

**GOVERNMENT OF NAGALAND  
FINANCE DEPARTMENT  
ESTABLISHMENT BRANCH & ROP CELL**

**NOTIFICATION**

Dated: 16<sup>th</sup> December, 2017

No. FIN/ESTT-2/11/VII CPC/16:: In exercise of powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Nagaland is pleased to make the following revised Rules in supersession of the earlier notification No. FIN/ESTT-2/11/VII CPC/16 dated 11.04.2017.

**RULES**

**1. Short title and commencement:-**

- (a) These rules shall be called the "Nagaland Services (Revision of Pay) Rules, 2017.
- (b) These Rules shall be deemed to have come into force on the forenoon of 1<sup>st</sup> June, 2017 only for the purpose of notional pay fixation in the revised pay structure, and for the purpose of fixation of monthly pension in respect of employees retiring from service on or after 1<sup>st</sup> June 2017. Actual payment on the basis of the revised pay structure would be effective from 1<sup>st</sup> January 2018 and no arrears of salary or pension shall be payable for the period prior to 1<sup>st</sup> January 2018.
- (c) Actual cash payment on account of revision of pay shall be payable with effect from the salary of March 2020 payable in the month of April 2020. Except for pensions and salaries of employees covered under the National Pension System (NPS), the increased salary on account of revision of pay for the period 1<sup>st</sup> January, 2018 to 29<sup>th</sup> February, 2020 shall be impounded to the GPF accounts of the employees concerned. In respect of those employees who are due to retire during the period from 01.01.2018 to 29.02.2020, the impounding to their GPF account shall be restricted only up to the month the employee concerned continue to contribute to his/her GPF.
- (d) After notional fixation of revised pay on 1<sup>st</sup> June 2017, a Government servant shall be entitled to annual increment (notionally) on 1<sup>st</sup> December 2017, subject to the condition that he/she has completed service of not less than six months on that date in the revised pay structure.

**2. Applicability of the Rules:-**

- (a) These Rules shall apply to all regular employees appointed to services or posts in connection with affairs of the State of Nagaland, and which are under the rule making powers of the Governor of Nagaland.
- (b) These Rules shall not be applicable to-
  - (i) All categories of work-charged employees;
  - (ii) Persons paid out of contingencies;
  - (iii) Persons employed on contract;
  - (iv) Persons re-employed in Government service after retirement; and
  - (v) Any other class or category of persons whom the Governor may, by order, specifically exclude from the operation of all or any provisions contained in these Rules.

Persons paid out of contingencies mentioned under Rule 2(b)(ii) means- persons appointed without the existence of corresponding sanctioned posts, irrespective of whether their pay are being booked as 'salaries' or 'wages' and persons appointed on substitute basis against leave/training vacancies or any type of temporary vacancies.

- (c) The department-wise list of post with designation indicating revised pay level in the pay matrix corresponding to existing pay band and grade pay shall be notified separately.

### 3. Definitions:-

In these Rules, unless the context otherwise requires:

- (i) "Existing Basic Pay" means pay drawn in the prescribed existing pay in the pay band plus grade pay, including stagnation increment(s), but does not include any other type of pay like 'special pay' etc.
- (ii) "Existing pay band and grade pay" in relation to a Government servant means the present pay band and grade pay applicable to the post held by the Government servant (or, as the case may be, personal pay band and grade pay applicable to him) as on the 1<sup>st</sup> June 2017 whether in a substantive or officiating capacity.

**Explanation-** In the case of a Government servant, who was on the 1<sup>st</sup> day of June, 2017 on deputation out of India or on leave or on foreign service, or would have on that date officiated in one or more lower posts but for his officiating in a higher post, "existing pay band and grade pay" includes the pay band and grade pay applicable to the post which he would have held but for his being on deputation out of India or on leave, or on foreign service or, as the case may be, but for his officiating in a higher post.

- (iii) "Pay Matrix" is being introduced for revision of pay of the State Government employees as per **Table-I**. The Pay Level in the pay matrix replaces the existing pay band and grade pay. Revised Pay Level in the pay matrix corresponding to the existing pay band and grade pay are indicated at **Table-III**.

The pay matrix consists of two dimensions, (1) horizontal range and (2) vertical range. The horizontal range comprises of levels where each level corresponds to a functional role in the hierarchy and has been assigned the numbers. There are 20 levels in the new pay matrix. Each level corresponds to the pre-revised pay band and grade pay applicable to different posts. The vertical range for each level denotes pay progression within that level by way of annual increment @ 3 percent (rounded to nearest 100). These are termed as span under each level.

- (iv) "Basic Pay" in the revised pay matrix means the pay drawn against each level as indicated in table-I but does not include any other type of pay like special pay, etc.

### 4. Relaxation of Rules:-

Where the Governor of Nagaland is satisfied that the operation of any of these Rules causes undue hardship in any particular case, he may by order issued from the Finance Department of the Government of Nagaland, dispense with or relax the requirement of that Rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

**5. Power of interpretation:-**

If any question arises relating to the interpretation of these Rules, it shall be referred to the Finance Department of the Government of Nagaland whose decision shall be final.

