

No. 10515/CPC/DGNCC/Pers(C)/ /D(GS-VI)/2009
Government of India
Ministry of Defence
New Delhi, dated July 2009

To

The Director General
National Cadet Corps
West Block-IV, RK Puram
New Delhi-110066

Subject: REVISION OF PAY SCALES/FIXATION OF INITIAL PAY IN THE REVISED SCALES AND REGULATION OF PAY ON PROMOTION - NCC WHOLE TIME LADY OFFICERS

Sir,

In pursuance of the recommendations of the Sixth Central Pay Commission and the Government decision thereon, I am directed to convey the sanction of the President for revision of the existing pay scales of NCC Whole Time Lady Officers with effect from 01 Jan 2006 and fixation of pay in the revised scales in accordance with the provisions contained in the succeeding paragraphs.

2. Definitions in this sanction letter unless the context otherwise requires:-

(a) **“Existing Basic Pay”** means pay drawn in the prescribed existing pay scale of the rank, including stagnation increment(s), but does not include any type of pay like special pay etc. Basic pay does not include Flying Qualification Pay/Allowance, Technical Allowance, Personal Pay or any other special Pay.

(b) **“Rank Pay”** means the Rank Pay admissible to NCC Whole Time Lady Officers.

(c) **“Existing Scale”** in relation to an officer means the present scale applicable to the rank held by the officer as on 01.01.2006 in a substantive capacity.

(d) **“Existing emoluments”** means the sum of (i) existing Basic Pay, (ii) rank pay (iii) Dearness Pay appropriate to the Basic Pay and Rank Pay and (iv) Dearness Allowance appropriate to the Basic Pay + Dearness Pay plus Rank Pay at index average 536(1982=100)

(e) **“Pay in the pay band”** means the pay drawn in the running pay bands specified in column (5) of Tables given at Para 3 below.

(f) **“Grade Pay”** is fixed amount corresponding to a pre-revised pay scale/rank as specified in column (7) of Table given at para 3 below.

(g) **“Basic Pay”** in the revised pay structure means the sum of pay in Pay Band and the grade pay applicable, but does not include any other type of pay like special pay etc.

(h) **“Revised Pay Structure”** in relation to rank/post specified in column (2) of table at Para 3 below means the Pay Band and Grade Pay specified in column (6) and (7) of the said table, unless a revised pay band and grade pay or pay scale is notified separately for that post.

(j) **“Revised Emolument”** means the pay in the pay band plus the grade pay of the officer in the revised pay structure.

3. **Revised Pay Structure.** The revised pay structure will be as under:-

REVISED PAY STRUCTURE						
Sr. No	Rank	Existing		Pay Band / Scale	Corresponding	
		Pay Scale	Rank Pay		Pay Band / Scales	Grade Pay
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lt	8000-300-9800	-	PB-3	15600-39100	5400
2.	Capt	9300-300-11100	400	PB-3	15600-39100	6100
3	Maj	11300-325-14550	1200	PB-3	15600-39100	6600
4.	Lt Col	13100-400-16700	1600	PB-3	15600-39100	7600

4. **Drawal of Pay in the Revised Pay Structure.** Save as other wise provided in this instruction, an officer shall draw pay in the revised pay structure applicable to the rank which she is holding or to the post to which she is appointed in substantive capacity provided that;

(a) An officer may elect to continue to draw pay in the existing scale until the date on which she earns her next or any subsequent increment in the existing scale or until she vacates her post or ceases to draw pay in that scale.

(b) In cases where an officer has been placed in a higher pay scale between 01 Jan 2006 and the notification of this instruction on account of upgradation of pay scale etc., the officer may elect to switch over to the pay structure from the date of such promotion upgradation, etc.

Explanation 1 – The option to retain the existing scale under the proviso to this rule shall be admissible only in respect of one existing scale.

