

PAY FIXATION MODULE

The government of Punjab announced 6th Pay Commission for the employees of Punjab Government. The department of finance has desired to develop a module of Pay fixation consequent upon announcement of the 6th Pay Commission. NIC Punjab has developed a Pay Fixation Module (PFM) which helps all concerned to easily undertake various activities. The software helps all stake holders to work in a work flow with roles assigned. Overall, the functioning of the software is explained below:

Step 1: The Establishment Clerk will fill all the details of employee Notional and actual drawn pay from the record of the office.

Step 2: After entering the details the same will be forwarded online to the Verifying Officer, who will check and accept/reject the case.

Step 3: Once the verifier approves the entry, the same will be made available to the employee under his/her login ID. The employee will see all the details entered and will select the appropriate option.

Step 4: The details submitted by the employee will go back to the Establishment Entry Clerk who will then undertake Pay Fixation as Per 6th Pay Commission.

Let us explore what each step looks like as per the following details:

Entry of Service Details by Establishment Entry Clerk:

Login from the establishment data entry login and choose Pay fixation → Notional/Drawn pay menu option as shown below:



Upon selecting the option, the clerk will enter either employee name or iHRMS code employee whose Pay Fixation related work is to be done. All the relevant details available in the iHRMS against the employee will be shown in the upper part of the following screen:

Search Employee

Employee Pay Fixtation Detail

Employee Code: 20 Employee Name: ANIL KUMAR
 Father Name: RAVI Belt No: NA
 Date Of Birth: 01/04/1986 Retirement Date: 31/10/2020
 Joining Date: 01/04/2004 Current Designation: CLERK

Designation as on 01/01/2011: **CLERK**

Scale Revised*: Yes Select Notional/Drawn*: Notional
 Pay Scale*: 5910-20200 Grade Pay*: 1900

Notional Pay as Per 5th Pay Commission						
Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Joining Pay	01/01/2011	5910-20200	13200	1900	15100	Pay Revision

Here for each year, the employee related details can be entered by selecting Add Row option in the bottom part of the screen as shown in the following screen. The details related to Increment, ACP, Promotion etc. can be entered by selecting the Even field which when clicked will show various options (as shown in the following screen) and either of that can be selected and relevant details would be shown automatically and can be changed or some relevant details needs to be entered. For instance, in case of Promotion, entry clerk will have to supply information related to due date of increment from date of promotion/date of actual increment as required. See the screen below depicting two different entries where Promotion is taken from date of promotion or date of increment. Beside it, when event type Promotion is selected, then promotion to the designation and benefit from Promotion (as per requirement) dues will have to be entered by the entry clerk.

Notional Pay as Per 5th Pay Commission						
Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	5910-20200	7000	1900	8900	Pay Revision
Increment	01/01/2012	5910-20200	7270	1900	9170	Increment
Increment	01/01/2013	5910-20200	7550	1900	9450	Increment
Increment	01/01/2014	5910-20200	7840	1900	9740	Increment
Promotion	01/01/2015	10300-34800	8140	3800	11940	Promotion To SENIOR ASSIS
Benefit From Promotion Date						

Pay as per 2.59 factor : 10040*2.59 = 26004

Notional Pay as Per 5th Pay Commission						
Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	5910-20200	7000	1900	8900	Pay Revision
Increment	01/01/2012	5910-20200	7270	1900	9170	Increment
Increment	01/01/2013	5910-20200	7550	1900	9450	Increment
Increment	01/01/2014	5910-20200	7840	1900	9740	Increment
Promotion	01/02/2014	10300-34800	7840	3800	11640	Promotion To SENIOR ASSIS
Benefit From Increment Date						
Increment	01/01/2015	10300-34800	8450	Select	12250	Increment

Pay as per 2.59 factor : 12250*2.59 = 31728
 Pay as per matrix : 38500 ,Level - 11

Also, it is pertinent to note that in case employee is under probation during the period (01-01-2016 to 16-07-2020), then only one row will be shown and if probation is cleared then two rows will be added as shown below:

PAY SCALE REVISION

Search Employee

Employee Pay Fixtation Detail

Employee Code: 354 Employee Name: DEMO A
 Father Name: DEMO A Belt No: NA
 Date Of Birth: 01/11/2004 Retirement Date: 31/10/2062
 Joining Date: 08/11/2018 Current Designation: ACCOUNT MANGER

Designation as on 08/11/2018: **CASHIER** Select Notional/Drawn*: Notional
 Scale Revised*: No Grade Pay*: 3600
 Pay Scale*: 10300-34800
 Instructions Dt. 15.01.2015 Applicable: No

GO **RESET SELECTION**

Notional Pay as Per 5th Pay Commission

Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Joining Pay	08/11/2018	10300-34800	10300	3600	13900	Joining Pay

Pay as per 2.59 factor : **13900*2.59 = 36001**
 Pay as per matrix : **38100 ,Level - 10**