**6. Applicability of the new pay matrix:-**

- (a) All Government servants, who are in service on 01.06.2017, and those who enter service on or after 01.06.2017 shall come under the purview of these Rules subject to the provision made hereinafter.
- (b) Any Government servant may, however, continue to draw pay in the existing pay band and grade pay at his/her option until he/she vacates his /her post or ceases to draw pay in that scale.
- (c) All such Government servant who opts to continue to draw pay in the existing pay band and grade pay shall exercise option in writing within thirty days from the date of publication of these Rules. Those who do not exercise any option within the prescribed period shall be deemed to have opted for the revised pay under these Rules.
- (d) In case of a Government servant who is on leave or on deputation or on Foreign Service or under suspension on the date of publication of these Rules, the period of thirty days shall be counted from the date of his/her return to duty under the Government.
- (e) The option once exercised shall be final and cannot be modified at any subsequent date.
- (f) The form to be used for exercising option is at **Annexure-I**.

**7. Classification of posts:-**

In the new pay matrix, level will determine the status of a post. Based on level, the classification of posts shall be as under:-

Sl. No.	Classification of posts	Classification in terms of level
1	Group-A	Officers drawing pay under level 13 to level 20
2	Group-B	Officers drawing pay under level 11 and level 12.
3	Group-C	Officers drawing pay under level 3 to level 10.
4	Group-D	Officers drawing pay under level 1 to level 2A.

**8. Fixation of initial pay in the new pay matrix, fitment formula etc:**

**(a) Fitment formula:**

A fitment factor of 2.57 is adopted for fitment of initial pay of each existing employee in the new pay matrix.

**(b) Entry Pay**

The entry pay in the new pay matrix (**Table-I**) for each level has been worked out by applying the same formula as adopted by the Central Government. To arrive at the entry pay under the new pay structure for level 1 to 9, the existing entry pay (under ROP Rules, 2010) as indicated in the fitment table for each pay band and grade pay has been multiplied by the index of 2.57. The figure so arrived at is rounded to nearest 100 (₹. 50 and above rounded to next 100 and below ₹ 50 ignored) to find out the entry pay (starting pay) under each level. For level 10 onwards, keeping in view the increase in role, responsibility and accountability in the career hierarchy, the index of 2.57 has been enhanced by way of

rationalisation as has been done by the 7<sup>th</sup> CPC. The index of rationalisation for level 10 to 12 is 2.62, for level 13 to 19 is 2.67 and for level 20 is 2.72. A statement showing the entry pay in each level corresponding to the pre-revised pay band and grade pay is placed at **Table-II**.

**(c) Pay fixation in the new pay structure:**

The fitment of initial pay of each existing employee in the new pay matrix will be done by multiplying his/her basic pay (pay in the pay band plus grade pay) on the date of adoption of the new pay structure by the fitment factor of 2.57. The figure so arrived at is to be located in the new pay matrix in the level that corresponds to the employee's grade pay on the date of adoption. If the identical figure is not available in the given level, the next higher figure closest to it would be the new pay of the concerned employee. If the amount so arrived at happens to be less than the entry pay under the relevant level, the pay shall be fixed at the entry pay.

Fixation of pay in the new pay matrix shall involve following steps:-

**Step 1:-** Identify Basic Pay (pay in the pay band plus grade pay) drawn by an employee as on the date of implementation. This may be taken as 'A'.

**Step 2:-** Multiply 'A' with 2.57, round off to the nearest rupee and obtain 'B'

**Step 3:-** The figure so arrived at, i.e, 'B' or the next higher figure closest to it in the assigned level to his/her grade pay, will be the new pay in the pay matrix. In case the value of 'B' is less than the starting pay of the level, then the pay will be equal to the starting pay of that level. Illustration of fixation of pay in the new pay structure are indicated at **Annexure-II**.

Fixation of pay of existing employees shall be done in the Initial Pay Statement (IPS) with reference to the pay matrix at Table-I. Format for Initial Pay Statement (IPS) is placed at **Annexure-III**.

**(d) Entry pay for the new recruits/ direct recruits:**

In the new pay matrix, any new recruit shall start drawing pay at the minimum pay corresponding to the level to which recruitment is made, which will be the first cell of each level. For example, a person entering service as a direct recruit at level 3 will get a pay of ₹ 18000. Another person entering service at level 6 will get ₹ 25300 and so on.

**(e) Fixation of pay in case of promotees.**

For those Government servants who have been promoted from the previous level, the fixation of pay in the new level will depend on the pay they were already drawing in the previous level. The fixation will involve the following steps:-

**Step 1:-** One notional increment shall be given in the existing level and pay shall be worked out in the appropriate cell in that level.

**Step 2:-** Locate the equal or next higher cell in the level to which promotion is given and pay shall be fixed in that cell.

If the amount worked out under step 1 happens to be less than the starting pay of the level to which promotion is given, then the pay will be equal to the starting pay of that level.

Example for fixation of pay in case of promotion are indicated at **Annexure-IV**.

**9. Anti- bunching measure.**

In case where, while fixing pay in the new pay structure the pay of Government employees drawing pay at more than two consecutive stages in an existing scale gets bunched, that is to say, get fixed in the new pay structure at the same stage, than for every

two stages so bunched benefit of one increment @ 3 percent shall be given and pay fixed in the subsequent cell in the pay matrix.

