



# **SPECIAL PAY**

**GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT**

....

No.F(PR)-75/97/1,

Dated Shillong, the 4<sup>th</sup> October, 1997.

**OFFICE MEMORANDUM**

Subject :- Special Pay.

The undersigned is directed to refer to Item 11 of the Government Resolution on the recommendations of the Third Meghalaya Pay Commission as conveyed under Resolution No.F(PR)-88/97/1, dated 8.9.97 and to say that the Governor of Meghalaya is pleased to order that the following posts/services shall be granted special pay at the rates indicated as under :-

Name of posts/services	Amount of Special Pay	Remarks
1.	2.	3.

I. INDIAN ADMINISTRATIVE SERVICE

1. Secretaries	Rs.800.00 p.m.	
2. Addl. Secretaries	Rs.700.00 p.m.	P.P.S. to Chief Minister will get Rs.100/- p.m. extra subject to a ceiling of Rs.800/- p.m.
3. Joint Secretaries	Rs.600.00 p.m.	
4. Deputy Secretaries	Rs.500.00 p.m.	
5. Under Secretaries	Rs.450.00 p.m.	
6. Head of Department	Rs.600.00 p.m.	
7. Deputy Commissioner	Rs.800.00 p.m.	
8. Sub-Divisional Officer	Rs.450.00 p.m.	
9. Joint Chief Electoral and Ex-Officio Deputy Secretary	Rs.450.00 p.m.	
10. Under Secretary and Ex-Officio Deputy Chief Electoral Officer	Rs.450.00 p.m.	
11. District Planning Officer	Rs.450.00 p.m.	

II. STATE CIVIL SERVICE

1. Head of Department	Rs.600.00 p.m.
2. Deputy Secretaries	Rs.500.00 p.m.
3. Under Secretaries	Rs.450.00 p.m.
4. Sub-Divisional Officer	Rs.450.00 p.m.
5. Sadar Sub-Divisional Officers	Rs.350.00 p.m.
6. Deputy Director/Asstt. Director of C & RD	Rs.350.00 p.m.
7. Assistant Development Com- missioner	Rs.350.00 p.m.
8. Joint Chief Electoral Officer & Ex-Officio Deputy Secretary	Rs.500.00 p.m.
9. Under Secretary and Deputy Chief Electoral Officer	Rs.450.00 p.m.
10. District Planning Officer	Rs.450.00 p.m.

III. SECRETARIAT

1. Joint Secretary	Rs.600.00 p.m.
2. Deputy Secretaries	Rs.500.00 p.m.
3. (a) Under Secretary	Rs.450.00 p.m.
(b) Under Secretary, Political Department (for cipher duty)	Rs.500.00 p.m.
4. (a) Superintendent	Rs.350.00 p.m.
(b) Superintendent, Political Department (for cipher duty)	Rs.425.00 p.m.
5. Assistant Superintendent Political	Rs.300.00 p.m. (for cipher duty)
	Rs.200.00 p.m. (for others)
6. Upper Division Assistant Political Department	Rs.200.00 p.m. (for cipher duty)
	Rs.150.00 p.m. (for others)

7. Lower Division Assistant/ Sr. Grade typist/typist of Political Department	Rs.100.00 p.m.
8. Grade 'D' staff of Political Department	Rs. 75.00 p.m.
9. Nazir (Civil Sectt)	Rs.250.00 p.m.
10. Assistant Nazir	Rs.150.00 p.m.
11. Accountants :-	
(a) S.A.D. (Accounts)	Rs.250.00 p.m.
(b) C.M.' Sectt.	Rs.150.00 p.m.
(c) Planning Department	Rs.200.00 p.m.
(d) Election Department	Rs.150.00 p.m.
(e) P.W.D.	Rs.300.00 p.m.
12. Cashier (S.A.D.)	Rs.250.00 p.m.
13. Assistant Cashier (S.A.D.)	Rs.150.00 p.m.
14. Personal staff attached to Chief Minister/Deputy Chief Minister/ Ministers/Minister of State/ Chief Secretary.	
(a) Upper Division Assistant	Rs.150.00 p.m.
(b) Lower Division Assistant	Rs.100.00 p.m.
(c) Typist	Rs.100.00 p.m.
(d) Drivers	Rs.100.00 p.m.
(e) Group D	Rs. 75.00 p.m.
15. Chowkidar, Main/Additional Secretariat	Rs.100.00 p.m.
16. Duftry, Secretariat (Civil)	Rs.100.00 p.m.
17. Assistant Superintendent Issue Branch	Rs.150.00 p.m.

