

IX PAY REVISION COMMISSION-2010

QUESTIONNAIRE

**IX Pay Revision Commission-2010, Government of Kerala
Legislature Complex, Vikas Bhavan P.O ,
Thiruvananthapuram - 695 033**

IX PAY REVISION COMMISSION - 2010

PART I – INTRODUCTION

1.1. Government of Kerala vide G.O(MS)No.81/2010/Fin dated 20.2.2010 have appointed the 9th Pay Revision Commission consisting of the following members to study and make recommendations on revising the pay and allowances and other benefits of the State Government employees including teachers and non-teaching staff of Aided Educational Institutions and Local Bodies.

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|----|----------------------------------|------------|
| 1. | Justice R. Rajendra Babu (Retd.) | - Chairman |
| 2. | Dr. P. Mohanan Pillai | - Member |
| 3. | Adv. P. Venugopalan Nair | - Member |

The terms of Reference (TOR) of the Commission are as follows:

- (i) To consider and suggest modifications if found necessary for the pay and allowances of
 - (a) Posts under Government service including part-time Contingent Service and Casual Sweepers.
 - (b) Posts including part-time posts and casual sweepers under Educational Institutions of the Government, Aided Schools and Colleges and also such institutions covered by direct payment scheme excluding those posts covered by UGC/AICTE etc. scheme of scales of pay and also posts for which Central scales of pay have already been allowed such as teaching staff in Medical Colleges, Judicial Officers etc.
 - (c) Posts under Local Bodies and University employees except those posts covered by AICTE/UGC/Central Scheme.
- (ii) To examine the present structure of pay and allowances and other emoluments and service conditions including promotional avenues and fringe benefits available to the above categories of employees and suggest changes

which may be desirable and feasible keeping in view inter-alia the need for greater social accountability and efficiency of administration.

- (iii) To examine and suggest changes if any to the benefits available to service pensioners.
- (iv) To suggest remedies for the anomalies caused due to the last pay revision and to suggest measures to avoid cascading effects if any, likely to be caused by such anomalies.
- (v) To examine and assess the additional financial commitment for implementing the pay revision with effect from 1.7.2009
- (vi) While considering the above issues, the need for bringing down the wide disparity if any existing between different scales in Government service shall be kept in mind.
- (vii) While considering the above issues the need for a gender sensitive service structure shall also be kept in mind.

1.2 The Pay Revision Commission desires to gather the views of Heads of Departments, Service Organisations and other agencies/individuals having interest in its TOR for which a questionnaire has been prepared and appended. In Part II & III a background note on the existing pay structure and a brief description regarding the expenditure towards salary as well as pension which are being directly met from the Consolidated Fund of the State Government are given. The salary expenditure indicated also include the salary in respect of officers in All India Services (IAS/IPS/IFS etc), College teachers/non-teaching staff (Government and Aided) drawing UGC pay scales, Engineering College teachers/non teaching staff (Govt./Aided) drawing AICTE pay scales, as their salary expenditure are also booked under the Consolidated Fund of the State. However the University employees/ Teachers whose salary is being paid from the respective University funds and the employees of LSGD institutions (Corporations/Municipalities/Zilla Panchayats/Block Panchayats/Grama Panchayats) whose salary is being met from the respective Local Body funds are not covered here.

1.3 It is made clear that the contents or phrasing of the questionnaire should not be taken as indicative of the views of the Pay Revision Commission.

PART II - BACKGROUND NOTE

- 2.1 Scales of Pay: The scales of pay of the employees of Kerala Government were revised nine times since the formation of the State of Kerala. The Last Pay Revision Commission (2004) was headed by Sri. R. Narayanan IAS(Retd). Based on the report of the said Pay Revision Commission, State pay scales were revised with effect from 1.7.2004. But arrears of salary on fixation of pay in the revised pay scales for the period from 1.7.2004 to 31.3.2005 were ordered to be notional. Arrears from 1.4.2005 to 28.2.2006 was credited to Provident Fund Account. Orders were issued accordingly in G.O(P)No.145/06/Fin dated 25.3.2006.
- 2.2 There are at present 4,88,691 (2009-10) employees (permanent and temporary) including All India Service Officers, Officers covered by UGC/AICTE, teaching/non teaching staff of Aided Schools/Colleges etc., part-time contingent employees/sweepers, employees on consolidated pay etc. whose salary is directly paid from the Consolidated Fund of the State. (Please refer to Table1 & Table 2 below).