**10. Annual increment.**

The rate of annual increment shall be retained at 3 percent. The annual increment shall be given on 1<sup>st</sup> December every year. To be eligible for grant of increment one has to be in the new pay matrix for a period of 6 months or more as on 1<sup>st</sup> December of the relevant year.

**11. Modified Assured Career Progression (MACP):**

The existing Modified Assured Career Progression (MACP) shall be continued. In the new pay matrix, the employee will move to the immediate next level in the hierarchy. Fixation of pay will follow the same principle as that for a regular promotion in the pay matrix. MACP will continue to be applicable to all levels up to level 20. However, the benchmark for grant of MACP shall be enhanced from 'Good' to 'Very Good'.

**12. Dearness Allowance:**

The pay fitment formula is the same that has been recommended by the 7<sup>th</sup> CPC which neutralises Dearness Allowance as on 1/1/2016, the day on which 7<sup>th</sup> CPC recommendation came into effect. As such, the rate of Dearness Allowance to be sanctioned for the State Government employees drawing pay under the new pay structure/pay matrix shall be the same as available to the Central Government employees drawing pay under the 7<sup>th</sup> CPC recommendations.

**13. Instruction regarding fixation of pay, payment of arrears etc.**

In order to ensure correct and systematic fixation of pay in the revised Pay Level in the pay matrix, a format (Initial Pay Statement) is placed at Annexure-III and illustrations on fixation of pay in the new pay structure are also placed at Annexure-II.

The sequence of action to be taken for drawal of pay in the revised pay structure will be as follows:-

- (1) The Head of Office shall prepare the Initial Pay Statement (IPS) in prescribed form (in triplicate) indicating fixation of pay of those Non-Gazetted employees under him who have opted for the revised pay structure and also in respect of those Gazetted Officers whose Pay Slip are prepared departmentally. Table-I (pay matrix) may be used as a guide for this purpose.
- (2) One copy of the Initial Pay Statement (IPS) shall be pasted in the Service Book of the Government servant concerned and another copy shall be made available to the concerned Accounts Officer for post check.
- (3) Prepare the pay bill/arrear pay bill in the revised pay structure as per the IPS and enclose a copy of the IPS with the respective pay bill for drawal. The amount as due and admissible, w.e.f. 01.01.2018 onwards under the revised pay structure shall be drawn and paid subject to following procedures:-
  - (i) From the first salary bill drawn under the revised pay structure in respect of any employee covered under the Old Pension Rules, the net increased amount in salary due to revision of pay and allowances shall be worked out and this amount rounded to nearest hundred shall be impounded to the GPF account of the concerned employee by way of deduction from his/her salary bill. To work out the net increase in salary the gross amount of salary of the concerned employee for the previous month drawn in the pre-revised scale may be deducted from the gross amount of salary due as per the revised pay bill.

- (ii) With a view to simplify the procedure, the amount thus worked out shall be rounded to nearest hundred and this amount will be deducted from the revised pay bill of every subsequent months for credit to GPF of the employee concerned for the entire period during which the increase due to revision of pay shall be required to be impounded to GPF.
  - (iii) For the purpose of ensuring clarity separate salary bills shall be prepared for those employees for whom revised salary has been drawn earlier. Likewise, separate salary bill shall be prepared for those whose revised salary is being drawn for the first time.
- (4) Thereafter, the Service Books together with the copies of IPS in respect of all such employees shall be passed on to the concerned Accounts Officer for post check.
- (5) In respect of Gazetted Officers whose pay slips are issued by Accountant General, Nagaland, the fixation of pay shall be done by the Accountant General and their pay/arrears of pay in the revised pay structure shall be drawn on the basis of authority to be issued by the Accountant General, Nagaland. For credit of the amount of net increased in salary due to revision of pay into their respective GPF account, the same procedure as mentioned above shall be followed.
- (6) An undertaking shall also be obtained in writing from every employee at the time of drawal of first pay bill in revised pay 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 pay structure will be recovered from his/her pay either in one lump sum or in monthly instalments not exceeding three as may be ordered by the Head of Department concerned. Specimen form of the Undertaking is enclosed (**Form-I**).

**Note-1:** where the increment of a Government servant falls on 1<sup>st</sup> day of June, 2017, he/she shall first be given the increment in the existing scale. Thereafter his/her pay shall be fixed in the revised pay structure under these Rules.

**Note-2:** where a Government servant is on leave on the 1<sup>st</sup> day of January, 2018 he/she shall become entitled to pay in the revised pay structure from the date he/she joins duty. In case of Government servant under suspension, he/she shall continue to draw subsistence allowance based on the existing scale of pay and his/her pay in the revised pay structure shall be subject to final order on the pending disciplinary proceedings.

#### **14. Allowances:**

The rates of various other allowances under these Rules shall be as follows:

(1) **Monthly Medical Allowance.**

The existing Fixed Medical Allowance for serving State Government employees shall stand enhanced from existing rate of ₹400/- p.m. to ₹800/- p.m. subject to fulfilment of existing norms.

(2) **House Rent Allowance.**

(i) Within the State: 8% of basic pay per month irrespective of place of posting in the State.