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|---|----------------|
| 18. Senior Grade Typist<br>Issue Branch                       | Rs.125.00 p.m. |
| 19. Telex Operator  | Rs.125.00 p.m. |
| 20. Group 'D' staff operating the<br>Photostat, Xerox Machine | Rs. 75.00 p.m. |

IV. STENOGRAPHERS

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|---|----------------|--|
| 1. Senior Grade   | Rs.350.00 p.m. | If posted as P.S. to<br>Ministers.   |
| 2. Stenographer Grade-I   | Rs.300.00 p.m. |  |
| 3. Stenographer Grade-II & III<br>attached to Chief Minister/<br>Deputy Chief Minister/Ministers/<br>Ministers of State/Chief Secretary                                   | Rs.250.00 p.m. | If posted as P.S. to<br>Ministers/Principal<br>Secretary/Commis-<br>sioner & Secretary/<br>Secretary |
| 4. Stenographer Grade-II & III<br>attached to Chairman Board<br>of Revenue/Administrative<br>Reforms/Principal Secretary's/<br>Commissioner & Secretary's/<br>Secretaries | Rs.150.00 p.m. |  |

V. FINANCE

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|---|----------------|
| 1. Director of Institutional Finance<br>and Ex-Officio Joint Secretary,<br>Finance (EA) | Rs.600.00 p.m. |
| 2. O.S.D. & Ex-Officio Dy. Secy.<br>Finance (EA)  | Rs.500.00 p.m. |
| 3. Special Officer and Ex-Officio<br>Under Secretary, Finance (EA)                      | Rs.450.00 p.m. |
| 4. Senior Research Officer,<br>Finance (EA)   | Rs.400.00 p.m. |
| 5. Instructor in Govt. Accounts and<br>Audit  | Rs.300.00 p.m. |
| 6. Treasury Officer, Shillong   | Rs.350.00 p.m. |
| 7. Other Treasury Officers  | Rs.300.00 p.m. |
| 8. Senior Grade II<br>(FA/DDAT/DELA)  | Rs.350.00 p.m. |
| 9. Junior Grade (F&AO)  | Rs.300.00 p.m. |

10. Audit Officer (HQ) Rs.200.00 p.m.

11. Local Audit Staffs :

Incharge Audit Party/attached  
As Internal Auditor in the  
Office of Heads of Department

(a) Auditor, Local Accounts Rs.200.00 p.m.

(b) Assistant Auditor posted as  
Internal auditor in the Direc-  
torate/Incharge of Audit  
Party Rs.200.00 p.m.

VI. LAW DEPARTMENT

1. Addl. Legal Remembrance and  
Jt. Secretary Rs. 600.00 p.m.

2. Joint Legal Remembrance and  
Dy. Secretary Rs. 500.00 p.m.

3. Dy. Legal Remembrance and  
Under Secretary Rs. 450.00 p.m.

4. District and Sessions Judge Rs. 600.00 p.m.

5. Addl. District and Sessions  
Judge Rs. 350.00 p.m.

6. Asstt. District and Sessions  
Judge Rs. 350.00 p.m.

7. Librarian (Advocate General) Rs. 250.00 p.m.

8. Upper Division Assistant with  
knowledge of Accts. Work  
(Advocate General) Rs. 100.00 p.m.

VII. PLANNING DEPARTMENT

1. O.S.D. and Ex-Officio Jt. Secre-  
tary Rs. 600.00 p.m.

2. Special Officer and Ex-Officio  
Dy. Secretary Rs. 500.00 p.m.

3. Planning Officer and Ex-Officio  
Under Secretary Rs. 450.00 p.m.

4. Special Officer and Ex-Officio  
Under Secretary (SPB) Rs. 450.00 p.m.

VIII. AGRICULTURE

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|--|-----------------|
| 1. Executive Engineer (Survey & Design)                    | Rs. 450.00 p.m. |
| 2. Asstt. Engineer (Design)                                | Rs. 300.00 p.m. |
| 3. Sub- Divisional Officer (TC)                            | Rs. 300.00 p.m. |
| 4. Assistant Agril. Engineer (Irrigation) i/c Sub-Division | Rs. 300.00 p.m. |
| 5. Sub-Divisional Officer i/c. Irrigation Sub-Division     | Rs. 300.00 p.m. |
| 6. Overseer (Tech. Branch)                                 | Rs. 225.00 p.m. |

