



From

Additional Chief Secretary to Government Haryana  
Finance Department.

To

1. All the Addl. Chief Secretaries/Principal Secretaries to Govt. of Haryana
2. Registrar (General), the High Court of Punjab & Haryana.
3. All the Head of Departments of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Dy. Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.
7. Secretary, Haryana Bureau of Public Enterprises.

Memo No. 1/20/2016-5PR (FD)  
Dated, Chandigarh the 15.03.2024

**Subject:- Clarification regarding fixation of pay of Clerks as per Finance Department orders dated 08.02.2024.**

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I am directed to invite your attention towards Finance Department orders dated 08.02.2024 vide which the Functional Pay Level of the post of Clerk was modified from FPL-2 to FPL-3 with prospective effect. Now, it has come to the notice of the Finance Department that the pay fixation as per FD's order dated 08.02.2024 is being done on notional basis w.e.f. their date of joining of existing Clerk. However, the pay fixation on account of modification of pay level of the post of Clerk **is required to be fixed with prospective effect U/R 27/28 of HCS (Pay) Rules 2016 not on notional basis**, which is clear from examples given below:-

**Example No.1**

**A fresh entrant Clerk who has been appointed on dated 08.02.2024, his pay will be fixed in the following manner:-**

Date	FPL-2	FPL-3	Remarks
08.02.2024	--	21700	Date of joining as Clerk. (In view of FD's letter dated 08.02.2024)
<b>N.D.I. - 01.01.2025</b>			

**Example No.2 & 3**

**The existing Clerks who were appointed/joined on 08.02.2020 and 20.07.2020 and have passed SETC on 05.03.2021. After modification of pay level i.e. FPL-3 w.e.f. 08.02.2024, as per rules their pay will be fixed in the following manner:-**

**Example 2 (Existing Clerk joined on 08.02.2020)**

Date	FPL-2	FPL-3	Remarks
08.02.2020	19900	--	Date of joining as Clerk
01.01.2021	(20500) (N)	--	Annual Increment on notional basis due to non-passing of SETC
05.03.2021	20500	--	Passed SETC
01.01.2022	21100	--	Annual Increment
08.02.2022	21100	--	Probation period completed successfully
01.01.2023	21700	--	Annual Increment
01.01.2024	22400	--	Annual Increment
08.02.2024	(22400)	22400	Pay fixed under Rule 27 of HCS (Pay) Rules, 2016 in modified FPL-3 as per Finance Department's letter dated 08.02.2024
08.02.2024	--	23100	Granted one increment as per Finance Department's letter dated 08.02.2024 on passing of SETC and successful completion of probation period
<b>N.D.I. - 01.01.2025</b>			



**Example 3 (Existing Clerk joined on 20.07.2020)**

Date	FPL-2	FPL-3	Remarks
20.07.2020	19900	--	Date of joining as Clerk
05.03.2021	19900	--	Passed SETC
01.07.2021	20500	--	Annual Increment
01.07.2022	21100	--	Annual Increment
20.07.2022	21100	--	Probation period completed successfully
01.07.2023	21700	--	Annual Increment
08.02.2024	(21700)	21700	Pay fixed under Rule 27 of HCS (Pay) Rules, 2016 in modified FPL-3 as per Finance Department's letter dated 08.02.2024
08.02.2024	--	22400	Granted one increment as per Finance Department's letter dated 08.02.2024 on passing of SETC and successful completion of probation period
<b>N.D.I. - 01.07.2024</b>			

An existing Clerk who was appointed/joined on 21.07.2022 and passed SETC on 07.03.2023. After modification of pay level i.e. FPL-3 w.e.f. 08.02.2024, as per rules his pay will be fixed in the following manner:-

**Pay Fixation Example 4 (Existing Clerk joined on 21.07.2022) :-**

Date	FPL-2	FPL-3	Remarks
21.07.2022	19900	--	Date of joining as Clerk
07.03.2023	19900	--	Passed SETC
01.07.2023	20500	--	Annual Increment.
08.02.2024	(20500)	21700	Pay fixed under Rule 27 of HCS (Pay) Rules, 2016 in modified FPL-3 as per Finance Department's letter dated 08.02.2024
01.07.2024	(21100)	21700	A.I. not applicable due to provisions of Rule 27 of HCS (Pay) Rules, 2016.
21.07.2024	--	22400	Granted one increment as per Finance Department's letter dated 08.02.2024 on passing of SETC and successful completion of probation period
<b>N.D.I. - 01.01.2025</b>			

Therefore, it is clarified that the pay on account of modification of pay level, the pay should be fixed with prospective effect strictly in accordance with Rule 27 of HCS (Pay) Rules 2016.

Accounts Officer (PR)

for Addl. Chief Secretary to Govt. Haryana  
Finance Department