(ii) Outside the State: The State Government employees posted outside the State who are not provided with Government accommodation shall be paid House Rent Allowance at following rates:

SL.NO	Place of posting	City Category	Rate of HRA(Per month)
1	New Delhi	'X'	24% of basic pay
2	Kolkata	'X'	24% of basic pay
3	Guwahati	'Y'	16% of basic pay
4	Shillong	'Z'	8% of basic pay

The amount of HRA shall not be less than ₹ 1550, ₹ 3100 and ₹ 4650 p.m. for 'Z', 'Y' and 'X' category of cities respectively.

(iii) Admissibility of House Rent Allowance shall be further subject to fulfilment of all other existing conditions.

(3) **Children Education Allowance:** The rate of this allowance has been raised from the existing level of ₹200/- per child to ₹400/- per child p.m. subject to a maximum of ₹800/- p.m. for Group-D employees only.

(4) **Non- Practicing Allowance (NPA):**

(a) The Non-Practicing Allowance (NPA) to the Medical and Veterinary Doctors serving under the State Government shall be continued at the rate of 20% of the basic pay in the new pay matrix.

(b) This is further subject to the condition that Basic Pay + NPA should not exceed ₹ 201100/- p.m. just below apex level pay.

(c) The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay matrix but does not include any other type of pay like special pay etc.

(d) The NPA shall be restricted to those Medical Doctors holding the posts for which a medical qualification recognised under the Indian Medical Council Act 1956 or under the Dentist Act, 1948 has been prescribed as an essential qualification. In case of Veterinary Doctors, NPA shall be restricted to those holding the posts for which minimum qualification of a Degree of B.V.Sc & A.H. with registration in the Veterinary Council of India is required.

(e) The Non-Practising Allowance will be treated as pay for the purpose of computing Dearness Allowance, entitlement of Travelling Allowance and House Rent Allowance, as well as, for calculating of retirement benefits.

(f) The Government shall ensure strict enforcement of the Rules prohibiting private practice by those Doctors who opt for NPA.

(g) Other terms and conditions for grant of this allowance shall remain unchanged.

(5) **Difficulty Area Allowance:**

This allowance is abolished.

(6) **Specialist Allowance(To Doctors):** The Specialist Allowance has been revised from existing ₹500/- p.m. to ₹1000/- p.m. to be paid to Medical and Veterinary Doctors, who possess post graduate degree subject to the condition that they are not entitled to any additional benefits, like advance increment, etc. under any other existing Rules. This is further subject to other existing terms and conditions.

(7) **Allowances for Nurses:** Allowances at the following rates shall be payable to all categories of Nurses:

- (a) Nursing Allowance : ₹ 1400/- p.m.  
(b) Uniform Allowance : ₹ 4500/- per year.  
(c) Washing Allowance : ₹ 450/- p.m.

(8) **Cash Handling Allowance:** Abolished.

(9) **Transport Allowance:** The rate of Transport Allowance has been raised from existing ₹300/- p.m. to ₹1000/- p. m.

(10) **Allowances to Police Personnel:** The allowances given to the Police personnel shall continue at the level of actual amount being admissible to them as on 31.12.2017 till such time a Committee is set up to examine the same for consolidation/revision of rates thereof.

(11) **Travelling Allowance:**

(1) **Travel entitlement for journey on tour:**

Officers falling in Level 20	By Air/AC first class by Train
Officers falling in Level 17,18 and 19	Economy class by Air/AC first class by Train
Officers falling in Level 11,12,13,14,15, and 16	AC-II Tire class by Train
Officers falling in Level 3,4,5,6,7,8,9 and 10	2 <sup>nd</sup> class/ AC-III Tire Sleeper/AC chair car by Train
Officers falling in Level 1,1A,2 and 2A	Sleeper class by Train

In case of urgency, in the interest of performance of duties, officers falling outside the Level 17, 18 and 19 will also be allowed to travel by Air in economy class with formal prior approval of the concerned Heads of Departments.



**(2) Mileage Allowance for journey by Road:**

Kind of place	Level	Mileage Allowance
All places where specific rates have been prescribed	Level 16,17,18,19,20.	Actual fare by any type of public bus including air-conditioned bus. OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates of auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped etc.
	11,12,13,14 and 15	Same as at (i) above with the exception that journeys by AC taxi will not be permissible.
	3,4,5,6,7,8,9,10	Actual fare by any type of public bus other than air-conditioned bus. OR At prescribed rate for autorickshaw/own scooter/motorcycle/moped etc.
	1,1A,2,2A	Actual fare by ordinary public bus only OR At prescribed rates for autorickshaw/own scooter/motorcycle/moped etc.
At place where no specific rates have been prescribed	For journey performed by own car/ taxi	₹ 15 per km
	For journey performed by autorickshaw/ own scooter, etc.	₹ 9 per km.

**(3) Mileage Allowance on tour by attached Government vehicle:**

Transport department shall work out the rates of mileage allowance on tour by Government vehicles. Till such time, the existing rates as indicated below shall continue.