TABLE - 1

Number of employees getting salary directly from Government

Category	Number of Employees (2009-2010)
Government employees including officers of All India Services, UGC/AICTE/PT etc.	3,53,426
Aided School teachers	1,08,529
Aided School non-teaching staff	8,765
Private College teachers	9,942
Private College non-teaching staff	6,159
Private Engineering College teachers	703
Private Engineering College non -teaching staff	665
Private Ayurveda Medical College Teachers	98
Private Ayurveda Medical College Non-teaching staff	196
Private Homoeo Medical College Teachers	109
Private Homoeo Medical College Non-teaching staff	99
TOTAL	4,88,691

TABLE - 2**Employees under different category of services. (2009-2010)**

Category	Permanent	Temporary	Total
Employees on State scales of pay	4,34,696	38,582	4,73,278
Employees on consolidated pay	273	155	428
All India Services (IAS/IPS/IFS etc.)	216	18	234
Employees on UGC pay scales (except university teachers)	11,034	1	11,035
Employees on AICTE pay scales (except University teachers)	3,206	100	3,306
Judicial	345	65	410
Total	4,49,770	38,921	4,88,691

2.3. The salary expenditure during 2009-10 (Revised Estimates) is Rs.10145.65 crores. Total Revenue receipts during 2009-10 (Revised Estimate 2009-10) is Rs.26526.49 crores. This shows that the total salary expenditure for 2009-10 is 38.25% of the total revenue of the State. (Please refer to Table 3 below)

TABLE - 3**Salary expenditure during 2009-10**

Amount Rs. in crores

Sl. No	Item	Total Revenue	Salary expenditure	Expenditure as % of revenue
1.	Salary from Revenue heads	26526.49	6867.66	26
2.	Salary from Capital head		29.89	
3.	Salary to teachers/Staff of Aided Schools & Colleges coming under direct payment		3248.10	12.25
Total		26526.49	10145.65	38.25

2.4 As per G.O(P)No.145/2006/Fin dated 25.3.2006 ,there are 24 pay scales (existing). The first 6 numbers of pay scales were subsequently modified as per G.O(P)No.262/2007(59)/Fin dated 19.6.2007. Corresponding changes in the time bound grade pay scales were also made in the G.O dated 19.6.2007. The master scale introduced in the G.O dated 25.3.2006 was also suitably modified in the G.O dated 19.6.2007. The list of scales of pay as revised in G.O(P)No.145/2006/Fin dated 25/03/06 and modified as per GO(P) No. 262/2007/ (59) Fin dated 19.6.2007 is given as Annexure I to this background note. Thus the existing lowest scale of pay is Rs.4510-6230 and the highest scale of pay is Rs.26,600 - 33750. Out of the total 4.89 lakhs employees majority are in the stage of pay which is less than Rs.10,000/- p.m. as shown below.

Employees who are receiving pay less than Rs.10,000/-p.m	57.27%
Those who are drawing above Rs.10,000/- but below Rs.20,000/-p.m.	40.99%
Those who are drawing more than Rs.20,000/ -p.m.	1.74%

The maximum basic pay admissible to State employees as per the 2004 Pay Revision is Rs.33750/-. 316 numbers of officers are drawing monthly pay of Rs.50, 000/- and above. They include 234 numbers of All India Service Officers and teachers in Government Medical, Dental, Nursing and Para Medical Colleges whose pay scales were revised in G.O(P)No.425/2009/H&FWD dated 14.12.2009. The remuneration of part-time contingent employees and sweepers revised in G.O(P)No.145/06/Fin dated 25.03.06 was also modified as per G.O(P)No.262/07(59)/Fin. Dated 19.06.2007 as shown below with retrospective effect from 1.07.2004.