IX. EDUCATION

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|--|-----------------|
| 1. Head Mistress Pine Mount/ Public School       | Rs. 500.00 p.m. |
| 2. Assistant Head Mistress, Pine Mount School    | Rs. 300.00 p.m. |
| 3. Headmaster/Headmistress Secondary High School | Rs. 400.00 p.m. |
| 4. Assstt. Headmaster/Headmistress Public School | Rs. 200.00 p.m. |
| 5. Head Teacher of Primary School                | Rs. 100.00 p.m. |

X. GENERAL ADMINISTRATION

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|--|-----------------|
| 1. Assistant Resident Commissioner Meghalaya House New Delhi | Rs. 300.00 p.m. |
| 2. TA & DM, Meghalaya House Calcutta                         | Rs. 500.00 p.m. |
| 3. Estate Assistant  | Rs. 150.00 p.m. |

XI. HEALTH

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|--------------------------------|-----------------|
| 1. Superintendent of Hospital  | Rs. 450.00 p.m. |
| 2. Sub-Divisional Officer (TC) | Rs. 300.00 p.m. |
| 3. Overseer (Tech. Branch)     | Rs. 225.00 p.m. |

**XII. POLICE**

1. Assistant Inspector General of Police	Rs. 500.00 p.m.
2. Superintendent of Police (IPS Cadre)	Rs. 500.00 p.m.
3. Addl. S.P./S.P. (City)	Rs. 500.00 p.m.
4. AIGP (Admn)	Rs. 500.00 p.m.
5. S.P. (SB) (ACB)	Rs. 500.00 p.m.
6. Special S.P.C.I.D.	Rs. 500.00 p.m.
7. Commandant MLP Bn.	Rs. 500.00 p.m.
8. Deputy Superintendent of Police (SB)	Rs. 250.00 p.m.
9. Deputy Superintendent of Police (ACB)	Rs. 250.00 p.m.
10. Addl. Superintendent of Police	Rs. 350.00 p.m.

**(B) SPECIAL BRANCH (CID/ACB)**

1. Inspector of Police	Rs. 250.00 p.m.
2. Sub-Inspector of Police	Rs. 200.00 p.m.
3. A.S.I. of Police	Rs. 100.00 p.m.
4. Head Constable	Rs. 100.00 p.m.
5. First Assistant	Rs. 100.00 p.m.
6. Constable	Rs. 75.00 p.m.

**C. MEGHALAYA POLICE BATTALION**

1. Assistant Commandant (MLP)	Rs. 300.00 p.m.
2. A.B. Inspector	
(i) Subedar Major	
(ii) Subedar Q.M.	Rs. 175.00 p.m.
(iii) Subedar Record Branch	

3. A.B. Sub-Inspector	
(i) Jamadar Adjatant	
(ii) Jamadar Edn	Rs. 100.00 p.m.
(iii) Jamadar MT	
(iv) Jamadar Band	
4. (BN) Havildars	
(i) Havildar Major	
(ii) Havildar Clerk	
(iii) Havildar Q.M.	
(iv) Havildar Edn.	
(v) Havildar Armourer	Rs. 100.00 p.m.
(vi) Havildar Intelligence	
(vii) Havildar Q.M. Store Clerk	
(viii) Havildar (Pipe/Drummer)	
(ix) Havildar M.T.	
(x) Havildar M.T. Store	
(xi) Havildar Compounder	
(xii) Havildar Nursing	
5. M.T. Havildar	Rs.100.00 p.m.
6. Havildar M.T. Workshop (Foreman)	Rs.100.00 p.m.
7. <u>COMPANY HAVILDARS</u>	
(i) Havildars Clerk	
(ii) Havildars Major	Rs. 75.00 p.m.
(iii) Havildar Compounder	