Sl. No.	Type of Vehicle	Upto 2 years old (Per KM)	More than 2 years old (per KM) (All classes of roads)
1	Petrol driven vehicles (Ambassador/Maruti Esteem/Hyundai Accent/Gypsy etc.)	₹ 7.24	₹ 8.24
2	Diesel driven vehicles (Scorpio/Bolero, etc.)	₹ 4.67	₹ 5.34

**(4) Daily Allowance on tour:**

Group/Level	All place within the State	Outside the State	
		For stay in Govt. Guest House/own arrangement	For stay in Hotel
Group: A and B (Level 11 to 20)	₹ 1000	₹ 2000	₹ 3000
Group: C (Level 3 to 10)	₹ 500	₹ 1500	₹ 2000
Group: D (Level 1 to 2A)	₹ 400	₹ 800	₹ 1000

Note: (1) Hotel rates will be admissible only for the days of actual stay in hotel. Claim for hotel rates shall be supported by cash receipt/ duly receipted bill

(2) Hotel rate will be admissible only in case where no accommodation in the State Guest House is available.

**(5) Journey on Transfer.**

**(A) Accommodation and Mileage Allowance entitlement.**

Accommodation and Mileage Allowance entitlement as prescribed for journeys on tour by different modes will also be applicable in case of journeys on transfer.

**(B) Transfer Grant and Packing Allowance:**

- (i) The Composite Transfer Grant shall be equal to 50% of the last month's basic pay in case of transfer involving a change of station located at a distance of more than 20 km from each other. Basic pay for this purpose shall not include Non- Practising Allowance or any other special pay. The reduction in the quantum of Transfer Grant is done as a measure of rationalisation.
- (ii) In cases of transfer to stations which are at a distance of less than 20 kms from old station and of transfer within the same city, one third of the Composite Transfer Grant will be admissible, provided a change of residence is actually involved.

- (iii) Only one Transfer Grant is admissible if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. In cases where the transfer takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the Transfer Grant on transfer shall be admissible to the spouse transferred later. No Transfer Grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other Rules precluding Transfer Grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged.

**(C) Transportation of Personal Effects.**

Level	By Train/ Steamer	Rate per km for transport by road (Rs. Per km)
(1)	(2)	(3)
Officers of level 16 and above	6000 kgs by goods train/4 wheeler wagon/ 1 double container	₹50 per km
Officers of level 11,12,13,14 and 15	6000 kgs by goods train/ 4 wheeler wagon/ 1 single container	₹50 per km
Officers of level 3,4,5,6,7,8,9 and 10	3000 kgs	₹25 per km
Officers of level 1, 1A, 2, 2A	1500 kgs	₹15 per km

**(D). Transportation of Conveyance.**

Level	Scale
Officers in the level of 11 and above	One motor car or one motor cycle/scooter.
Officers below level 11	One motor cycle /scooter/ moped or one bicycle.

This will be admissible only in cases of transfer from within the state to outside the state and vice- versa.

**(6) T.A. Entitlement of Retiring Employees.**

The present provisions are adequate and shall continue with reduction in the quantum of Transfer Grant and packing allowance as under:

**(A) Lumpsum Transfer Grant and Packing Allowance.**

- (i) The composite transfer grant equal to 50% of one month's basic pay last drawn shall be granted in the case of those employees who, on retirement, settle down at places other than the last station(s) of their duty located at a distance of more than 20 kms. The transfer incidentals and road mileage for journeys between the residence and the railway station/ bus stand, etc. at the old and the new station are subsumed in the Composite Transfer Grant and will not be separately admissible.
- (ii) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms shall be paid one third of the Composite Transfer Grant subject to the condition that a change of residence is actually involved.
- (iii) Basic pay as mentioned above shall not include Non- Practising Allowance or any other special pay.

**12. Other Allowances not covered by these Rules:**

Revised rates of other allowances/perquisites/technical allowance to be admissible to various categories of posts which are not notified under these Rules shall be notified later. Until such notification employees getting any such allowances shall continue to get the same at the level of actual amount being admissible to them as on 31.12.2017.

**15. Pension and other retirement benefits.**

**(A)** There are two main categories of pensioners in the State. One drawing pension under the Old Pension Rules and the other who are covered by the National Pension System (NPS) which had been introduced in the State w.e.f. 1/1/2010. The revised rates of pension and pensionary benefits covered by these Rules are applicable only for those drawing pension under the Old Pension Rules except where the Rules provides otherwise.

**(B) Rates of Pension and Family Pension**

(a) The existing rates for calculation of pension and family pension shall remain unchanged. Pension shall continue to be at 50% of the average emoluments/last pay drawn (Whichever is more beneficial) without linking to 33 years of qualifying service for grant of full pension, provided the employee concerned has rendered a minimum pensionable service of 20 years.

(b) **Family Pension** shall be at 30% of the last pay drawn on the date of retirement or death of the Government servant concerned as the case may be.

**(C) Commutation of pension** shall continue to be permissible upto 40% of pension as per the existing Rules.

**(D) Minimum pension:-** The rates of minimum pension/family pension is raised to ₹ 9000/- p.m from the existing level of ₹ 3500/- p.m. (That is 2.57 times

of the existing level) This includes 100% neutralisation of dearness relief sanctioned upto 1/1/2016.

**(E) Maximum limit of Death-cum- Retirement Gratuity**

The maximum ceiling limit of Death –cum- Retirement Gratuity is raised from the existing level of ₹10.00 lakh to ₹20.00 lakh. This Rule shall also be applicable to those employees covered under the National Pension System (NPS).