<i>Sl.No</i>	<i>Category</i>	<i>Revised</i>	<i>Modified</i>
1	Night School Teachers and Librarians (category -1 referred to the Kerala Part-time contingent service)	Rs.3000/- + DA	Rs.3100/- + DA
2	Part -time sweepers, cleaners, whose, area of work is 400 sq.m and above but below 800 sq.m etc.	Rs.2500/- + DA	2700/- + DA
3	Part-Time Sweepers/Cleaners whose area of work is 100 sq.m and above but below 400 sq.m	Rs.2100/- + DA	Rs.2300/- + DA

Officers drawing higher pay

Pay range	Number of Officers
50,000-60,000	199
60,000-70,000	38
70,000-80,000	17
80,000-90,000	3
90,000-1,00,000	56
Above 1,00,000	3
Total	316

2.5 The scheme of time bound higher grade to employees who remain in the entry cadre without adequate promotional avenues was liberalised and the span of 10,18 & 23 years modified as 8,16 and 23 years in the 2004 Pay Revision. The length of service required for a fourth grade in the case of employees in the lowest scale of pay Rs. 4510-6230 was also reduced to 28 years. They are eligible for four higher grades on completion of 8, 16, 23 and 28 years. Those in the entry posts with Pay scales ranging from Rs.4630 -7000 to 7990-12930 are eligible for 3 higher grades and those on entry posts with pay scales ranging from 8390-13270 to 12250-19800 are eligible for two higher grades. For direct recruits against posts carrying the scale of Rs.12930-20250 to 16650-23200, one higher-grade promotion is given as detailed below.

<i>Revised scale of pay in the entry post</i>	<i>Time bound higher grade for 8 years of service in the entry post.</i>
12930-20250	13610-20700
13610-20700	16650-23200
16650-23200	20700-26600

For incumbents in posts on scales of pay above Rs.16650-23200, no time bound higher grade is admissible.

2.6 In the matter of Dearness Allowance the State Government have since 1967 been following the Central pattern. The third Central Pay Commission in its scheme of revision of scales of pay recommended the merger of Dearness Allowance admissible with reference to All India Consumer Price Index (AICPI) of 272 points (base 1960=100). The State Government accepted this recommendation. One instalment of DA increase was being sanctioned for every eight point rise in twelve monthly average of consumer price index above 272 points. In the 1983 pay revision Dearness Allowance at 488 points consumer price index got merged with the pay in formulating the new scales of pay with effect from 1.7.1983. The Fifth Kerala Pay Commission (1988) recommended the fixation of minimum emoluments at par with the Central Government, viz. Rs.750 at 608 points of AICPI and the same was accepted by the Government. The Pay Equalization Committee (1992) did not touch upon the question of fixing emoluments with reference to AICPI as their task was "to determine and recommend compatibility of post with those under the Central Government". In the 7th Pay Revision 1997 the Dearness Allowance on pay at 1510 points of AICPI (1960=100), at the rate admissible as on 1.1.1996 was merged with the pay. As per the recommendations of the Fifth Central Pay Commission, Government of India have sanctioned the merger of 50% of DA/DR into the basic pay/pension to Central Government Employees/pensioners with effect from 1.4.2004. The previous revision of State pay scales was done by merging 59% of DA out of the then existing 64%. The Rates of DA admissible in the existing scale of pay is shown as Annexure II to this note.