Explanation 2 – The aforesaid option shall not be admissible to any officer appointed to a post on or after the 1st of January, 2006, whether for the first time in Government service or by transfer from another post and she shall be allowed pay only in the revised pay structure.

5. Exercise of Option

(a) The option under the proviso to Para 4 above shall be exercised in writing in the form given at appendix 'A' to this instruction so as to reach CDA (O) within three months of the date of publication of this instruction or where an existing scale has been revised by any order made subsequent to that date, within three months of the date of such order, provided that;

(i) In the case of an officer who is, on the date of such publication or, as the case may be, date of such order, out of India on leave or foreign service or active service, the said option shall be exercised in writing so as to reach the CDA(O) within three months of the date of resuming duties in India; and

(ii) Where an officer is under suspension on the 1st day of 2006, the option may be exercised with three months of the date of return to her duty if that date is later than the date prescribed in this rule.

(b) The option shall be intimated by the officer to CDA(O) through her unit.

(c) If the intimation regarding option is not received within the time prescribed in this instruction, the officer shall be deemed to have elected to the revised pay structure with effect from the 1st day of January, 2006.

(d) The option once exercised shall be final.

Note 1 - Persons whose services were terminated on or after the 1st day of January, 2006 and who could not exercise the option within the prescribed time limit, on account of discharge on expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary grounds, are entitled to the benefits of this rule.

Note 2 - Persons who have died on or after the 1st day of January, 2006 and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2006 or such later date as is most beneficial to their dependents, if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears should be taken by the CDA(O).

Note 3 - Persons who were on annual leave or other leave on 01 Jan 2006 which entitled them to leave salary shall be allowed the benefit of this rule.

SECTION II – FIXATION AND REGULATION OF PAY OF OFFICERS COMMISSIONED PRIOR TO 01 JANUARY 2006

6. Fixation of initial Pay in the Revised Pay Structure

(a) The initial pay of an officer who elects, or is deemed to have elected under para 5 to be governed by the revised pay structure on and from the 1st day January, 2006, shall be fixed in the following manner:-

(i) The pay in the relevant pay band/pay scale will be determined by multiplying the existing basic pay and rank pay as on 01 Jan 2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10. **Illustration 1** in this regard is given at Appendix 'B' to this instruction.

(ii) If the minimum of the revised pay band/pay scale is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised pay band/pay scale.

(b) In the case of officers who are in receipt of special pay/allowance in addition to pay in the existing scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of sub para (a) above.

(c) In the case of officers who are in receipt of special pay component with any other nomenclature in addition to pay in the existing scales, such as personal pay for promoting small family norms, Deputation Allowance, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised pay structure shall be fixed in accordance with provisions of sub para (a) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised pay structure from the date specified in the individual notification related to these allowances.

Note 1 - An officer who is on leave on the 1st January, 2006 and entitled to leave salary shall become entitled to pay in the pay structure from 01 Jan 2006 or the date of option for the pay structure. Similarly, where an officer is on study leave on first day of January, 2006 she will be entitled to the benefits under these rules from 01 Jan 2006 or the date of option.

Note 2 - An officer under suspension shall continue to draw subsistence allowance based on existing scale of pay and her pay in the pay structure will be subject to the final order on the pending disciplinary proceedings.

Note 3 - Where the 'existing emoluments' exceed the revised emoluments in the case of an officer, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

Note 4 - Where in the fixation of pay under para 6 (a), the pay of an officer who, in the existing scale was drawing immediately before the 1st day of January, 2006 more pay than another officer junior to her in the same arm/service, gets fixed in the revised pay band at a stage lower than that of such junior, her pay shall be stepped up to the same stage in the revised pay band as that of the junior.

Note 5 - Where an officer is in receipt of personal pay on the 1st day of January, 2006, which together with her existing emoluments exceeds the revised emoluments, then the differences of such excess shall be allowed to such officer as personal pay to be absorbed in future increases in pay.