8. <u>NAIKS</u>	
(i) Battalion Q.M. Naik	
(ii) Armourer Naik	
(iii) Koto Naik	Rs. 75.00 p.m.
(iv) Intelligence	
9. Naik M.T. Driver	Rs. 75.00 p.m.
10. Naik Vehicle Mechanic	Rs. 75.00 p.m.
11. Naik Electrician	Rs. 75.00 p.m.
12. <u>LANCE NAIK</u>	
(i) Bn. Intelligence L/Naik	
(ii) Bn. Armourer L/Naik	
(iii) BN. Hospital Nursing L/Naik	Rs. 75.00 p.m.
(iv) Band L/Naik	
13. L/Naik Driver M.T.	Rs. 75.00 p.m.
14. <u>CONSTABLES</u>	
(i) Carpenter Constable Q.M. Store	
(ii) Constable Boot Maker	Rs. 75.00 p.m.
(iii) Carpenter Const. (Signal)	
15. Battalion Hospital Nursing orderly	
16. Band Constable	Rs.75.00 p.m.
17. Coy Nursing orderly	
<u>FORENSIC SCIENCE LABORATORY</u>	
18. Director	Rs.450.00 p.m.
19. Sub-Divisional Police Officer	Rs.300.00 p.m.

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| 20. S.I. of Police incharge Thana                  | Rs.200.00 p.m. |
| 21. Private Secy. to Director<br>General of Police | Rs.250.00 p.m. |

XIII. PUBLIC HEALTH ENGINEERING DEPTT.

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| 1. Dy. Chief Public Health<br>Engineer   | Rs.450.00 p.m. |
| 2. Executive Engineer (PHE)<br>I/c. Monitoring Cell CPHE   | Rs.450.00 p.m. |
| 3. Sub-Divisional Officer (TC)/<br>Assistant Engineer, Civil/<br>Mechanical  | Rs.300.00 p.m. |
| 4. Overseer/Sub-Engineer/<br>Computer/Junior Engineer<br>(Civil)/Mechanical/Electrical<br>Grade I). When posted in the<br>technical (Drawing branches of<br>the offices of the CPHE, SEs<br>and EEs. | Rs.225.00 p.m. |
| 5. Sub-Divisional Officers<br>attached to CPHE's Office  | Rs.300.00 p.m. |
| 6. Sub-Divisional Officer I/c. PHE<br>Sub-Division   | Rs.300.00 p.m. |

XIV. PUBLIC WORK DEPTT.

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|---|----------------|
| 1. Chief Engineer   | Rs.500.00 p.m. |
| 2. Asstt. Chief Engineer,<br>Under Secy. Cadre  | Rs.450.00 p.m. |
| 3. Addl. Chief Engineer and<br>equivalent post viz. Jt.<br>Secy./Director of Road<br>Research   | Rs.450.00 p.m. |
| 4. Employees posted to<br>technical (Drawing) &<br>Design Branches of the<br>offices of the Chief<br>Engineer/Addl. Chief<br>Engineer/Superintending<br>Engineer/Executive<br>Engineer including the<br>office of the Estate Officer<br>PWD.<br>(i) SDO/Asstt. Engineer | Rs.300.00 p.m. |

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|--|----------------|
| (ii) Sub-Engineer Gr.I/<br>Draftsman Gr.I/<br>Surveyor Gr.I              | Rs.225.00 p.m. |
| (iii) Sub-Engineer<br>Gr.II/Draftsman<br>Gr.II/Surveyor Gr.II            | Rs.150.00 p.m. |
| (iv) Sub-Engineer<br>Gr.III/Draftsman<br>Gr.III/Tracer/Section<br>Asstt. | Rs.100.0 p.m.  |
| 5. S.D.O. i/c PWD Sub-<br>Division                                       | Rs.300.0 p.m.  |

XV. PRINTING AND STATIONERY

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|----------------|----------------|---|
| 1. Head Reader | Rs.150.00 p.m. | Subject to a review<br>after the finalisa-<br>tion of the MS<br>(ROP) Rules,<br>1997. |
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XVI. COMMUNITY AND RURAL DEVELOPMENT

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|--------------------------------|----------------|
| 1. Officer on Special Duty (T) | Rs.450.00 p.m. |
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XVII. LABOUR

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|---|---------------|
| 1. Commandant Meghalaya Civil<br>Task Force | Rs.500.0 p.m. |
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XVIII. HOUSING

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|------------------------------------|----------------|
| 1. Architectural Draftsman Grade I | Rs.200.00 p.m. |
| 2. Sub-Engineer Grade I            | Rs.200.00 p.m. |
| 3. Tracer                          | Rs.100.00 p.m. |
| 4. Surveyor Gr.I                   | Rs.200.00 p.m. |
| 5. Surveyor Gr.II                  | Rs.150.00 p.m. |