**(F) Monthly Medical Allowance:** The rate of monthly medical allowance for pensioners/family pensioners is raised from the existing rate of ₹ 400/- p.m. to ₹ 800/- p.m.

**(G) Additional pension on attaining prescribed age:**

(i) The existing rates as admissible under the Nagaland Service (ROP) Rules, 2010 shall continue without any change. The rates are indicated below:

Age of pensioner/family pensioner	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension/family pension
From 85 years to less than 90 years	30% of revised basic pension/family pension
From 90 years to less than 95 years	40% of revised basic pension/family pension
From 95 years to less than 100 years	50% of revised basic pension/family pension
From 100 years or more	100% of revised basic pension/family pension

- (ii) The amount of additional pension will be shown distinctly in the Pension Payment Order. For example, in case where a pensioner is more than 80 years of age and his/her revised basic pension is ₹10000 p.m., the pension will be shown as (a) Basic pension= ₹10,000 and (b) Additional pension = ₹2,000 p.m. The pension on his /her attaining the age of 85 years will be shown as (a) Basic pension=₹10,000 and (b) Additional pension=₹3,000 p.m.
- (iii) The pension authorizing authority (Accountant General, Nagaland) shall ensure that the date of birth and the age of a pensioner, as well as of the eligible family pensioner(s), is invariably indicated in the Pension Payment Order to facilitate payment of additional pension by the Pension Disbursing Authority as soon as it becomes due.
- (iv) Wherever the age of pensioner/family pensioner is available in the Pension Payment Order, the additional pension/family pension in terms of (i) above may be paid by the Pension Disbursing Authority immediately without any further authorisation from the Accountant General, Nagaland.
- (v) In cases where the age of the pensioner/family pensioner is not available in the Pension Payment Order, the pensioner/family pensioner concerned will submit the relevant information in **Form-II** which will be forwarded to the Accountant General, Nagaland, by the Pension Disbursing Authority concerned, after due verification. Additional pension/family pension in such cases shall be paid only on receipt of the order of the Accountant General, Nagaland.

Note:- (1) Dearness Relief shall be admissible on the quantum of additional pension also and the rate of Dearness Relief payable on the portion of additional pension shall be at the same rate as is admissible on the basic pension from time to time.

(2) The date of commencement of additional pension shall be determined as under:

(i) If the pensioner/family pensioner attains the prescribed age on the 1<sup>st</sup> day of a month, the additional pension shall be payable from the 1<sup>st</sup> day of that month.

(ii) If the pensioner/family pensioner attains the prescribed age on any day other than the 1<sup>st</sup> day of a month, the additional pension shall be payable from the 1<sup>st</sup> day of the following month.

**(H) Dearness Relief to pensioners/family pensioners:** Since the dearness relief sanctioned up to 1/1/2016 has been fully neutralised in the revised pension/family pension as in case of 7<sup>th</sup> CPC recommendation, the rates of dearness relief to be sanctioned on the revised pension/family pension for State Government pensioners/family pensioners shall be at par with the Central Government pensioner/family pensioner drawing pension/family pension under 7<sup>th</sup> CPC recommendations.

**(I) Revision of pension/family pension for existing pensioners/family pensioners**

The revision of pension/family pension of all existing State Government pensioners who retired/ died prior to 1/6/2017 shall be done notionally on 1/6/2017 by adopting the following two formulations:-

(i) Under the first formulation, the pay of the pensioner shall be notionally fixed in the pay matrix in the level corresponding to the pay in the pay scale/ pay band and grade pay at which they retired/ died. This would be done by notional pay fixation under each intervening Pay Revision based on the formula for revision of pay as prescribed in each relevant ROP Rules. 50% of the notional pay as on 1/6/2017 shall be the notional revised pension and 30% of this notional pay shall be the notional revised family pension w.e.f. 1/6/2017. In case of family pensioners who were entitled to family pension at enhanced rate, the revised notional family pension shall be 50% of the notional pay as on 1/6/2017 and shall be payable till the period upto which family pension at enhanced rate is admissible as per Rules. The amount of revised notional pension/family pension so arrived at shall be rounded off to next higher rupee.

(ii) Under the second formulation, the existing pension/family pension as had been fixed under the Nagaland Services (ROP) Rules, 2010 shall be multiplied by a multiplying factor of 2.57 to arrive at an alternate value for the revised pension/family pension. The term existing pension/family pension shall mean the basic pension before commutation. Hence, the commuted portion of pension shall be deducted from the revised pension/family pension to arrive at the actual amount payable.

In case of family pensioners entitled to family pension at enhanced rate, the same shall be payable till the period up to which family pension at enhanced rate is admissible as per Rules.