Note 6 - In cases where a senior officer promoted to a higher rank/post before the 1st day of January 2006 draws less pay in the revised pay structure than her junior who is promoted to the higher rank/post on or after the 1st day of January, 2006, the pay in the pay band of the senior officer should be stepped up to an amount equal to

the pay in the pay band as fixed for his junior in that higher rank/post. The stepping up should be done with effect from the date of promotion of the junior officer subject to the fulfillment of the following conditions, namely:-

- (a) The pre-revised scale of pay and the revised grade pay of the lower and higher rank/posts in which they are entitled to draw pay should be identical.
- (b) The senior officer at the time of promotion should have been drawing equal or more pay than the junior.
- (c) The anomaly should be directly as a result of the application of the provisions of Fundamental Rule 22 or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower post, the junior officer was drawing more pay in the pre-revised pay scale than the senior by virtue of any advance increments granted to her, provision of this Note need not be invoked to step up the pay of the senior officer.
- (d) In case of officers whose date of next increment falls on 1st day of January 2006, the increment will be drawn in the pre-revised scale and pay fixed after including this increment in accordance with the tables given at Appendix 'C' to this instruction. Such officers would also get their next increment on 01 Jul 2006.

7. **Fixation of initial Pay in the Revised pay Structure of Officers**

Initial pay fixation of all officers would be as per tables given at Appendix 'C' to this instruction.

8. **Rate of increment in the Revised Pay Structure:** The rate of increment in revised pay structure will be 3% of the sum of the pay in the pay band and grade applicable which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. Illustration 2 in Appendix 'B' to this instruction refers.

9. **Date of next Increment in the Revised Pay Structure:** There will be uniform date of annual increment, viz 1st July of every year. Officers completing 6 months and above in the revised pay structure as on 1st July will be eligible to be granted the increment. The first increment after fixation of pay on 01 Jan 2006 in the revised pay structure will be granted on 01 Jul 2006 for those Officers for whom the date of increment was between 01 Jul 2006 to 01 Jan 2007. Further, all officers who earned their last increment

on 02 Jan 2005 and 01 Jan 2006 would get their next increment on 01 Jul 2006 provided that:

- (a) In the case of officers who had been drawing maximum of the scale for more than a year as on the 1st day of January 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January, 2006. Thereafter, provision of Para 9 would apply.
- (b) In cases where an officer reaches the maximum of her pay band, she shall be placed in the next higher pay band after one year of reaching such maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, she will continue to move in the pay band till her pay in the band reaches the maximum of PB-4 after which no further increments will be granted.

10. Fixation of Pay in the Revised Pay Structure subsequent to 01 Jan 2006:

Where an officer is drawing her pay in the existing scale and is brought over to the revised pay structure from a date later than the 1st January, 2006, her pay from the later date in the revised pay structure shall be fixed in the following manner:-

- (a) Pay in the Pay band will be fixed by adding the Basic Pay and Rank Pay applicable on the later date, the Dearness Pay applicable on that date and the pre-revised Dearness Allowance based on rates applicable as on 01 Jan 2006. This will be rounded off to the next multiple of 10 and then become the pay applicable in pay band. In addition to this, the grade pay corresponding to pre-revised pay scale/rank will be payable. Where the officer is in receipt of special pay, the methodology followed will be as prescribed in Para 6 (a), (b) or (c) as applicable, except that the Basic pay and Dearness Pay to be taken into account will be the Basic pay and Dearness Pay applicable as on that date, but Dearness Allowance will be calculated as per rates applicable on 01 Jan 2006.

Explanation : When the pay of an officer will be fixed on a date subsequent to 01 Jan 2006, the fitment tables annexed to this at Appendix 'C' will be used subject to other provisions to this instruction. The pre-revised pay to be reckoned in such cases shall be the pay of the officer on the day of such fixation.