XIX. URBAN AFFAIRS

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|------------------------|----------------|
| 1. Architect           | Rs.450.00 p.m. |
| 2. Dist. Urban Planner | Rs.450.00 p.m. |
| 3. Asstt. Engineer     | Rs.300.00 p.m. |
| 4. Senior Surveyor     | Rs.200.00 p.m. |

5. Sub-Engineer Gr.I	Rs.200.00 p.m.
6. Planning Draftsman Gr.I	Rs.200.00 p.m.
7. Asstt. Cartographer	Rs.150.00 p.m.
8. Surveyor Grade II	Rs.150.00 p.m.
9. Tracer	Rs.100.00 p.m.
10. Sub-Engineer Gr.II	Rs.150.00 p.m.
11. Planning Draftsman Gr.II	Rs.150.00 p.m.
12. Section Asstt.	Rs.100.00 p.m.
13. Asstt. Urban Planner	Rs.200.00 p.m.
14. Asstt. Architect	Rs.200.00 p.m.
15. Cartographer	Rs.200.00 p.m.

XX. PERSONNEL AND ADMINISTRATIVE REFORMS (B)

1. Nazir (DC's Office)	Rs.200.00 p.m.
2. Nazir [SDO (Civil) Office]	Rs.125.00 p.m.

XXI. REVENUE

1. Asstt. Director of Land Records	Rs.300.00 p.m.
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XXII. TRANSPORT

1. Secretary State Transport Authority	Rs.400.00 p.m.	For officer in addl. charge of Secretary STA/RTA
2. District Transport Officer (Secy, Regional Transport Authority)	Rs.350.00 p.m.	
3. Assistant Auditor	Rs.200.00 p.m.	

XXIII. RAJ BHAVAN

1. Aide-de-camp to Governor :	
(i) Addl. S.P./S.P. rank	Rs.350.00 p.m.
(ii) Dy. S.P.	Rs.300.00 p.m.

XXIV. DEPARTMENTAL

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|---|----------------|
| 1. Secretaries to Government              | Rs.800.00 p.m. |
| 2. Head of Department<br>(for all cadres) | Rs.500.00 p.m. |

XXV. (a) CASHIERS/ASSISTANT HANDLING CASH :

<u>Amount of average monthly cash handled</u>	<u>Rate of Spl. pay per month</u>
1. Upto Rs.10,000.00	Rs.100.00 p.m.
2. Rs.10,001.00 to Rs.50,000.00	Rs.125.00 p.m.
3. Rs.50,001.00 to Rs.1,25,000.00	Rs.150.00 p.m.
4. Rs.1,25,001.00 to Rs.2,50,000.00	Rs.200.00 p.m.
5. Rs.2,50,001.00 and above	Rs.250.00 p.m.
(b) Duftry detail for Treasury and Bank duties	Rs. 75.00 p.m.

2. The Governor of Meghalaya is also pleased to order that 50% of the arrears upto 31.7.97 accruing on account of the revised rates of special pay herein sanctioned shall be released in cash and 50% shall be credited to the respective General Provident Fund Account of the Government employees. In the case of the employees who have since retired from service or who have since died or due to attain the age of superannuation with in the next six months from 1<sup>st</sup> September, 1996, the deduction at source shall not be made. In their cases the arrears accruing out of the revised rates shall be released in full. In respect of those employees who have overdrawn the Special pay in the context of the revised rates herein sanctioned, the amount overdrawn shall be adjusted in full from their arrear claim.

3. The payment of the special pay herein sanctioned shall be credited to the head of account from which the employees draw their salaries.

4. This order shall take effect from 1<sup>st</sup> January, 1996.

Sd/- C.D. KYNJING  
Secretary to the Govt. of Meghalaya,  
Finance Department.

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Memo No.F(PR)-75/97/1(A)

Dated Shillong, the 4<sup>th</sup> October, 1997.

Copy to :-

1. The accountant General (Accounts) Meghalaya etc. Shillong-1 for information and necessary action. (25 copies)
2. The Accountant General (Audit) Meghalaya etc. Shillong-1.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers (Civil).
6. All Treasury Officers/Finance & Accounts Officers/Financial Advisers.
7. Secretary, Meghalaya Legislative Assembly, Shillong.
8. The Director, Printing & Stationery for publication in the next issue of the Meghalaya Gazetted and supply of 500 printed copies of the Office Memorandum.

By order etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,  
Finance (Pay Revision) Department.

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