2.7 The existing rates of HRA given to employees are as shown below:

Pay Range	B Class City Rs.	C Class City/Town Rs.	Town not in B&C Class Rs.	Other places Rs.
4510-4589	250	190	190	150
4590-7299	400	280	280	
7300-13699	600	390	340	
13700-17099	750	500	380	
17100-20199	1000	680	380	
20200 & above	1200	790	380	

2.8 Special pay in lieu of higher time-scale of pay/other allowances are attached to selected posts in consideration of the special/higher responsibilities attached to those posts or in view of the especially arduous nature of work or specific additions to it. These include special allowance, PTA/PCA/NPA, Compensatory Allowance, Risk Allowance, Uniform Allowance, Project Allowance etc. The rates of Special allowance/Allowance now admissible vary from Rs.30 to Rs.4000 depending on the category of post and place of posting. The prevailing rates of special and other allowances came into effect from 1.4.2005 onwards.

PART III - SERVICE PENSION

3.1 Minimum qualifying service for earning pension is 10 years. Full pension is earned with a service of 30 years subject to proportionate reduction for lesser period of qualifying service. Fraction of less than a half year, if any, in the qualifying service above 9 years and 29 years respectively will be rounded off to the next completed year.

3.2 Consequent on the revision of pay scales of Government employees with effect from 1.7.2004 Government in G.O(P)No.180/06/Fin dated 18.4.2006 revised the pension and other related benefits. Accordingly the minimum basic pension stands revised to Rs.2400/- and the maximum ceiling of pension is 50% of the maximum of the highest scale of pay under State Government (ie. 50% of 33750/-). Pensioners/Family pensioners are being granted Dearness Relief (DR) as and when Dearness Allowance is granted to State Government Employees from time to time. (ie. with effect from 1.1.2005, 1.7.2005, 1.1.2006, 1.7.2006 etc.)

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- 3.3 Commutation of pension; an exchange of a portion of pension for a lump sum is permissible and the maximum pension that can be commuted is 1/3rd of basic pension since 1.4.1994. It is restored after 12 years (since 1.7.1988) from the date of commutation. At present for service pensioners under Government of India restoration is allowed after a period of 15 years. Only pensioners are permitted to commute and not their heirs or beneficiaries of Family Pension. According to the revision of pension ordered in GO(P) No. 180/2006/Fin dated 18/04/2006 the right of commutation of 1/3rd of basic pension has been enhanced to 40 %. But this benefit was made applicable only in the case of retirement on or after 1/3/2006 including those on UGC/AICTE/Medical Education Scheme/ Central Judicial Scales of Pay.
- 3.4 Death-cum-retirement Gratuity (DCRG) is paid to an officer at the time of retirement or to the family in case of death of the officer if the officer has completed 5 years of qualifying service or more. Maximum DCRG for retirement from 1.7.1978 is 16.5 times of the last month's emoluments. The maximum amount was limited to Rs.80,000/- from 1.3.1992. From 1.3.1997 the maximum amount was limited to Rs.2.8 lakhs. The ceiling on maximum amount of DCRG is Rs. 3.30 lakhs with effect from 1.4.2005. The maximum amount of DCRG for Central Government employees is Rs.10 lakhs at present.
- 3.5 Since 1.7.1988 pensioners who have completed the age of 65 were also granted medical allowance of Rs.25/- per month. In the 1997 Pay Revision it was enhanced to Rs.50/- per month and the age of eligibility was modified as 60 years. As per G.O(P) No.180/06/Fin dated 18.4.2006 Pensioners/Family Pensioners are eligible for medical allowance of Rs.100/-p.m. irrespective of their age with effect from 1.3.2006. Consequent on the unification of date of retirement all the Government employees and teachers who have completed the age of 55 during the course of the Financial Year-2009-2010 are to retire from service on 31/3/2010. There was therefore no substantial increase in the expenditure towards pensionary benefits during 2009-10. The retirement of a large number of employees at a stretch on 31/3/2010 may cause considerable increase in the pension liability of the Government at the beginning of next year. The statement showing the expenditure towards disbursement of pensionary claims during 2008-09 and 2009-10(RE) and the estimated pensionary claim during the ensuing year (2010-11) is given below.

