

**Government of Odisha**  
**General Administration and Public Grievance Department**

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No. 31968/Gen., Bhubaneswar,  
PT1-GAD-SC-GCS-0090-2022

dated the 14<sup>th</sup> Nov., 2022

From,

Sri Sashank Sekhar Dash, OAS  
Additional Secretary to Government

To


All Departments/  
All Heads of Departments/  
All RDCs/  
All Collectors.

Sub:- **Standard Operating Procedure on fixation of pay in respect of employees regularized under the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022.**

Sir,

In inviting reference to the subject mentioned above, the undersigned is directed to enclose herewith the Standard Operating Procedure on fixation of pay in respect of employees regularized under the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022 for fixation of pay of such employees coming under these rules for necessary action.

Yours' faithfully,

  
14/11/22

Additional Secretary to Government

Memo no. 31969/Gen.

dated the 14<sup>th</sup> Nov., 2022

Copy along with copy of the enclosures forwarded to the Registrar, Orissa High Court/ Learned Advocate General, Odisha/Secretary, OPSC/ Secretary, OSSC/Secretary, OSSC for information and necessary action.

  
14/11/22


Additional Secretary to Government

(P.T.O.)

Memo no. 31970/Gen.

dated the 14<sup>th</sup> Nov., 2022

Copy along with copy of the enclosures forwarded to the OE-I / OE-II/CA-III/ FE/  
Budget & Finance Section of G.A. & P.G. Department for information and necessary  
action.



Additional Secretary to Government



**Standard Operating Procedure on fixation of pay in respect of employees regularized under the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022.**

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The Odisha Group-B posts (Contractual Appointment) Rules, 2013 and the Odisha Group "C" and Group "D" posts (Contractual Appointment) Rules, 2013 have been repealed by the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022 issued vide Notification No.29076 dated 16.10.2022 which have come into force from 17.10.2022 (i.e. the date of publication of the said rules in the Odisha Gazette).

2. As per provisions of the Contractual Repeal Rules,
  - a) the persons appointed under the Odisha Group -B posts (Contractual Appointment) Rules, 2013 issued on 17.1.2014 and the Odisha Group "C" and Group "D" posts (Contractual Appointment) Rules, 2013 issued on 12.11.2013 and now in position shall be regularized as on dated 17.10.2022.
  - b) After regularization, the pay of such employees shall be fixed by way of granting notional increments considering the date of their contractual appointment. Illustration has been provided in **Annexure-A**.
  - c) The employees who have been regularly appointed in the service after completion of 6 years of service under the respective Contractual Rules shall be allowed for fixation of their pay as on the date 17.10.2022 by way of granting notional increments considering the date of their contractual appointment. Illustration has been provided in **Annexure-A**.

The corollary to the above are as follows:

- (i) The date of initial appointment should be after 12.11.2013 in case of Group-C and D employees and after 17.1.2014 in case of Group-B employees.
  - (ii) The Grade Pay/ Pay Level of the regular post of appointment should be GP: Rs.1700, Rs.1800, Rs.1900, Rs.2000, Rs.2400, Rs.2800 & Rs.4200 corresponding to Pay Level of L-1, L-2, L-3, L-4, L-5, L-7, L-8 and L-9 respectively.
  - (iii) They should be in receipt of increment for completed years of service unless withheld otherwise in their consolidated remuneration as provided under the aforesaid Rules amended from time to time.
3. Fixation of pay in the revised pay structure shall be made by the Head of Office/ Competent Authority in the form appended to these rules as **Annexure-B**.

4. **Excess payment to be recovered** - The actual financial benefit shall be admissible w.e.f. the date of Notification of the rule stated at paragraph 1 above. Where in the course of fixation of pay by granting notional increment under these rules, any amount drawn or received as pay by any Government servant under any rule is found to be in excess of the amount payable to him under these rules, the excess amount so drawn or received shall be recovered from such Government servant for which he shall submit an undertaking as specified in **Annexure-C**.

