

STATEMENT OF FIXATION OF INITIAL PAY UNDER THE MEGHALAYA SERVICES  
(REVISION OF PAY) RULES, 2009

(Refer Para - 5)

\*\*\*\*\*  
Date of next increment

1. Department/Office : \_\_\_\_\_
2. Name of the government employee : \_\_\_\_\_
3. Designation of the post held in which pay is to be fixed as on 1<sup>st</sup> January, 2007 : \_\_\_\_\_
4. Whether substantive or officiating : \_\_\_\_\_
5. Existing scale(s) of the post : \_\_\_\_\_
6. Existing basic pay as on 1<sup>st</sup> January, 2007 (excluding dearness pay) : \_\_\_\_\_
7. Pay after multiplication by a factor of 2.66 : \_\_\_\_\_
8. Applicable revised scale of pay corresponding to the pre-revised scale shown at Sl. 5 above : \_\_\_\_\_
9. Stage in the revised scale at which pay is to be fixed (next above the amount arrived at Sl. 7 above) : \_\_\_\_\_
10. Increment(s) allowed under the second and third proviso below para 6 of the Office Memorandum : \_\_\_\_\_
11. Stepped up pay with reference to the revised pay of the junior, if applicable (para. 4.3. of the Office Memorandum). The name and pay of the junior also to be indicated distinctly : \_\_\_\_\_
12. (a). Whether the revised pay in the officiating post is less than the revised pay in the substantive post : \_\_\_\_\_  
(b). If the answer to (a) is "Yes", the revised pay fixed under Note below para. 4.2 of the Office Memorandum : \_\_\_\_\_
13. Revised emoluments after fixation:-  
(a) Revised Basic Pay. : Rs. \_\_\_\_\_  
(b) Special Pay, if admissible. : Rs. \_\_\_\_\_  
(c) Personal Pay, if any : Rs. \_\_\_\_\_
14. Date of next increment (Para. 6 ) : \_\_\_\_\_
15. Remarks, if any : \_\_\_\_\_

Date : \_\_\_\_\_

Signature and designation of Head of Office

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**FOR USE IN FINANCE DEPARTMENT**

STATEMENT OF FIXATION OF INITIAL PAY UNDER THE MEGHALAYA SERVICES (REVISION OF PAY) RULES, 2009

Initial pay in the revised scale fixed at Rs. \_\_\_\_\_ with effect from \_\_\_\_\_  
Date of next increment \_\_\_\_\_

1. Department/Office \_\_\_\_\_

2. Name of the government employee \_\_\_\_\_

3. Finance Department \_\_\_\_\_

4. Whether substantive or officiating \_\_\_\_\_

**FOR USE DURING AUDIT**

5. Existing scale(s) of the post \_\_\_\_\_

6. Existing basic pay as on 1<sup>st</sup> January 2017 (excluding dearness pay) \_\_\_\_\_

Audit Officer \_\_\_\_\_

7. Applicable revised scale of pay commencing to the pre-revised scale shown at Sl. 2 above \_\_\_\_\_

8. Stage in the revised scale at which pay is to be fixed (next above the amount awarded at Sl. 7 above) \_\_\_\_\_

9. (a) Increment(s) allowed under the second and third proviso below para 6 of the Office Memorandum \_\_\_\_\_

10. Step(s) up pay with reference to the revised pay of the junior, if applicable (para 4.2 of the Office Memorandum). The name and pay of the junior, state the relationship \_\_\_\_\_

11. (a) Whether the revised pay is less than the pay in the substantive post \_\_\_\_\_

12. (b) If the answer to (a) is "Yes", the revised pay fixed under Notwithstanding clause 4.2 of the Office Memorandum \_\_\_\_\_

13. Revised emoluments after fixation of pay:

(a) Revised Basic Pay \_\_\_\_\_

(b) Special Pay (if admissible) \_\_\_\_\_

(c) Dearness Pay (if any) \_\_\_\_\_

14. Date of next increment (Para 3.2) \_\_\_\_\_

15. Remarks (if any) \_\_\_\_\_

Signature and designation of Head of Office \_\_\_\_\_

Date: \_\_\_\_\_