Rs. in crores

<i>Item</i>	<i>2008-09 Actual expenditure</i>	<i>2009-10 RE</i>	<i>2010-11 Budget Estimates</i>
State Service Pension Including ex-gratia pension etc.	2423.36	2607.57	2785.03
State aided educational institution pension.	624.60	680.26	727.24
Commutation of pension)	587.19	425.01	700.01
Gratuities	420.10	330.25	500.27
Family Pension	414.19	434.41	479.73
Leave encashment benefit.	156.10	75.00	157.50
Total	4625.54	4552.50	5349.78

Total number of State Pensioners at present is 4.50 lakh approximately. Around 20,000/- numbers of employees including teachers/non-teaching staff in Aided Educational Institutions are due to retire from service on 31.03.2010.

QUESTIONNAIRE

SECTION-1

REVISION OF PAY SCALES, PROMOTION PROSPECTS, ETC.

1. What are the defects, if any, of the present structure of pay and allowances?
2. At present 38.25% of the State's total revenue is being incurred for pay and allowances of State Govt. employees and teachers. In view of the above financial position, what measures do you suggest for:
 - a) Rationalising the pay and allowances
 - b) Improving the pay and allowances
3.
 - a) What should be the ideal number of Pay Scales? If it is different from the existing number, please indicate the needed specific changes.
 - b) Can scales of pay be allowed to Part-time Contingent employees?
 - c) If yes, what should be the criteria to be adopted?
4. The lowest monthly emoluments of a State Government employee as on 01.07.09 is Rs.7396/- [Pay+DA i.e, Rs.4510+(64% of Rs4510)]. As per the report of the Sixth Central Pay Commission, the lowest monthly pay recommended was Rs.6660 as on 01.01.06. But the Central Government enhanced the lowest pay to Rs. 7000/- w.e.f.01.01.2006. The monthly emoluments of a Central Government employee as on 01.07.2009 is Rs. 8890/- (7000 + 27% DA)
 - a) What is your view regarding the minimum emoluments of State Government employee? (Pay+DA)
 - b) If it is different from the present level, please give reasons.
 - c) Should there be any guiding principle governing the fixation of minimum emoluments particularly at the entry level?

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5. The maximum monthly emoluments of State Government employee as on 01.07.09 is Rs.55350/- (Pay+DA). What are your views about the maximum rates payable at State level?
6. The existing salary ratio between the highest and lowest post at state level is (i.e. the minimum of the lowest scale and of the highest scale) 1: 5.90
- a) Is this a fair ratio? Yes No
- b) If your answer is no, give reasons and also suggest a fair ratio
- c) When the All India Service is taken into account, the above ratio becomes 1: 11.43.
- d) Is this a fair ratio? Yes No
- e) If the answer is no, please give reasons.
7. a) Do you consider that the pay structure of Government employees should be related to:
- i) Earning levels in alternative avenues
- ii) Resources of the State
- iii) Cost of living of a family of average size of four adult members
- b) Do you consider that the minimum pay in the State service should bear any relation to any or all of the following?
- i) Per capita income of the State Yes No
- ii) Minimum wage in Industrial sector Yes No
- iii) Minimum wage in Agricultural sector Yes No
- iv) Need based minimum wage Yes No
- v) Cost of living Yes No
- vi) All of the above Yes No
- vii) Any other factors (specify)

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8. a) Please rank the following factors for fixing the pay scale of State employees (Write the ranks, 1-6, in the box provided against each question)
1. Nature of duties and responsibilities
 2. Qualifications required
 3. Expertise needed
 4. Levels of remuneration for comparable post under Central Govt., other State Govts., Central Public Sector Organizations in the State, State Public Sector Organization, Autonomous Institution under the State Government
 - 5) Prospects of promotion
 - 6) Experience in the specific task
 - 7) Any other factors (please specify)
9. Do you consider that the total establishment cost of the State Government should bear any fixed relations to the following?
- a) Gross revenue * Yes No
 - b) State's own revenue * Yes No
 - c) Revenue expenditure * Yes No
 - d) State domestic product Yes No
 - e) Ongoing Developmental projects Yes No

Note:*

a) *Gross Revenue includes*

i) *Tax Revenue*

ii) *Non-Tax Revenue*

iii) *Grant-in-aid from Government of India, etc.*

iv) *Share of Central Taxes*

b) *State's Own Revenue includes*

i) *Tax Revenue*

ii) *Non-Tax Revenue*

c) *Revenue Expenditure includes*

Expenditure on Plan and Non -Plan items coming under revenue account.