**SECTION III – REGULATION OF PAY OF OFFICER PROMOTED/
COMMISSIONED ON OR AFTER 01 JAN 2006**

11. **Fixation of Pay on Promotion on or after 01 Jan 2006** : In the case of promotion from one grade pay to another in the revised pay structure, the fixation will be done as follows:-

(a) One increment equal to 3% of the sum of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion rank/post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay band also, the same methodology will be followed. However, if the pay in the band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.

(b) On promotion from one rank to another, an officer has an option to get her pay fixed in the higher post either from the date of her promotion or from the date of her next increment viz. 01 Jul of the year. The pay will be fixed in the following manner in the revised pay structure:-

(i) In case an officer opts to get her pay fixed from her date of increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher rank will be allowed. Further re-fixation will be done on the date of her next increment i.e. 1st July. On that day, she will be granted two increments; one annual and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account. **To illustrate** if the basic pay prior to the date of promotion is Rs. 100, first increment would be computed on Rs. 100 and the second on Rs. 103.

(ii) In case the officer opts to get her pay fixed in the higher grade from the date of her promotion, she shall get her first increment in the higher grade on the next 01 Jul if she was promoted between 02 Jul and 01 Jan. However, if she was promoted between 02 Jan and 30 Jun of a particular year, she shall get her next increment on 01 Jul of next year.

(iii) An officer will have the option, to be exercised within two months from the date of promotion, to have her pay fixed from the date of such promotion or to have the pay fixed from the

date of her next increment. Option once exercised shall be final. Form of option is given at Appendix 'E'.

(iv) If no option is exercised by the officer, CDA (O) will regulate fixation on promotion so as to provide most beneficial dispensation to the officer. Pay on promotion may be fixed in the following manner if it is more beneficial:-

(aa) In case promoted between 02 Jan and 30 Jun, fixation on promotion will be done from the date of her next increment i.e. 01 July.

(bb) In case promoted between 02 Jul and 01 Jan, the fixation on promotion will be done on the date of promotion of the officer.

(v) As one time measure, officers promoted on or after 01 Jan 2006 and before publication of this instruction, may exercise their option afresh within three months of the issue of this instruction. Form of option is given at Appendix 'E'.

Fixation of Pay of Officers Commissioned on or After 01 Jan 2006

12. Officers commissioned on or after 1st January 2006 shall draw pay in the revised scale given in para 3 including Grade Pay, if any, appropriate to the rank held at the time of commission.

Mode of Payment of Arrears of pay

13. The aggregate of arrears, computed after deduction of subscription at enhanced rate of DSOP Fund with reference to the revised pay may be paid in two installments, the first installment being restricted to 40% of the aggregate arrears. Orders in regard to the second installment of arrears will be issued separately. In authorizing the arrears, Income Tax due may be deducted and credited to Government in accordance with the instructions on the subject. In case an officer wishes to deposit her arrears in her DSOP Fund account, this may be permitted.

14. On fixation of pay in the revised pay bands and grade pay, as the case may be, pay and allowances for the month of September 2008 may be drawn and paid on the basis of revised pay structure and applicable allowances thereon after deduction of enhanced subscription to the DSOP Fund which will be calculated with reference to revised basic pay.

15. To expedite the authorization and disbursement of arrears claims for serving officers, arrears may be paid without pre-check of the fixation of pay

in the revised scales of pay. Action on drawl and disbursement of arrears should be completed immediately on receipt of necessary instructions. All officers have to give an undertaking at the time of disbursement of arrears as per Appendix 'D' to the effect that any excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised scales will be refunded by her to the government either by adjustment against future payments or otherwise.

Explanation – For the purpose of this provision;

(a) “Arrears of pay” in relation to an officer, means the difference between

(i) The aggregate of the pay and allowances to which she is entitled on account of the revision of her pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance) will be payable only with effect from 01st September 2008, and

(ii) The aggregate of the pay and allowances to which she would have been entitled (Whether such pay and allowances had been received or not) for that period had her pay and allowances not been so revised.