- (iii) The higher of the two formulations, that is, the one at sub para-(i) above or the one worked out as per sub-para (ii) above shall be the revised pension/family pension for pre- 1/6/2017 pensioners/family pensioners.
  - (iv) The cash benefits of the revised pension/family pension shall, however be payable only w.e.f. 1/1/2018 and no arrears for the period 1/6/2017 to 31/12/2017 shall be admissible.
  - (v) Since calculation of revised pension under the formulation as per sub-para (i) is likely to take some time, at the first instance, the pension/family pension may be revised as per sub-para (ii) and payments may be authorised provisionally pending finalisation after working out the revised pension/family pension based on the first formulation at a later stage.
  - (vi) All Pension Disbursing Authority including Public Sector Banks handling disbursement of pension of the Government of Nagaland pensioners/family pensioners are authorized to pay the revised pension/family pension to the pre-1.6.2017 pensioner/family pensioners based on the second formulation indicated at Rule 15 (I) (ii) above with effect from 01.01.2018 on provisional basis. The revised pension/family pension thus worked out shall be purely provisional pending finalisation after working out the revised pension/family pension by the Accountant General, Nagaland based on the first formulation indicated at Rule 15 (I) (i) above at a later stage. The detailed instructions in regards to the revision of pension/family pension in terms of the first formulation mentioned above shall be notified separately.
- (J) Procedure to be followed in respect of person who retired/died on or after 01.06.2017 but before 01.01.2018:**
- (i) Pension/family pension would be worked out and paid for the period up to 31.12.2017 under the pre-revised pay structure.
  - (ii) Thereafter, pay of the Government servant shall be notionally fixed under these Rules and regulated up to the date of retirement/death, and entitlement of pension/family pension under these Rules shall be worked out.
  - (iii) Pension/family pension worked out under (ii) above will however become payable with effect from 01.01.2018. No arrears for the period prior to 01.01.2018 shall be admissible.
  - (iv) Death-cum-Retirement Gratuity will be payable based on the pre-revised rates i.e. based on the pre-revised pay actually drawn by the Government servant; and no revision of the same under these Rules shall be made.
  - (v) Leave encashment will also be admissible only at the pre-revised rates i.e. based on the pre-revised pay actually drawn by the Government servant.

(vi) Commutation of pension will be admissible at (up to) 40% of pension admissible (and payable in cash) as on 01.01.2018 under these Rules. However, in cases where commutation value has already been paid /authorized at the pre-revised rates, the difference between the amount already paid/authorized and the amount now admissible under the revised Rules shall be paid.

**16. Cases not covered by these Rules.**

Cases not covered by these Rules shall be decided on their merit by the Government of Nagaland in the Finance Department.

**17. Repeal:** The Nagaland Services (Revision of Pay) Rules, 2010 will stand repealed with effect from the date the Nagaland Services (Revision of Pay) Rules, 2017 comes into effect except in those cases where option has been exercised to continue to draw pay in the existing scale.

**Sd/-**

**(TEMJEN TOY)**

**Additional Chief secretary & Finance Commissioner**

Dated: 16<sup>th</sup> December, 2017

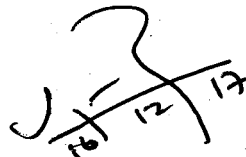
No. FIN/ESTT-2/11/VII CPC/16

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The OSD to the Chief Minister, Nagaland, Kohima.
3. The Sr.P.S/P.S to all Ministers/Parliamentary Secretaries, Nagaland, Kohima.
4. The OSD to the Chief Secretary, Nagaland, Kohima.
5. All Additional Chief Secretaries/Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Nagaland, Kohima.
6. The Commissioner, Nagaland, Kohima.
7. The Principal Accountant General, Nagaland, Kohima.
8. The Chief General Manager-in-Charge, Department of Government and Bank Accounts, Reserve Bank of India, opp. Mumbai Central Railway Station, Mumbai-400 008.
9. The Commissioner & Secretary, Nagaland Legislative Assembly.
10. The Resident Commissioner, Delhi/Joint Resident Commissioner, Guwahati & Kolkata/Assistant Resident Commissioner, Shillong.
11. The Principal Director of Treasuries & Accounts, Nagaland, Kohima with a request to circulate to all Treasuries/Sub-Treasuries.
12. All Heads of Departments, Government of Nagaland, Kohima/Dimapur.
13. The Secretary, N.P.S.C. Nagaland, Kohima.
14. The Additional General Manager, SBI. Regional Office, Dimapur.
15. All Deputy Commissioners/Additional Deputy Commissioners, Nagaland.
16. The Commissioner & Secretary, IT&C department, Nagaland Civil Secretariat with the request to post this in the Government of Nagaland website.
17. The Publisher, Nagaland Gazette with the request to publish this notification in the Extraordinary Gazette.
18. The Deputy Secretary, Cabinet Secretariat (Cabinet Cell) Nagaland, Kohima for kind information.



19. The President, Nagaland Pensioners Association, Kohima.
20. Guard File.



**(TEMJEN TOY)**

**Additional Chief secretary & Finance Commissioner**

**Annexure- I**  
**Form of Option**  
**(See Rule -6)**

\* (i) I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1<sup>st</sup> June, 2017.

\* (ii) I, \_\_\_\_\_ hereby elect to continue on the existing pay band and grade pay of my substantive/officiating post mentioned below until

the date of my next increment

the date of my subsequent increment

raising my pay to ₹ \_\_\_\_\_

I vacate or cease to draw pay in the existing pay band and grade pay

the date of my promotion is \_\_\_\_\_

Existing pay band and grade pay \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

Date:

Station:

\* To be scored out, if not applicable

**Illustrations:**

**Pay fixation in the new pay structure:**

**Example I**

- i. An employee H is presently drawing basic pay of ₹ 32260 (Pay in the pay band ₹ 24660 + grade pay ₹ 7600) After multiplying with 2.57 a figure of ₹ 82908.20 is arrived at. This is rounded to ₹ 82908
- ii. The level corresponding to Grade Pay 7600 is level 16 ,as maybe seen from the Pay Matrix (Table-II)
- iii. Under level 16, the figure closest to ₹ 82908 is ₹ 84800
- iv. Hence, the pay of the employee H will be fixed at ₹ 84800 in the new pay matrix.