SAVE **RESET PAGE**

Employee Pay Fixtation Detail

Employee Code: 20 Employee Name: ANIL KUMAR
 Father Name: RAVI Belt No: NA
 Date Of Birth: 01/04/1986 Retirement Date: 31/10/2020
 Joining Date: 01/04/2004 Current Designation: CLERK

Designation as on 01/01/2011: **CLERK** Select Notional/Drawn*: Notional
 Scale Revised*: Yes Grade Pay*: 1900
 Pay Scale*: 5910-20200

GO **RESET SELECTION** **Add Row**

Notional Pay as Per 5th Pay Commission

Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	5910-20200	13200	1900	15100	Pay Revision
Notional Increment	01/01/2012	5910-20200	13660	1900	15560	Increment

Pay as per 2.59 factor : **15560*2.59 = 40299**
 Pay as per matrix : **40299 ,Level - 10**

SAVE **RESET CALCULATION** **RESET PAGE**

Keep on adding different event of the employee service by selecting different types of events as shown above.

Designation as on 01/01/2011: **CLERK** Select Notional/Drawn*: Notional
 Scale Revised*: Yes Grade Pay*: 1900
 Pay Scale*: 5910-20200

GO **RESET SELECTION** **Add Row**

Notional Pay as Per 5th Pay Commission

Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	5910-20200	7000	1900	8900	Pay Revision
Increment	01/01/2012	5910-20200	7270	1900	9170	Increment
Increment	01/01/2013	5910-20200	7550	1900	9450	Increment
Increment	01/01/2014	5910-20200	7840	1900	9740	Increment
ACP-4	15/01/2015	5910-20200	8140	1900	10040	ACP-4

Pay as per 2.59 factor : **10040*2.59 = 26004**
 Pay as per matrix : **26300 ,Level - 3**

SAVE **RESET CALCULATION** **RESET PAGE**

Employee Pay Fixtation Detail

Employee Code: 20 Employee Name: ANIL KUMAR
 Father Name: RAVI Belt No: NA
 Date Of Birth: 01/04/1986 Retirement Date: 31/10/2020
 Joining Date: 01/04/2004 Current Designation: CLERK

Designation as on 01/01/2011: CLERK
 Scale Revised*: Yes
 Pay Scale*: 5910-20200
 Select Notional/Drawn*: Notional
 Grade Pay*: 1900

GO RESET SELECTION Add Row

Notional Pay as Per 5th Pay Commission						
Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	5910-20200	13200	1900	15100	Pay Revision
Notional Increment	01/01/2012	5910-20200	13660	1900	15560	Notional Increment
Notional Increment	01/01/2013	5910-20200	14130	1900	16030	Notional Increment
Notional ACP	15/01/2014	5910-20200	14620	1900	16520	Notional ACP
Notional Promotion	01/01/2015	Select	15120	Select		Notional Promotion To SENIOR A

Pay as per 2.59 factor : 17020*2.59 = 44082
 Pay as per matrix : 44800 Level - 3

SAVE RESET CALCULATION RESET PAGE

Pay Fixtation Verification As Per 6th PC

Search Employee

Employee Pay Fixtation Detail

Employee Code: 20 Employee Name: ANIL KUMAR
 Father Name: RAVI Belt No: NA
 Date Of Birth: 01/04/1986 Retirement Date: 31/10/2020
 Joining Date: 01/04/2004 Current Designation: CLERK

Designation as on 01/01/2011: CLERK
 Scale Revised*: Yes
 Pay Scale*: 5910-20200
 Select Notional/Drawn*: Notional
 Grade Pay*: 1900

GO RESET SELECTION Add Row

Notional Pay as Per 5th Pay Commission						
Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	5910-20200	13200	1900	15100	Pay Revision
Notional Increment	01/01/2012	5910-20200	13660	1900	15560	Notional Increment
Notional Increment	01/01/2013	5910-20200	14130	1900	16030	Notional Increment
Notional ACP	15/01/2014	5910-20200	14620	1900	16520	Notional ACP
Notional Promotion	15/04/2014	10300-34800	14620	3600	18220	Notional Promotion To SENIOR A
Notional Increment	01/01/2015	10300-34800	15640	3600	19240	Notional Increment

Pay as per 2.59 factor : 19240*2.59 = 49832
 Pay as per matrix : 51100 Level - 10

SAVE RESET CALCULATION RESET PAGE

Once the requisite entries are made, the same can be saved or if something wrong is done, then calculations can be reset or complete details can be reset by pressing appropriate button shown at the bottom of the screen shown above.

Note: In case it is found after entering 7 entries that 5th entry is wrong and needs to be deleted/re-entered, then in that case, the entries done at 7 and 6th row will have to be deleted before 5th row entry is to be deleted. It is therefore in the better interest that entry may be made in proper manner.

After entering the Notional Pay details and saving it, the actual pay drawn can be entered by selecting option 'Add Drawn'.

If there is requirement of editing the Notional Pay entered, the same can be edited also and print can also be taken.