10. a) While constructing new scales of pay:

i) Should the existing DA in full be merged with pay. Yes No

ii) Should any portion of DA be merged with pay. Yes No

iii) Give reasons

b) At present there is uniform rates of increments due to the introduction of master scale. Is it desirable to continue in the present system or to switch over to different rates of increments to different scales of pay? Yes No

c) What according to you should be

i) Minimum increment?

ii) Maximum increment?

d) i. Should annual increment be an automatic enhancement of remuneration? Yes No

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- ii. Whether it should be related to efficiency and performance instead of being time bound? Yes No
- e) If yes, how can these be related to performance appraisal criteria?
- f) What should be the criteria for determining the rates of increments of different scales of pay?
- g) Is it desirable to sanction annual increment on the first day of a particular month for all. If so suggest the date & month.
11. Give your views on the prevailing schemes of granting:
- a) Stagnation increment
- b) Higher grades
- c) Time bound promotion
12. a) What criteria should be followed for fixation of pay in the revised scales.
Give details:
- b) Should weightage be given for length of service, merit or other factors over and above normal fixation? If so give your views.
- c) Is it desirable to continue the modified Rule of 28 (A) and 37 (a), of KSR applied for fixation of pay in the last Pay Revision?
13. What should be the relationship between?
- a) HRA and the Basic Pay.
- b) HRA and prevailing rent in the locality.
- c) What modifications would you suggest to HRA?
14. a) Do you think that other compensatory allowances given are adequate to different categories of employees. Yes No

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- b) If inadequate give details.
15. Give your remarks on the existing schemes relating to the grant of
 - a) TA/Daily Allowance
 - b) PTA
 - c) PCA
 16. Does the present scheme relating to medical attendance rules require any change ?
 - a) If yes, give suggestions.
 - b) Suggest measures to discourage misuse of the present system of medical reimbursement.
 - c) Any alternative system to suggest, specify.
 17. Whether Medical Insurance Scheme need be introduced? If yes, give suggestions.

SECTION II

ANOMALIES IN THE EXISTING PAY SCALES

1.
 - a) Are there any anomalies in the existing pay scales?
 - b) If yes, what are they?
 - c) Suggest measures to rectify them.
 - d) Whether there exists wide disparity among different scales of pay?
 - e) If so, what are your suggestions to reduce the disparity?
2.
 - a) Are there any grievances or disparities regarding pay and allowances and allied matters, which in your opinion have so far gone unnoticed or unaddressed.
 - b) If yes, please give details with suggestions for rectification.

SECTION III

PENSION

1. a) Do you consider advisable to retain the existing scheme of Pension in the State. Yes No
b) If no, give reasons.
2. If you feel that it requires changes, suggest the changes
3. What should be the minimum qualifying service for becoming eligible for full pension?.
4. What would be the ideal quantum of pension expressed as a percentage of pay last drawn?
5. Should there be a ceiling on pension? Yes No
6. Are there anomalies in the scheme 'One Rank One Pension'? If so what are they? Please explain.
7. Is it desirable to grant Family Pension to the family of persons in receipt of Compassionate Allowance?
8. a) Do you agree with the existing rules relating to encashment of earned leave at the time of retirement? Yes No
b) Give reasons if your answer is no.
9. a) Is there a case for service gratuity to be paid to those who complete only a short period of service? Yes No
b) If yes, give reasons.
10. Do you have any suggestions in the existing norms regarding death cum retirement gratuity?
11. Indicate the minimum and maximum death cum retirement gratuity to be fixed