**Example-2**

- i. An employee Y is presently drawing basic pay of ₹ 15000 (Pay in the pay band Rs. 11600 + grade pay ₹ 3400). After multiplying with 2.57 a figure of ₹ 38550 is arrived at.
- ii. The level corresponding to Grade Pay ₹ 3400 is level 9, in the table of Pay Matrix.
- iii. Under level 9 the figure closest to ₹ 38550 is 38700.
- iv. Hence, the pay of the employee Y will be fixed at ₹ 38700.

**Initial Pay Statement (IPS)**

[See Rule 8 (c)]

**Statement of Fixation of Pay under Nagaland Services (ROP) Rules, 2017.**

1. Name of the Government servant :
2. Designation of the post in which pay is to be fixed as on 01.06.2017 :
3. Status (Substantive/Officiating) :
4. Existing pay band & grade pay :
5. Revised level in the pay matrix under Nagaland Services (ROP) Rules, 2017 :

**Fixation of Pay**

6. Existing basic pay (pay +grade pay) :
7. Revised basic pay (Existing basic pay X 2.57) (rounded to nearest Rupee) :
8. Locate the revised pay under the appropriate level in the pay matrix, if no identical figure is available locate the next higher span closest to it. This will be the revised basic pay :
9. Date of Next Increment :
10. Basic pay after grant of next increment (3% over Sl.No.8. ₹50 and above rounded to next multiple of 100 and below ₹50 ignored) (The figure shall be equal to the immediate higher span above the revised basic pay worked out at Sl. No. 8 above in the relevant level of the Pay Matrix) :
11. Any other relevant information

Checked by:

Signature of Accounts Officer  
(with seal)

Signature & Designation of  
Head of Office (with seal)

**Illustrations:**

**Fixation of pay in case of promotion:**

**Example-I**

An employee H drawing pay of ₹ 84800 in level 16 is promoted to a post in level 17. Fix his pay on promotion in level 17 as below:

1. Existing pay in level 16 : ₹84800

**Step-1**

Add one notional increment in level 16 and work out pay in the appropriate cell : 87300

**Step-2**

2. Locate equal or next higher cell in the Level to which promotion is given ( In this case Level 17) and pay be fixed in that cell: ₹ 102000

Since the amount worked out under step-1 is less than the starting pay (Cell-1) of level 17, pay shall be fixed at the starting pay (Cell-1).

**Example-II**

An employee Y drawing pay of ₹ 38700 in level 9 is promoted to a post in Level 10. Fix his pay on promotion in level 10 as below:

1. Existing pay in level 9: ₹ 38700

**Step-1**

2. Add one notional increment

In level 9 and work out pay in the appropriate cell in the level: ₹ 39900

**Step-2**

3. Locate equal or next higher cell in the level to which promotion is given ( in this case Level 10) and pay be fixed in that cell: ₹ 40100

**Form-I**  
[See Rule 13(6)]

Under taking to be submitted by the employees for drawal of pay under Nagaland Services (Revision of Pay) Rules, 2017

**Undertaking**

I hereby undertake that any excess payment that may be found to have been made to me 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 Government by recovery from my pay either in one lump sum or monthly instalments not exceeding three as may be ordered by the Head of Department.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date:

Station:

## Form-II

Form for requesting authorization of additional pension in terms of Rule 15(G) of Nagaland services (Revision of Pay) Rules, 2017.

1. Name of the Pensioner
2. Name of the department/office from which retired/died
3. PPO No.
4. Date of Birth
5. Date of retirement
6. Name of the Family Pensioner (relating to 1 above)
7. Date of birth of the family pensioner
8. Name of Treasury  
from which pension/family pension is drawn
9. Name of Bank (and Name of Branch)  
from which pension/family pension is drawn
10. Saving Bank Account No.
11. Bank code No.

I, Shri/Shrimati \_\_\_\_\_, hereby certify that the information furnished above are true to the best of my knowledge and belief. I have attained/shall attain the age of 80 years on \_\_\_\_\_ (date) and am entitled to the additional pension in terms of the above mentioned notification of the Government of Nagaland. I request that the payment of additional pension be authorized at an early date.

(Signature/Thumb impression of the pensioner/family pensioner)

### Certificate of the Pension Disbursing Authority

Certified that the information furnished are true as per records available in this office (Except item No. \_\_\_\_\_ above)

Forwarded : To the Accountant General, Nagaland Kohima with a request for authorisation of additional pension on the pensioner/family pensioner attaining the age of 80 years and above.

No. \_\_\_\_\_

Dated \_\_\_\_\_, the \_\_\_\_\_, 2017

(Signature of the Pension Disbursing Authority)  
(Branch Manager of the Bank or the Treasury Officer)