(b) “Relevant period” means the period commencing on the 1st day of January, 2006 and ending with the 31st August 2008.

16. This issues with the concurrence of the Ministry of Finance/(Deptt. of Expenditure U.O. No. 7.10/4/2009-IC dated 16.7.2009 and Ministry of Def/(Fin/AG/PA) vide their U.O. No. 1(2)/2009-AG/PA dated 17/07/2009

Yours faithfully

(Rabindra Prasad)
Deputy Secretary to the Govt of India

Copy to :-

The CGDA, New Delhi : The DADS New Delhi (2 Copies)
The CDA(O) Pune (one copy signed in ink)
The Dy DADS Dehradun; The Dy DADS Pune
AG's Branch/DPS; Dir (AG/Fin) – 2 copies; DFA(GS) – 2 copies

Appendix 'A'

(Refers to Para 5 (a) of MoD letter
No 10515/CPC/DGNCC/Pers (C) /
D(GS-VI)/2009 dt July 2009

FORM OF OPTION

(i) I, No, _____ Rank _____ Name _____
hereby elect the revised pay structure with effect from 01 Jan 2006.

(ii) I, No _____ Rank _____ Name _____
hereby elect to continue in the existing scale of pay of my substantive rank
mentioned below until:-

* the date of my next increment.

The date of my subsequent increment raising my pay to Rs _____.

I vacate or cease to draw pay in the existing scale.

Existing scale Rs _____

Date	Signature _____
	Name _____
Station	(in block letters)
	Rank _____
	Personal No _____
	Unit _____

* to be scored out if not applicable.

Appendix 'B'

(Refers to Para 6 and 8 of MoD letter
No 10515/CPC/DGNCC/Pers (C)/ /
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I. Illustration 1.

Fixation of initial pay of a Capt in the revised pay structure (Refer
Para 6 (a)(i))

(a) Existing scale of pay	-	Rs 9300-300-11100
(b) Existing Basic Pay As on 01-01-2006	-	Rs 9900
(c) Rank Pay	-	Rs 400
(d) Pay Band applicable	-	PB-3 (Rs 15600-39100)
(e) Pay after multiplication by a factor of 1.86 (Round off to Rs 19160)	-	Rs 19158
(f) Pay in the Pay Band PB-3	-	Rs 19160
(g) Pay in the Pay Bank after Including- Benefit of bunching, if admissible	-	Rs 19160
(h) Grade Pay	-	Rs 6100
(j) Revised Basic Pay (total of pay in the Pay Band and Grade Pay)	-	Rs 25260
(k) Total emoluments Pay for DA, Pension etc.	-	Rs 25260

II. **Illustration 2.**

Grant of annual increment (Refer Para 8) Example of a Major:-

(a) Pay in PB-3	-	Rs 23250 (Rs 15600-39100)
(b) Grade Pay	-	Rs 6600
(c) Total of pay + grade pay	-	Rs 29850
(d) Rate of increment	-	3% of (c) above
(e) Amount of increment (Rs 895.5) round off to	-	Rs 900
(f) pay in the pay band after increment	-	Rs 23250+900
(g) Pay after increment	-	Rs 24150
(h) Grade Pay applicable	-	Rs 6600
(j) Total pay + grade pay after increment	-	Rs 30750

Appendix 'C'
(Refers to Para 6 and 10 of MoD letter
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INITIAL PAY FIXATION AS ON 01 JAN 2006 : ALL OFFICERS

Rank – Lieutenant NCC

Pre-revised Scale			Revised Pay Band PB + Grade Pay			
Rs 8000-300-9800			PB-3 Rs 15600-39100 + Rs 5400			
Pre-revised			Revised Pay			
Basic Pay	Rank Pay		Pay in the Pay Band		Grade Pay	Total Revised Pay
8000	0		15600		5400	21000
8300	0		15600		5400	21000
8600	0		16000		5400	21400
8900	0		16560		5400	21960
9200	0		17120		5400	22520
9500	0		17670		5400	23070
9800	0		18230		5400	23630
10100	0		18790		5400	24190
10400	0		19350		5400	24750
10700	0		19910		5400	25310