PAY SCALE REVISION

Search Employee

Employee Pay Fixtation Detail

Pay Fixtation Verification As Per 6th PC

Pending ▾

Search: EXCEL PDF CSV PRINT Show 10 ▾ entries

Sr.No	Employee	Designation	Notional Pay fixation	Revised Pay fixation	Matrix Level	Minimum Pay fixation	Submission Date	Current Status	#
1	ANIL KUMAR(20)	CLERK	51100		10	0		Pending	

Showing 1 to 1 of 1 entries

SUBMIT TO REPORTING OFFICER

select ▾ Process Action
 Edit Notional
 Add Drawn
 Delete Record
 Print Report

Previous 1 Next

Whats New

PAY SCALE REVISION

Search Employee

Employee Pay Fixtation Detail

Pay Fixtation Verification As Per 6th PC

Pending ▾

Search: EXCEL PDF CSV PRINT Show 10 ▾ entries

Sr.No	Employee	Designation	Notional Pay fixation	Revised Pay fixation	Matrix Level	Minimum Pay fixation	Submission Date	Current Status	#
1	ANIL KUMAR(20)	CLERK	51100		10	0		Pending	

Showing 1 to 1 of 1 entries

SUBMIT TO REPORTING OFFICER

Add Drawn ▾ Process Action

Previous 1 Next

Select the option 'Add Drawn' and add the drawn pay as per the same procedure as explained above while entering the notional pay. When drawn pay detail is entered, the screen will look like the following:

Employee Pay Fixtation Detail

Employee Code: 20 Employee Name: ANIL KUMAR
 Father Name: RAVI Bet No: NA
 Date Of Birth: 01/04/1986 Retirement Date: 31/10/2020
 Joining Date: 01/04/2004 Current Designation: CLERK

Designation as on 01/01/2011: CLERK

Scale Revised*: Yes Select Notional/Drawn*: Drawn
 Pay Scale*: 10300-34800 Grade Pay*: 3200

GO

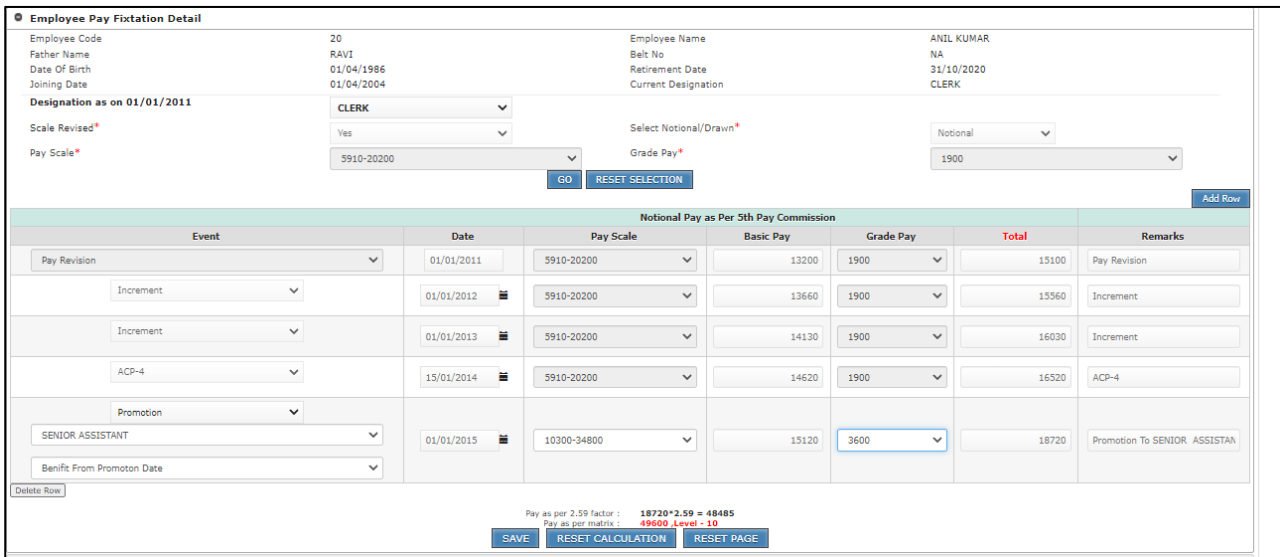
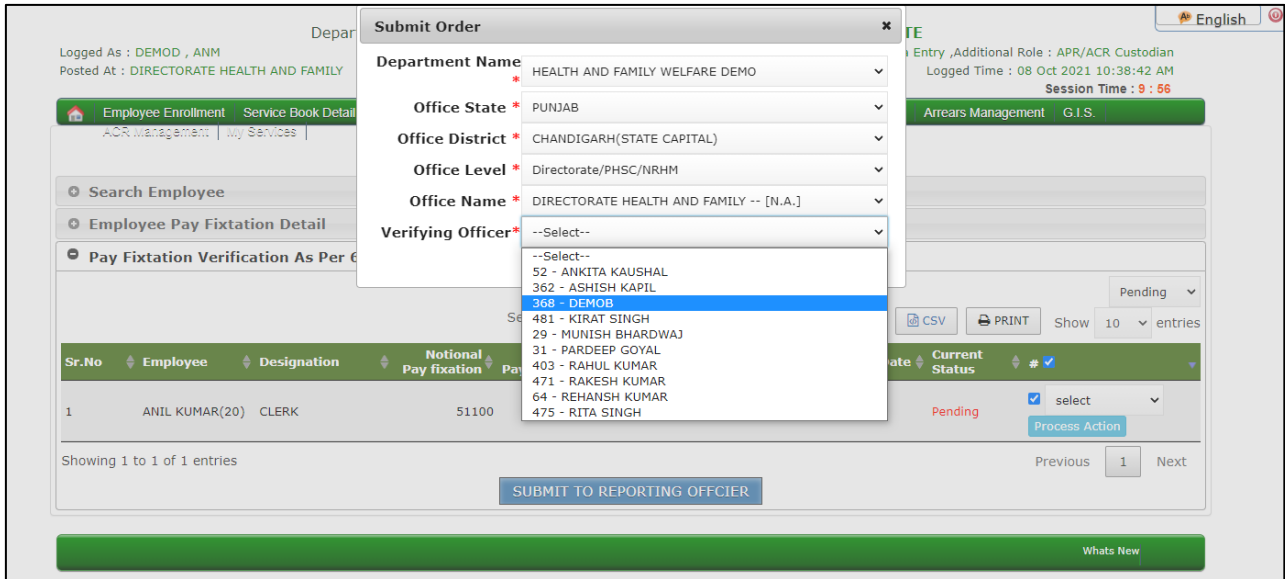
Add Row