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**Illustrations:—**

- (a) **Illustration 1:** If a person was appointed during the year 2014 in the post of Junior Assistant in the Pay Band Rs.5200-20200 with G.P. Rs.1900 gets regularized under the Contractual Repeal Rules, his pay for the year 2014 and 2015 would be fixed at Rs.7100 (i.e. Pay Rs.5200+G.P. Rs.1900) and Rs.7320 [i.e. ( Pay Rs.5200+G.P. Rs.1900) x 3% increment + Pay Rs.5200 + G.P. Rs.1900 (i.e. 7313 rounded off to 7320)] respectively as per provisions of ORSP Rules, 2008. Thereafter, for the year 2016, the pay as on 01.01.2016 shall be obtained by multiplying the basic pay so fixed for the year 2015 i.e. Rs.7320 by a factor of 2.57, rounded off to the nearest rupee i.e. Rs. 18813 and the figure so arrived at will be located in Cell of that Level and if such an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix fixed as per provisions of the ORSP Rules, 2017. In the instant case it is Rs.19900 (C1, L4).
- If on fixation as on 1.1.2016, the pay falls on Cell-1 of the corresponding Level of the Pay Matrix, the annual increment (A/I) shall be on the first January of next year i.e. 1.1.2017. If the fixation as on 1.1.2016 falls on Cell-2 onwards, the A/I date would be on the anniversary of last increment. **Table 1** may be referred.
- (b) **Illustration 2:** If a person was appointed during the year 2015 in the post of Junior Assistant in the Pay Band Rs. 5200-20200 with G.P.1900 gets regularized under the Contractual Repeal Rules, his pay would be fixed for the year 2015 would be Rs.7100 (i.e. Pay Rs.5200+G.P. Rs.1900) as per provisions of ORSP Rules, 2008. Thereafter, for the year 2016, the pay as on 01.01.2016 shall be obtained by multiplying the basic pay so fixed for the year 2015 i.e. Rs.7100 by a factor of 2.57, rounded off to the nearest rupee i.e. Rs. 18247 and the figure so arrived at is located as stated at para (a) above. The A/I will also be as stated in the above paragraph. **Table 2** may be referred.
- (c) **Illustration 3:** If a person was appointed after 1.1.2016, in any post carrying any pay and GP, he will be placed at Cell-1 of the Level of the particular post in the Pay Matrix under ORSP Rules, 2017 at the time of initial appointment. The annual increment will be notionally allowed on the date of anniversary till date of Notification. **Table 3** may be referred.

**Form for Fixation of Pay of employees regularized as per the provisions of the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022**

1.	Name of the Employee.	
2.	Name of the Head of Office (Designation only)	
3.	Post held by the employee (Substantive/ Officiating)	
4.	Existing Pay Band and Grade Pay of the Post	
5.	Pay to be fixed in the Level of Pay Matrix as per provisions of the ORSP Rules, 2017. (Illustration may be referred.)  (Attached to the post)	
6.	Date of next increment	
7.	Any other relevant information	

**Pay in the Cell in the Level after increment**

Date of increment	Cell No. & Pay	Level

Date :

Office :

