**Training Module for – ‘Pay Fixation’ (Fixation and Revision of Pay)**

|  |  |
| --- | --- |
| **Name of the Package of Courses** | **Functional Efficiency** |
| **Duration of the Course** | **Two days** |
| **Number of Sessions** | **08 (Eight)** |
| **Training Branch** | **I** |
| **Name of Course Coordinator** | **Sh. Aseem Kumar Goel (Assistant Director)** |

|  |  |
| --- | --- |
| **SESSION** | **TOPIC** |
| **DAY- 1 (16.01.2023)** | |
| **I & II**  **(10.00 AM to 12.45 PM)** | **Delegation of Financial Powers and preparation of Pay Arrears bills** |
| * Delegation of Financial Powers Rules, 1978 * Powers of HOD * Powers of HOO * Powers of DDO * Pay Bills * Open Session to address queries |
| **III & IV**  **(01.45 PM to 04.30 PM)** | **ACP and MACPS** |
| * Background of the scheme * ACP – promotion or financial up-gradation * Sixth / Seventh Pay Commission * Modified Assured Career Progression Scheme   **Examples and Illustrations** |
| **DAY- 2 (17.01.2023)** | |
| **I & II**  **(10.00 AM to 12.45 PM)** | **Pay Structure & Allowances** |
| * About Pay Bands, Grade pay * Increments, Various components of Pay * All pay related Allowances * Deductions from Pay * Recoveries & Court Attachments * Preparation of Pay Bill * Role of DDO & PAO in pay related matters |
| **III & IV**  **(1.45 PM to 4.30 PM)** | **Central Civil Services REVISED PAY RULS, 2016** |
| * Fixation of Pay on: * Promotion/Direct recruitment * Imposition of Penalty * Deputation * Re-employed Ex-servicemen * Grant of MACP * Financial effects of Penalties |
| Feedback, Course Closeout & Valediction |