Event	Date	Pay Scale	Basic Pay	Grade Pay	Total	Remarks
Pay Revision	01/01/2011	10300-34800	13200	3200	16400	Pay Revision
Increment	01/01/2012	10300-34800	13700	3200	16900	Increment
Increment	01/01/2013	10300-34800	14210	3200	17410	Increment
Increment	15/01/2014	10300-34800	14740	3200	17940	Increment
Promotion	15/04/2014	10300-34800	14740	3600	18340	Promotion To SENIOR ASSISTANT
Benefit From Increment Date						
Increment	01/01/2015	10300-34800	15840	3600	19440	Increment

Notional Pay as per matrix : 51100 Level - 08
 Pay as per 2.25 factor : 18440*2.25 = 41490
 Pay as per matrix : 41490 Level - 08
 Basic as per minimum 15% hike on drawn pay/Basic as per 1.17% DA = 42407*1.15 = 47618
 Basic as per minimum 15% hike : 48205 Level - 10

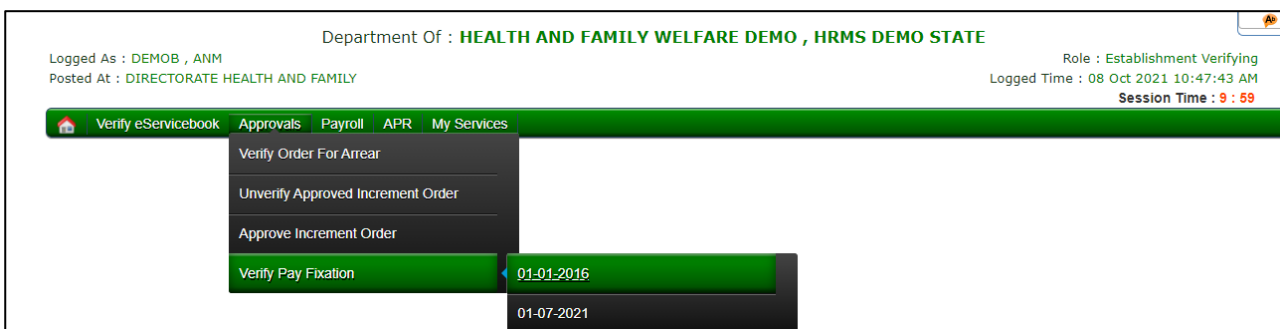
SAVE RESET CALCULATION RESET PAGE

In the bottom of the above screen, the calculations as per formula fitted and as applicable based upon employee details will be shown. After all the required entry is done, the establishment clerk can submit the same to the reporting officer for final verification as shown in the following screen:



Steps of Verifying Officer

After logging with authorized credentials, the officer will select Approvals → Verify Pay Fixation → 01-01-2016. Pls. see the screen below:



Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : DEMOB , ANM
Posted At : DIRECTORATE HEALTH AND FAMILY

Role : Establishment Verifying
Logged Time : 08 Oct 2021 10:47:43 AM
Session Time : 9 : 57

Verify eServicebook Approvals Payroll APR My Services

PAY SCALE REVISION

Pay Fixtation Verification As Per 6th PC

Search: [EXCEL](#) [PDF](#) [CSV](#) [PRINT](#) Show 10 entries

Sr.No	Employee	Designation	Notional Pay fixation	Revised Pay fixation	Matrix Level	Minimum Pay fixation	Submission Date	Current Status	#
1	ANIL KUMAR(20)	CLERK	51100	51100	10	48200	08/10/2021	DEMOB (368) Dated :08/10/2021	select select Verify Record Return back View Notional View Drawn Print Report

Showing 1 to 1 of 1 entries

All the employees whose details are entered by the establishment clerk, will be shown row wise with option to Verify the entry, return back, view Notional & Drawn Pay and print Report option. If verify option is selected, then Verifying officer may give his/her remark and approve it by pressing 'Submit' button.

