

No.1/20/2016-5PR (FD)
Finance Department, Haryana
Pay Revision Branch

Dated, Chandigarh, the 19th November, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of Departments of Haryana.
3. Registrar (General), the High Court of Punjab & 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. Member Secretary, Haryana Bureau of Public Enterprises.

Subject:- Regarding stepping up of pay of senior employee at par with that of junior employee.

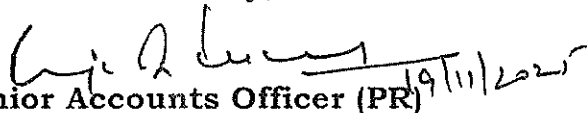
Sir/Madam,

I am directed to draw your attention towards instructions issued vide No.1/20/2016-5PR (FD) dated 20.12.2024 whereby it was decided by the State Govt. to consider the cases of stepping-up of pay/ACPL of senior employee at par with that of the junior employee in the spirit of Rule 12 of HCS (ACP) Rules, 2016 subject to the condition that the senior employee should have been eligible to get the ACP under the HCS (ACP) Rules. However, where pay of junior is otherwise higher due to personal reason, step-up to such extent shall not be admissible to the senior. The Finance Department had taken due care while issuing the instructions dated 20.12.2024 so that all the cases pertaining to stepping up of pay/ACPL of senior employees at par with their juniors could be covered.

However, it has been noticed that instead of examining these cases in view of the provisions contained in these instructions at their own level, stepping-up cases of Pay/ACPL of senior employees at par with their juniors are being referred to the Finance Department.

Therefore, it is requested to intimate whether any case pertaining to their department has come to their knowledge wherein the difference of Pay/ACPL of senior and junior arises but the same does not cover under the provisions of above said instructions. Such numbers of affected cadres/employee/cases may be brought into the notice of Finance Department with full facts so that matter could be further examined and necessary action be taken accordingly.

Yours Sincerely,


19/11/2025

Senior Accounts Officer (PR)

for Addl. Chief Secretary to Government Haryana,
Finance Department

Endst.No. 1/20/2016-5PR(FD)

Dated, Chandigarh, the 27.11.2025

A copy is forwarded to the Computer In-charge, Finance Department to upload the circular on the website.



Accounts Officer (PR)

for Addl. Chief Secretary to Govt. Haryana
Finance Department