Signature & Designation of Head of Office/  
Competent Authority



**UNDERTAKING**

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

**Signature** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation:** \_\_\_\_\_

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

**Place :** \_\_\_\_\_

Illustration tables

**TABLE 1**

Notional Pay Fixation of persons who have been appointed during the year 2014												
Sl. No.	Pay Band	4750-14680	4930-14680	5200-20200						9300-34800	Remark	
	Grade Pay	1700	1775	1800	1900	2000	2200	2400	2800	4200		
1	(YEAR) 2014	6450	6705	7000	7100	7200	7400	7600	8000	13500	Pay +GP	As per ORSP Rules, 2008
2	2015	6650	6915	7210	7320	7420	7630	7830	8240	13910	Increment	
3	Pay Level	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9	Fixn of pay under ORSP Rules, 2017	As per ORSP Rules, 2017
	1.1.2016	17100	18200	19100	<b>19900</b>	<b>21700</b>	<b>23600</b>	<b>25500</b>	<b>29200</b>	36500		
	A/I during 2016	<b>17600</b>	<b>18700</b>	<b>19700</b>	<i>Pay fixation at minimum of scale i.e. Cell-1 of respective Level with next annual increment (A/I) on 01.01.2017 under normal circumstances</i>							
4	2017	18100	19300	20300	<b>20500</b>	<b>22400</b>	<b>24300</b>	<b>26300</b>	<b>30100</b>	38700	A/I	
5	2018	18600	19900	20900	21100	23100	25000	27100	31000	39900		
6	2019	19200	20500	21500	21700	23800	25800	27900	31900	41100		
7	2020	19800	21100	22100	22400	24500	26600	28700	32900	42300		
8	2021	20400	21700	22800	23100	25200	27400	29600	33900	43600		
9	2022	21000	22400	23500	23800	26000	28200	30500	34900	44900		



**TABLE 2**

**Notional Pay Fixation of persons who have been appointed during the year 2015**

Sl. No.	Pay Band	4750-14680	4930-14680	5200-20200						9300-34800	Remark	
	Grade Pay	1700	1775	1800	1900	2000	2200	2400	2800	4200		
1	(YEAR) 2015	6450	6705	7000	7100	7200	7400	7600	8000	13500	Pay +GP	As per ORSP Rules, 2008
2	Pay Level	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9		
	<b>1.1.2016</b>	<b>16600</b>	17700	<b>18000</b>	<b>19900</b>	<b>21700</b>	<b>23600</b>	<b>25500</b>	<b>29200</b>	<b>35400</b>	Fixn of pay under ORSP Rules, 2017	As per ORSP Rules, 2017
	<b>A/I during 2016</b>	<i>Pay fixation at minimum of scale i.e. Cell-1 of respective pay level w.e.f. 01.01.2016 with next annual increment (A/I) on 01.01.2017 under normal circumstances (Except Level-2)</i>										
3		-	18200	-	-	-	-	-	-	-		
4	2017	17100	18700	18500	20500	22400	24300	26300	30100	36500	<b>A/I</b>	
5	2018	17600	19300	19100	21100	23100	25000	27100	31000	37600		
6	2019	18100	19900	19700	21700	23800	25800	27900	31900	38700		
7	2020	18600	20500	20300	22400	24500	26600	28700	32900	39900		
8	2021	19200	21100	20900	23100	25200	27400	29600	33900	41100		
9	2022	19800	21700	21500	23800	26000	28200	30500	34900	42300		

**TABLE 3**

**Notional Pay Fixation of persons appointed during/ onwards the year 2016. Instant table is for persons joining on or after 1.1.2016**

Sl. No.	Pay Band	4750-14680	4930-14680	5200-20200						9300-34800	Remark	
	Grade Pay	1700	1775	1800	1900	2000	2200	2400	2800	4200		
	Pay Level	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9		
1	<b>2016</b>	<b>16600</b>	<b>17200</b>	<b>18000</b>	<b>19900</b>	<b>21700</b>	<b>23600</b>	<b>25500</b>	<b>29200</b>	<b>35400</b>	<b>As per ORSP Rules, 2017</b>	
2	2017	17100	17700	18500	20500	22400	24300	26300	30100	36500		
3	2018	17600	18200	19100	21100	23100	25000	27100	31000	37600		
4	2019	18100	18700	19700	21700	23800	25800	27900	31900	38700		
5	2020	18600	19300	20300	22400	24500	26600	28700	32900	39900		
6	2021	19200	19900	20900	23100	25200	27400	29600	33900	41100		
7	2022	19800	20500	21500	23800	26000	28200	30500	34900	42300		