Verify Request of ANIL KUMAR(20) ✕

Remarks*

[SUBMIT](#)

Enter Remarks then click on SUBMIT button.

Employee Pay Fixation Option

After the entry is verified and approved, the same will be available to the employee concerned under its login and same can be seen by selecting the option 'My Services' → My Pay Fixation → Pay Fixation 6th Pay Commission. See the screen below:

Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : ANIL KUMAR , CLERK
Posted At :

Role : Establishment Data Entry ,Additional Role : APR/ACR Custodian
Logged Time : 08 Oct 2021 10:49:24 AM
Session Time : 9 : 58

Employee Enrollment Service Book Detail External ManPower Transfer Promotion Pension MIS Reports G.P.F. Reports ACR Management My Services

- PayRoll Services
- My Leave Services
- Verify APRs
- My ACR Services
- My Profile
- File Annual Property Return(APR) Online
- Covid-19 Trainings
- Bank A/c Updation Request
- Attendance Exemption (for subordinates)
- Attendance Report/Verification
- View APR Report
- My Pension
- Download IOS mobile app
- My Pay Fixation**
 - Pay Fixation 6th Pay Commission
- Raise Issue to Helpdesk
- Print Undertaking

Upon selecting the menu shown above, the employee will be shown the details entered against the employee as per the screen below:

Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : ANIL KUMAR , CLERK Role : Establishment Data Entry ,Additional Role : ABR/ACR Custodian
 Posted At : Logged Time : 19 Oct 2021 8:12:12 PM
Session Time : 9 : 59

Employee Enrollment Service Book Detail External ManPower Transfer Promotion Pension MIS Reports G.P.F. Reports ACR Management My Services

(PAY FIXATION OPTION)

Employee Code : 20 Name of Employee : ANIL KUMAR Father Name : RAVI
 Date Of Birth : 01/04/1986 Date Of joining : 01/04/2004 Date Of Retirement : 31/10/2020
 Belt No : Designation : CLERK
 Pay Band as per 5th PC : 5910-20200 Grade Pay as per 5th PC : 1900
 Pay Band after 2011 Revision : 10300-34800 Grade Pay 2011 Revision : 3200

NOTIONAL PAY						DRAWN PAY							
Event Name	Date	PayBasic Scale	Basic	GR Pay	Total	Remarks	Event Name	Date	RevisedScale	Basic	GR Pay	Total	Remarks
Notional Increment	01/01/2011	5910-20200	13200	1900	15100	Pay Revision	Pay Revision	01/01/2011	10300-34800	13200	3200	16400	Pay Revision
Notional Increment	01/01/2012	5910-20200	13660	1900	15560	Notional Increment	Increment	01/01/2012	10300-34800	13700	3200	16900	Increment
Notional Increment	01/01/2013	5910-20200	14130	1900	16030	Notional Increment	Increment	01/01/2013	10300-34800	14210	3200	17410	Increment
Notional Increment	15/01/2014	5910-20200	14620	1900	16520	Notional Increment	Increment	15/01/2014	10300-34800	14740	3200	17940	Increment
Notional Promotion	15/04/2014	10300-34800	14620	3600	18220	Notional Promotion To SENIOR ASSISTANT with Benefit From Increment Date	Promotion	15/04/2014	10300-34800	14740	3600	18340	Promotion To SENIOR ASSISTANT with Benefit From Increment Date
Notional Increment	01/01/2015	10300-34800	15640	3600	19240	Notional Increment	Increment	01/01/2015	10300-34800	15840	3600	19440	Increment

I, ANIL KUMAR, hereby opt for the revised pay structure with effect from 01-01-2016

I, hereby undertake that in the event of my pay having been fixed in manner contrary to provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.)