Rank – Captain NCC

Pre-revised Scale			Revised Pay Band PB 3 + Grade Pay			
Rs 9300-300-11100			PB-3 Rs 15600-39100 + Rs 6100			
Pre-revised			Revised Pay			
Basic Pay	Rank Pay		Pay in the Pay Band		Grade Pay	Total Revised Pay
9300	400		18050		6100	24150
9600	400		18600		6100	24700
9900	400		19160		6100	25260
10200	400		19720		6100	25820
10500	400		20280		6100	26380
10800	400		20840		6100	26940
11100	400		21390		6100	27490
11400	400		21950		6100	28050
11700	400		22510		6100	28610
12000	400		23070		6100	29170

Rank – Major NCC						
Pre-revised scale						
Rs 11300-325-14550		Revised Pay Band PB-3+Grade Pay				
Pre-revised		PB-3 Rs 15600-39100+Rs 6600				
Basic Pay	Rank Pay		Pay in the Pay Band		Grade Pay	Total Revised Pay
11300	1200		23250		6600	29850
11625	1200		23860		6600	30460
11950	1200		24460		6600	31060
12275	1200		25070		6600	31670
12600	1200		25670		6600	32270
12925	1200		26280		6600	32880
13250	1200		26880		6600	33480
13575	1200		27490		6600	34090
13900	1200		28090		6600	34690
14225	1200		28700		6600	35300
14550	1200		29300		6600	35900
14875	1200		29900		6600	36500
15200	1200		30510		6600	37110
15525	1200		31110		6600	37710

Rank – Lt Col NCC						
Pre-revised scale			Revised Pay Band PB-3+Grade Pay			
Rs 13100-400-16700			PB-3 Rs 15600-39100+Rs 7600			
Pre-revised			Revised Pay			
Basic Pay	Rank Pay		Pay in the Pay Band		Grade Pay	Total Revised Pay
13100	1600		27350		7600	34950
13500	1600		28090		7600	35690
13900	1600		28830		7600	36430
14300	1600		29580		7600	37180
14700	1600		30320		7600	37920
15100	1600		31070		7600	38670
15500	1600		31810		7600	39410
15900	1600		32550		7600	40150
16300	1600		33300		7600	40900
16700	1600		34040		7600	41640
17100	1600		34790		7600	42390
17500	1600		35530		7600	43130
17900	1600		36270		7600	43870

Appendix 'D'
(refer to para 15 of MoD letter
No. 10515/CPC/DGNCC/Pers(C)/ / /
/D(GS-VI)/2009 dt July 2009

UNDERTAKING

I, No. _____ Rank _____ Name
 _____ Hereby undertake that any excess payment
 that may be found to have been made as a result of incorrect fixation of pay
 or any excess payment detected in the light of discrepancies noticed
 subsequently will be refunded by me to the Govt. either by adjustment
 against future payments due to me or otherwise.

Date

Station

Signature

Name (in Block letters) _____
 Rank _____
 Personal No. _____
 Unit _____

Appendix 'E'

(refer to para 11 (b) of MoD letter
No.10515/CPC/DGNCC/Pers(C)/ /
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FORM OF OPTION

I, No. _____ Rank _____ Name _____ CDA (O)
Account No. _____ hereby opt for fixation of pay on
promotion to the rank of _____ as notified vide
_____ (photocopy enclosed) as under: -

(a) My pay on promotion to the rank of _____ may
be fixed from the date of next increment i.e. 01 July _____.

OR

(b) My pay on promotion to the rank of _____ may be fixed
from the date of my promotion i.e. _____ (date).

Station : No. _____
Rank _____
Date : Name _____
Unit _____
CDA (O) A/C No. _____