

F. No. 11 (4) R-2/2013-1427  
 Government of Pakistan  
**Finance Division**  
 (Regulations Wing)  
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Islamabad, the 22<sup>nd</sup> October, 2013

**OFFICE MEMORANDUM**

Subject: - **CLARIFICATIONS SOUGHT BY VARIOUS MINISTRIES/ DIVISIONS/ DEPARTMENTS/ ORGANIZATIONS ETC. REGARDING GRANT OF PREMATURE INCREMENT ON UP-GRADATION.**

The undersigned is directed to refer to the subject cited above and to state that the queries raised by various Ministries/Divisions/Departments/Organizations etc with reference to Finance Division's O.M. No. 11(4) R-2/2011- 1153/2013 dated 31<sup>st</sup> May, 2013, have been examined in Finance Division which are clarified as under:-

Sr.No	Query raised	Clarification
1	Whether the employees of BS-1 to 4, who were moved one scale up w.e.f. 01-07-2007, without up-gradation of their posts are eligible for grant of one pre-mature increment under O.M. No. 11(4) R-2/2011-1153/2013 dated 31-05-2013.	No. Finance Division's O.M dated 31.05.2013 provides for grant of Premature Increment on up-gradation and not on move-up.
2	Whether the employees, who were holding Selection Grade prior to up-gradation of their posts in BPS already held by them, are also eligible to the benefit of premature increment on up-gradation of their posts under Finance Division's O.M. No. 11(4)R-2/2011-1153/2013 dated 31-05-2013.	Yes. Just as in case of same scale promotion.
3	Whether the employees, who were holding Selection Grade and were drawing pay at the maximum of the same pay scale in which their posts have been up-graded, are entitled to one pre-mature increment as personal pay beyond the maximum of pay scale or otherwise.	Since the annual increment beyond the scope of pay scale was first time allowed w.e.f 01.12.2005 in BPS 2005, therefore, the employees, who were at the maximum of pay scale in which their posts have been up-graded, are entitled to one pre-mature increment as personal pay, as is granted on same scale promotion w.e.f. 01-12-2005.
4	Whether the employees, who have been upgraded or granted one scale move up on or after 2 <sup>nd</sup> June of a calendar year, can opt for re-fixation of their pay on 1 <sup>st</sup> December of that calendar year in the light of Finance Division's O.M. No. F. 3(2) GAZ.IMP.I/75 dated 14-10-1975.	Yes.
5	Whether pre-mature increment will be granted to inspectors of FBR, who were upgraded twice, 1 <sup>st</sup> in 2008 and 2 <sup>nd</sup> in January 2013 from BPS-11 to 14 and 14 to 16 respectively?	Yes.

6	Whether pre-mature increment is admissible on up-gradation of contractual staff employed on standard terms & conditions of contract or otherwise.	Contract employees who have been appointed in a BPS on standard terms and conditions of contract appointment, if upgraded along with post, are entitled one premature increment as in case of up-gradation of a regular employee.
7	<p>a. Whether the Private Secretary/ Stenographer (re-designated as APS)/ Stenotypist, who have been upgraded vide O.M. No. 19(55) Legal-II/2010-1055 dated 23-12-2011, are entitled to pre-mature increment on up-gradation.</p> <p>b. If yes what would be the criteria of admissibility for grant of premature increment and arrears on up-gradation.</p>	<p>Pre-mature increment is admissible in case of Steno-typists, Stenographers only whose posts have been upgraded. The posts of Private Secretary have not been upgraded rather they have been granted time scale on completion of prescribed length of service, therefore, they are not entitled to pre-mature increment.</p> <p>Where the stage in BPS of higher (upgraded) post next above the pay admissible in BPS of lower (pre-up-gradation) post, gives the increase in pay equal to or less than a full increment of higher BPS, the initial pay in the BPS of the higher (upgraded) post will be fixed after allowing a pre-mature increment in BPS of higher post.</p>



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All Ministries/Divisions/Departments

Copy also forwarded for information to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Office, Islamabad.
4. National Assembly Secretariat, Islamabad.
5. Senate Secretariat, Islamabad.
6. Election Commission of Pakistan, Islamabad.
7. Supreme Court of Pakistan, Islamabad.
8. Federal Shariat Court, Islamabad.
9. Auditor General of Pakistan, Islamabad.
10. Controller General of Accounts, Islamabad.
11. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
12. Military Accountant General, Rawalpindi.
13. All Financial Advisers/Deputy Financial Advisers attached to Ministries/Divisions etc and all officers of Finance Division.
14. Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.
15. Financial Adviser and Chief Accounts Officer, Pakistan Railways, Lahore.
16. All Chief Secretaries/Finance Secretaries of the Government of Punjab/Sindh/Khyber Pakhtunkhwa/Balochistan/Azad State of Jammu & Kashmir and Gilgit Baltistan.
17. Capital Development Authority, Islamabad.
18. Office of the Chief Commissioner, Islamabad.
19. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad.
20. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
21. Pakistan Atomic Energy Commission, Islamabad.
22. Central Directorate of National Savings, Islamabad.
23. National Accountability Bureau, Islamabad.
24. Member (Finance), KRL, P.O.Box.No.1384, Islamabad.
25. Intelligence Bureau, Islamabad.
26. Pakistan Mint, Lahore.
27. DG Post Offices, Islamabad.
28. Economic Adviser's Wing, Finance Division, "S" Block, Pak. Secretariat Islamabad.
29. Secretariat Training Institute, Islamabad.
30. Directorate General of Inspection & Training, Customs & Central Excise, 8th Floor, New Customs House, Karachi.
31. Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad.
32. Federal Tax Ombudsman's Secretariat, Islamabad.
33. Cost Accounts Organization, Islamabad.
34. Web Administrator, Finance Division, Islamabad.



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