Choose option

Basic as per 2.59 factor: $19240 \times 2.59 = \text{Rs.} 49832$
 Basic as on 01-01-2016(as per matrix):51100 in Level 10 (Cell:11)

Basic as per minimum 15% hike on Drawn pay(basic+gp+113% da = 41407) as on 31/12/2015 :41407*1.15=47618
 Basic as on 01-01-2016 as per minimum 15% hike (as per matrix):48200 in Level 10(Cell:9)

Basic as per 2.25 factor: $19440 \times 2.25 = \text{Rs.} 43740$
 Basic as on 01-01-2016(as per matrix):44100 in Level 10 (Cell:6)

Upon pressing the 'Print Undertaking' button, the Pay fixation details will be shown. See the undertaking in following two screenshots below:

(Pay Revision Calculation sheet)

EmployeeCode:	20	Employee Name	ANIL KUMAR
Retirement Date	31/10/2020	Father Name	RAVI
Date of Birth	01/04/1986	Date of joining	01/04/2004
Belt No/Department code		Designation	CLERK
Pay Band as per 5th PC	5910-20200	Grade Pay as per 5th PPC	1900
Pay Band after 2011 Revision	10300-34800	Grade pay after 2011 Revision	3200

A) Notional pay

Event Name	Date	Pay Scale	Basic	GR Pay	Total	Remarks
Notional Increment	01/01/2011	5910-20200	13200	1900	15100	Pay Revision
Notional Increment	01/01/2012	5910-20200	13660	1900	15560	Notional Increment
Notional Increment	01/01/2013	5910-20200	14130	1900	16030	Notional Increment
Notional Increment	15/01/2014	5910-20200	14620	1900	16520	Notional Increment
Notional Promotion	15/04/2014	10300-34800	14620	3600	18220	Notional Promotion To SENIOR ASSISTANT with Benefit From Increment Date
Notional Increment	01/01/2015	10300-34800	15640	3600	19240	Notional Increment

Basic as per 2.59 factor : $19240 * 2.59 = \text{Rs.}49832$

Basic as on 01-01-2016 (as per matrix) : 51100 in Level 10 (Cell:11)

B) Drawn pay

Event Name	Date	Pay Scale	Basic	GR Pay	Total	Remarks
Pay Revision	01/01/2011	10300-34800	13200	3200	16400	Pay Revision
Increment	01/01/2012	10300-34800	13700	3200	16900	Increment
Increment	01/01/2013	10300-34800	14210	3200	17410	Increment
Increment	15/01/2014	10300-34800	14740	3200	17940	Increment
Promotion	15/04/2014	10300-34800	14740	3600	18340	Promotion To SENIOR ASSISTANT with Benefit From Increment Date
Increment	01/01/2015	10300-34800	15640	3600	19440	Increment

Basic as per 2.25 factor : $19440 * 2.25 = \text{Rs.}43740$

Basic as on 01-01-2016(as per matrix) : 44100 in Level 10 (Cell:6)

Basic as per minimum 15% hike on drawn pay (Basic+GP+113% DA: 41407) as on 31/12/2015 : $41407 * 1.15 = 47618$

Basic as on 01-01-2016 as per minimum 15% hike(as per matrix) : 48200 in Level 10 (Cell:9)

C) Option Chosen by Employee: 2.59

Date: _____
Place: CHANDIGARH(STATE CAPITAL)

DEMOB
ANM

**Form
(See rule 6)**

I, ANIL KUMAR, hereby opt for the revised pay structure with effect from 01.01.2016

I, ANIL KUMAR, hereby opt for the Multiplying Factor of 2.59 as Per Rule 7

As per latest Government notification, minimum rise of 15% on drawn Pay (B.Pay+GrdPay+113% DA) as on 31/12/2015: 41407 , Pay Fixation as Per Pay Matrix :48200

Verified Through OTP on 19/10/2021

Signature

Name : ANIL KUMAR

Designation : CLERK

iHrms code: 20

Department/office in which employed: DIRECTORATE HEALTH AND FAMILY

UNDERTAKING

I, hereby undertake that in the event of my pay having been fixed in manner contrary to provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Verified Through OTP on 19/10/2021