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- 12 Have you come across any specific cases of anomalies or inadequacies as a result of the operation of the present pension rules? If so, please give examples with practical suggestions to rectify them.
- 13 a) Do you suggest any change in the scheme of voluntary retirement? Yes No
- b) If yes, what are your suggestions?
- 14 a) Do you consider that the scheme of liberalized family pension introduced from 1964 and revised from time to time is
Adequate Fair Inadequate
- b) Please give your suggestions if modification is required
- 15 Give your comments on the present rules and rate regarding the commutation of pension and the decision of the government to restore the commuted portion after 12 years?
- 16 a) Do you think that the medical benefit available to pensioners is adequate and effective Yes No
- b) Do you favour introducing a Pensioners' Medical Benefit/ Health Insurance Scheme? Yes No
- c) Specify details.
17. What difficulties, if any, are faced in the drawal of pension and what are your suggestions for its removal?
18. a) Do you think that the retirement age be raised? Yes No
- b) Do you think the raising of the retirement age would affect the employment prospects of the youth?. Yes No

SECTION IV

GENERAL

1. How will you measure the salary based on the concept of need-based minimum wage?
2.
 - a) What steps do you recommend for enabling the employees in lower pay scales to improve their qualification in order to secure entry in higher posts/services?
 - b) Do you think that modifications are required in the service rules to enable a Government servant to acquire higher relevant qualifications and better training? Yes No
 - c) Can efficiency and accountability of Government servant be objectively fixed? Yes No

If yes, give your views.

3. Is it not necessary to provide training to new recruits at the departmental level?

Give your suggestions.

4.
 - a) What steps would you advocate to ensure greater efficiency and accountability of Government servants in the performance of their duties?
 - b) In what manner can you define social accountability? Give details.
 - c) Do you think whether the interference from higher ups will exert enough influence in improving the quality and efficiency of Public Service?
 - d) Is it feasible to reduce the repetitive exercise of scrutiny of matters at several levels to avoid delay.
 - e) Is it necessary to make timely changes or modifications in the Office Procedure Manuals, Conduct Rules, KCS (C & A) Rules, KSSR etc. If so, furnish changes in brief.

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5. What change do you envisage to the role and functional responsibilities of Government employees in the rapidly changing context that more powers, functions and responsibilities are transferred to Local bodies,
 6. There is increasing use of various aids to administration and decision-making such as Personal Computers, Word Processors, etc.
 - a) In view of the above , what changes do you suggest in the prescribed qualifications for various posts?
 - b) Do you feel that knowledge of Word Processing should be made compulsory for certain categories?
 - c) Do you consider whether the present system of Departmental Promotion Committee is satisfactory? If not what are your suggestions for its improvements?
 7. At present earned leave can be accumulated up to a maximum of 300 days. What are your views?
 8. Do you think that wide disparity is existing in the promotional avenues of employees appointed to various Departments from the very same select list of PSC. Give your suggestions to overcome such a situation?
 9. Are there posts with same nature of duties with different scales of pay?.
 10. Is it desirable to make changes in the basic qualification for direct recruitment to any of the posts? If so, give details/suggestions.
 11. What are your views regarding the hours of work and public holidays in Government service?
 12. Do you have any suggestion for raising resources and for enforcing economy in Government expenditure in the context of development of the concept of e-governance so that the net effect of increased emoluments consequent on revisions of pay of Government employees may be kept within reasonable limits?
 13. Do you suggest any changes in the existing scheme of leave without allowance for taking up alternative employment? Yes No
If yes, what are the changes?

