about retirements during the last three years and expected retirements in the coming five years.

2(d) The Proforma-IV relates to information pertaining to work charged/full time contingent employees, daily wage/NMR employees and part time contingent employees etc.

::2::

- 3 I also request you to append an undertaking in the form enclosed to this letter.
4. I also request you to kindly furnish a brief write up of the Department indicating the functions of the department, hierarchy and it may include any other point which you may consider that comes under the purview of the Pay Revision Commission.
5. I request you to furnish the information as sought by **15<sup>th</sup> November, 2008.**

Yours sincerely,

**(E. Satyanarayana Murty)**

To

**UNDERTAKING**

**Name of the Department of Secretariat/Head of the Department/University**

---

I hereby ensure that all the posts , coming under the purview of the Pay Revision Commission, in this Department / University have been incorporated and no posts have been omitted.

Signature of the Head of the department / Registrar

Strike out whichever is not applicable