Signature

Name : ANIL KUMAR

Designation : CLERK

iHrms code: 20

Department/office in which employed: DIRECTORATE HEALTH AND FAMILY

Date:19/10/2021

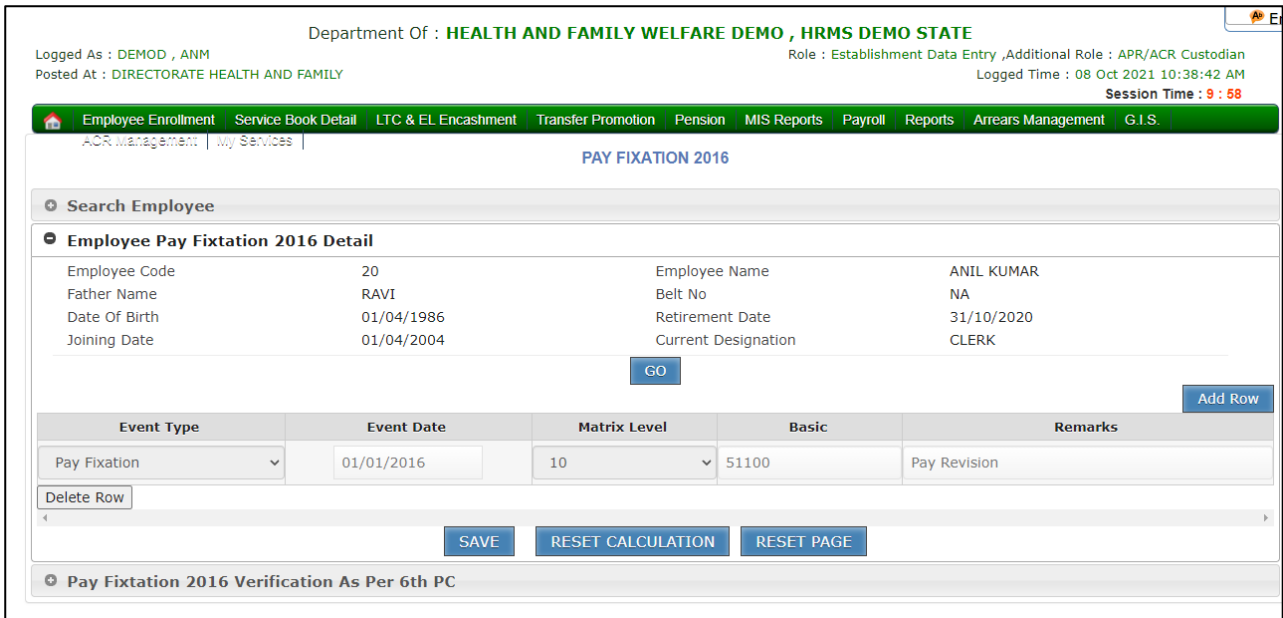
Place: CHANDIGARH(STATE CAPITAL)

Pay Fixation by Establishment Entry Clerk

Upon employee undertaking, the Establishment Clerk will undertake the Pay Fixation related work by logging from his/her authorized credentials and selecting option "Service Book details→Pay Fixation→Pay Fixation As per 6th pay Commission menu options. See screen below:



Once the menu is selected the following screen will be shown by entering any employee code whose pay is to be fixed:



As per the record available, the entry from 01/01/2016 onward can be done by selecting different events during the service of the employee. See the screen below showing Increment event:

PAY FIXATION 2016

Search Employee

Employee Pay Fixtation 2016 Detail

Employee Code	20	Employee Name	ANIL KUMAR
Father Name	RAVI	Belt No	NA
Date Of Birth	01/04/1986	Retirement Date	31/10/2020
Joining Date	01/04/2004	Current Designation	CLERK

[GO](#)

Event Type	Event Date	Matrix Level	Basic	Remarks
Pay Fixation	01/01/2016	10	51100	Pay Revision
Increment	01/01/2016	10	52600	Increment
Increment	01/01/2017	10	54200	Increment
Increment	01/01/2018	10	55800	Increment
Increment	01/01/2019	10	57500	Increment
Increment	01/01/2020	10	59200	Increment

[Delete Row](#)

[SAVE](#) [RESET CALCULATION](#) [RESET PAGE](#)

After completing the entries, the same will be saved and may be submitted to the Verifying officer. However, options to Edit the entry, Delete and print Report are available which may be selected as deemed fit. Pls. refer to the following screen:

Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : DEMOD , ANM
Posted At : DIRECTORATE HEALTH AND FAMILY
Role : Establishment Data Entry, Additional Role : APR/ACR Custodian
Logged Time : 08 Oct 2021 10:38:42 AM
Session Time : 9 : 59

Employee Enrollment Service Book Detail LTC & EL Encashment Transfer Promotion Pension MIS Reports Payroll Reports Anears Management G.I.S. ACR Management My Services

PAY FIXATION 2016

Search Employee

Employee Pay Fixtation 2016 Detail

Pay Fixtation 2016 Verification As Per 6th PC

Search: Show 10 entries Pending

Sr.No	Employee	Designation	Pay Fix	Submit Date	Current Status	#
1	ANIL KUMAR(20)	CLERK	59200		Pending	Edit Record Delete Print Report

Showing 1 to 1 of 1 entries

[SUBMIT TO REPORTING OFFICER](#)

Previous 1 Next

Note: In case it is found that Notional/Drawn Pay was done wrongly and even employee had given the undertaking, the establishment Entry clerk can un-verify and delete the entries and can start the recalculations followed by verification by the Verifying officer and employee undertaking option etc.

Approve Pay Fixation by Establishment Verifier Officer

Verifying officer will now take steps to verify the Pay Fixation of the employee for which details are submitted to him/her by selecting the option Approvals → Verify Pay Fixation → 01-07-2021 as shown below:

Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : DEMOB , ANM
Posted At : DIRECTORATE HEALTH AND FAMILY
Role : Establishment Verifying
Logged Time : 08 Oct 2021 11:28:59 AM
Session Time : 9 : 59

Verify eServicebook Approvals Payroll APR My Services

- Verify Order For Arrear
- Unverify Approved Increment Order
- Approve Increment Order
- Verify Pay Fixation**
 - 01-01-2016
 - 01-07-2021**

All employees will be shown row wise with option to 'View And Verify' and 'Print Report' Option. See below:

Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : DEMOB , ANM
Posted At : DIRECTORATE HEALTH AND FAMILY