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14. Do you consider any changes in the scheme of compassionate employment scheme necessary or desirable? Yes No
If yes, give details
15. Is it necessary to provide special facilities for women employees in the institutions where they are working? If so give suggestions
16. Whether there are adequate hostel facilities for women employees. If not what are your suggestions to improve such facilities?
17. What are your suggestions to avoid posting of women employees in hilly areas where hostel facilities are not available?
18. Is it desirable to give priority to women employees in allotting Government quarters?
19. Is it desirable to grant Paternity Leave to husband, who has only less than two surviving children?
20. Is it desirable to provide opportunities for appointments in the same or other departments to those who are highly qualified and continuing in lower posts? Yes No
If yes, what are your suggestions?
21. Do you think, introducing e-governance will improve efficiency of Government employees?

Department

Signature

Name & Address

Email :

Telephone Number :

www.finance.kerala.gov.in/prc9

ANNEXURE -1

REVISED SCALE OF PAY WITH EFFECT FROM 01.07.2004

Existing scale of pay	Revised scale of pay
2610-60-3150-65-3540-70-3680	4510-120-4990-130-5510-140-5930-150-6230
2650-65-3300-70-4000-75-4150	4630-120-4990-130-5510-140-5930-150-6680-160-7000
2750-70-3800-75-4625	4750-120-4990-130-5510-140-5930-150-6680-160-7480-170-7820
3050-75-3950-80-5230	5250-130-5510-140-5930-150-6680-160-7480-170-7990-200-8390
3350-80-3830-85-5275	5650-140-5930-150-6680-160-7480-170-7990-200-8790
3590-85-4100-100-5400	6080-150-6680-160-7480-170-7990-200-9590-240-9830
4000-90-4090-100-6090	6680-160-7480-170-7990-200-9590-240-10790
4500-100-5000-125-7000	7480-170-7990-200-9590-240-10790-280-11910
4600-100-5000-125-7125	7990-200-9590-240-10790-280-11910-340-12930
4600-100-5000-125-5750-150-8000	
5000-125-5750-150-8150	8390-200-9590-240-10790-280-11910-340-13270
5250-125-5750-150-8150	8790-200-9590-240-10790-280-11910-340-13610
5500-150-6100-175-9075	9190-200-9590-240-10790-280-11910-340-13610-380-15510
5800-150-6100-175-9425	9590-240-10790-280-11910-340-13610-380-16650
6500-175-7550-200-10550	10790-280-11910-340-13610-380-16650-450-18000
6675-175-7550-200-10550	11070-280-11910-340-13610-380-16650-450-18450
7200-200-7800-225-11400	11910-340-13610-380-16650-450-19350
7450-200-7650-225-11475	12250-340-13610-380-16650-450-19800
7800-225-8475-250-12975	12930-340-13610-380-16650-450-20250
8250-250-9250-275-13650	13610-380-16650-450-20700
10000-300-10600-325-15150	16650-450-20700-500-23200
12000-350-12700-375-15325	20700-500-23200-550-25400-600-26600
12600-375-15600	
14000-400-18000	23200-550-25400-600-26600-650-31150
14300-400-18300	25400-600-26600-650-33100
16300-400-18300	26600-650-33750
16300-450-19900	
<u>Master Scale</u>	
4510-120-4990-130-5510-140-5930-150-6680-160-7480-170-7990-200-9590-240-10790-280-11910-340-13610-380-16650-450-20700-500-23200-550-25400-600-26600-650-33750	

ANNEXURE -2

Dearness Allowance admissible from 1.1.2005

Date from which payable	Percentage increase of DA per Month	Total DA
1.7.2004	5%of Pay	5%of Pay
1.1.2005	3%of Pay	8%of Pay
1.7.2005	4 % of Pay	12 % of Pay
1.1.2006	3% o of Pay	15 % of Pay
1.7.2006	5 % of Pay	20% of Pay
1.1.2007	6 % of Pay	26 % of Pay
1.7.2007	6 % of Pay	32 % of Pay
1.1.2008	6 % of Pay	38 % of Pay
1.7.2008	7 % of Pay	45 % of Pay
1.1.2009	10 % of Pay	55 % of Pay
1.7.2009	9 % of Pay	64 % of Pay