

Sub: Pay fixation on Joining IRCON on Deputation.

RULE POSITION

Pay is always fixed from the date of appointment on deputation. Hence pay fixation, in either option can be opted by the employee, whichever is beneficial. The details for options are given below:

Option I -	<ul style="list-style-type: none"> Draw pay of the parent department plus deputation allowance. The limit of deputation allowance is 5% of basic pay subject to maximum of Rs.500/- if the deputation is at the same station or 10 % of basic pay subject to maximum of Rs.1000/- if deputation is at any other station. This is further restricted to the condition that 'pay plus deputation allowance' should not exceed the maximum of the scale of ex-cadre post. Deputation allowance will not be paid in the 5th year of deputation. Date of next increment would be after 12 months from the date of fixation of pay in the scale of appointment.
Option II -	<ul style="list-style-type: none"> Draw pay in the grade of appointment on deputation at the stage next above the notional pay arrived at by increasing pay in respect of the post of parent department by an increment at the stage at which such pay has accrued or the minimum of scale of deputation, whichever is higher. Date of next increment would be after 12 months from the date of fixation of pay in the scale of appointment.

Note: 1. Information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	

Pay particulars of the employee in Parent Department					
5.	Scale of pay	Rs. _____ * CDA / IDA	6.	Rate of Increment	Rs. _____
7.	Date of Increment	___/___/20___	8.	Basic pay	Rs. _____
9.	Place of last posting				

Information of the employee after appointment on deputation	
9.	Scale of appointment on deputation Rs. _____ * CDA / IDA
10.	Office order No. & date (by which appointment has been made) O.O.No. _____ dt. _____
11.	Date of joining on deputation _____/_____/20____
12.	Option to be exercised by the employee (To understand Options, example attached) * Option I / Option II

Encls: Last pay Certificate issued by parent department.

Date: _____ Signatures of the employee: _____

For use in Corporate / Project Office dealing with HRM

Pay fixation			
Pay would be drawn in either of the option from the date of assumption of charge in the appointed grade of deputation - -			
Option I		Option II	
Existing grade In parent deptt.	Rs. _____	Appointed gr. of deputation	Rs. _____
Existing basic pay in parent department	Rs. _____	Existing grade in parent deptt.	Rs. _____
Pay fixed at Rs. _____ in scale Rs. _____ Plus Deputation Allowance Rs. _____/- p.m.		.. Basic pay in existing grade	Rs. _____
		.. Add One notional increment in the lower grade	Rs. _____
		Total	Rs. _____
		Pay fixed at the next stage in grade of appointment on deputation	Rs. _____
Date of next increment in the appointed scale	___/___/___	Date of next increment in the appointed scale	___/___/___

Signatures of dealing official (HRM /Accounts Officer)

Project Incharge

Manager / HRM / Corporate office

Manager/Salary / Corporate office

Back to Manager / HRM / Corporate office

Copy to Employee concerned through Project Incharge &
Personal file of the concerned employee in Corporate Office.