Role : Establishment Verifying
Logged Time : 08 Oct 2021 11:28:59 AM
Session Time : 9 : 59

Verify eServicebook Approvals Payroll APR My Services

PAY FIXATION 2016

Pay Fixtation 2016 Verification As Per 6th PC

Search: Show 10 entries

Sr.No	Employee	Designation	Pay Fix	Submit Date	Current Status	#
1	ANIL KUMAR(20)	CLERK	59200	08/10/2021	DEMOB (368) Dated :08/10/2021	View And Verify Print Report

Showing 1 to 1 of 1 entries

Previous 1 Next

If View and Verify option is selected, the following screen will be shown where remarks are to be entered mandatorily. If Verifying officer wants to send back the details back to the Establishment Clerk, the same can be done by pressing Return Back button as shown in the bottom of the screen below:

Department Of : **HEALTH AND FAMILY WELFARE DEMO , HRMS DEMO STATE**

Logged As : DEMOB , ANM
Posted At : DIRECTORATE HEALTH AND FAMILY

Role : Establishment Verifying
Logged Time : 08 Oct 2021 11:28:59 AM
Session Time : 9 : 59

Verify eServicebook Approvals Payroll APR My Services

PAY FIXATION 2016

Employee Pay Fixtation 2016 Detail

Employee Code	20	Employee Name	ANIL KUMAR
Father Name	RAVI	Belt No	NA
Date Of Birth	01/04/1986	Retirement Date	31/10/2020
Joining Date	01/04/2004	Current Designation	CLERK

[GO](#)

Event Type	Event Date	Matrix Level	Basic	Remarks
Pay Fixation	01/01/2016	10	51100	Pay Revision
Increment	01/01/2016	10	52600	Increment
Increment	01/01/2017	10	54200	Increment
Increment	01/01/2018	10	55800	Increment
Increment	01/01/2019	10	57500	Increment
Increment	01/01/2020	10	59200	Increment

Verification Remarks*

[VERIFY](#) [RETURN BACK](#) [RESET PAGE](#)

Pay Fixtation 2016 Verification As Per 6th PC

Pressing print Report will show the Pay Revision Calculation Sheet as shown below:

(Pay Revision Calculation sheet)

EmployeeCode:	20	Employee Name	ANIL KUMAR
Retirement Date	31/10/2020	Father Name	RAVI
Date of Birth	01/04/1986	Date of joining	01/04/2004
Belt No/Department code		Designation	CLERK
Pay Band as per 5th PC	5910-20200	Grade Pay as per 5th PPC	1900
Pay Band after 2011 Revision	10300-34800	Grade pay after 2011 Revision	3200

A) Notional pay

Event Name	Date	Pay Scale	Basic	GR Pay	Total	Remarks
Notional Increment	01/01/2011	5910-20200	13200	1900	15100	Pay Revision
Notional Increment	01/01/2012	5910-20200	13660	1900	15560	Notional Increment
Notional Increment	01/01/2013	5910-20200	14130	1900	16030	Notional Increment
Notional Increment	15/01/2014	5910-20200	14620	1900	16520	Notional Increment
Notional Promotion	15/04/2014	10300-34800	14620	3600	18220	Notional Promotion To SENIOR ASSISTANT with Benefit From Increment Date
Notional Increment	01/01/2015	10300-34800	15840	3600	19240	Notional Increment

Basic as per 2.59 factor : 19240 * 2.59 = Rs.49832

Basic as on 01-01-2016 (as per matrix) : 51100 in Level 10 (Cell:11)

B) Drawn pay

Event Name	Date	Pay Scale	Basic	GR Pay	Total	Remarks
Pay Revision	01/01/2011	10300-34800	13200	3200	16400	Pay Revision
Increment	01/01/2012	10300-34800	13700	3200	16900	Increment
Increment	01/01/2013	10300-34800	14210	3200	17410	Increment
Increment	15/01/2014	10300-34800	14740	3200	17940	Increment
Promotion	15/04/2014	10300-34800	14740	3600	18340	Promotion To SENIOR ASSISTANT with Benefit From Increment Date
Increment	01/01/2015	10300-34800	15840	3600	19440	Increment

Basic as per 2.25 factor : 19440 * 2.25 = Rs.43740

Basic as on 01-01-2016(as per matrix) : 44100 in Level 10 (Cell:6)

Basic as per minimum 15% hike on drawn pay (Basic+GP+113% DA: 41407) as on 31/12/2015 : 41407*1.15=47618

Basic as on 01-01-2016 as per minimum 15% hike(as per matrix) : 48200 in Level 10 (Cell:9)

C) Option Chosen by Employee: 2.59

Date: _____
Place: CHANDIGARH(STATE CAPITAL)DEMOB
ANM

Increment	01/01/2018	10	55800	Increment
Increment	01/01/2019	10	57500	Increment
Increment	01/01/2020	10	59200	Increment
Verified				

Date: _____
Place: CHANDIGARH(STATE CAPITAL)DEMOB
ANM

