

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. FinV/ACARR/PR2016/2022

KOCHI-22
Dated: 20.06.2022

CIRCULAR

Sub:- ACARR - Pay Revision 2016 - Pay Fixation - Guidelines Issued -
Reg.

Ref :- 1. G.O. (Ms.) No. 4/2022/S&TD dated 25.03.2022
2. U.O. No.CUSAT/AD(D).D4/2608/2022 dated 09.06.2022

1. In continuation to the U.O cited, following guidelines for submission of proposal for pay fixations are issued. This may please be brought to the notice of all concerned.
2. Date of Effect :
The CSIR Pay Revision 2016 takes effect from 01.01.2016. All employees who were in service as on 01.01.2016 shall come over to the revised pay structure wef 01.01.2016.
All promotions/appointments on or after 01.01.2016 shall be deemed to have made in this pay structure.
3. Proposal for fixation :
A format for this purpose is appended to this circular. This is intended to minimize chances of errors in fixation of pay and also to speed up the pay fixation process.
The "proposal for fixation" format should be prepared correctly and neatly in the MS Excel/Word sheet. Doubts if any should be cleared by sending email to financesectioncusat@gmail.com before forwarding the statement to avoid delay.
4. A form of undertaking is appended which may also be duly filled up.
5. **The above mentioned two Appendices , duly filled up in all respects may be forwarded to the mail id of Finance Section (financesectioncusat@gmail.com) and the hard copy authenticated by HOD/Controlling Officers to the Finance Section at the earliest.**
6. The proposal for fixation and the undertaking can be downloaded from the University website (www.cusat.ac.in)->Intranet->Finance Wing->Downloads->Misc.

Support and Co-operation of all concerned is requested.

Sudheer M S *
Finance Officer

To

1. The Director, Advanced Centre for Atmospheric Radar Research (ACARR)
2. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar/PA to Finance Officer/PA to Controller of Examinations.
3. All the Scientists in ACARR
4. The Deputy Registrar (Admn II/III/Finance).
5. The Assistant Registrar (Admn I/ Audit/Accounts/Finance).
6. Pay Roll A & B/Accounts-I/Admn-D/F-Sections/E-Governance Cell.
7. Day File/Stock File/File Copy.

Enclosure(s):

As above.

* This is a computer generated document. Hence no signature is required.

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY Appendix I

PROPOSAL FOR FIXATION OF PAY UNDER THE CSIR PAY REVISION 2016

[SANCTIONED VIDE U.O. No.CUSAT/AD(D).D4/2608/2022 dated 09.06.2022]

PF		NAME [IN CAPITALS]	
DEPT. No		DEPARTMENT NAME	
SEX		DESIGNATION	
DATE OF JOINING IN CUSAT		DATE OF RETIREMENT	

DETAILS AS ON DATE OF OPTION

DATE OF OPTION	
DESIGNATION AS ON DATE OF OPTION	
PRE-REVISED PAY BAND AS ON DATE OF OPTION	
PAY (Rs)	AGP (Rs)
DATE OF NEXT INCREMENT	

PAY FIXATION IN THE REVISED CSIR-2016 SCHEME (AS ON DATE OF OPTION)

REVISED ACADEMIC LEVEL IN CSIR 2016 SCHEME	
BASIC PAY + AGP AS ON DATE OF OPTION	
REVISED CALCULATED VALUE=2.57x(BASIC PAY+AGP)	
NEXT STAGE IN THE REVISED PAY MATRIX	
PAY FIXED AS ON DATE OF OPTION	
DATE OF NEXT INCREMENT	

DETAILS OF PROMOTION / CHANGES IN SCALE OF PAY (PRE-REVISED) ON OR AFTER 01.01.2016 /DATE OF OPTION

Date of Event	Corresponding Designation	Scale of pay (Pre-Revised)	Basic pay + AGP (Pre-Revised) (Rs)	U.O. Ref. No & Date

DETAILS OF LEAVE AFTER 01.01.2016 /DATE OF OPTION AFFECTING PAY(LWA, HPL, DIESNON etc.)

No.	TYPE OF LEAVE	PERIOD (From - To)	No of Days	Relevant Rule No.

ANY OTHER INFORMATION YOU MAY LIKELY TO FURNISH(Use Additional Sheets if Necessary)

STATION : COCHIN-22	SIGN :	
DATE :	NAME :	
	DESIGNATION :	

(OFFICE SEAL)

SIGN. OF THE HEAD OF THE DEPARTMENT

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNDERTAKING

U.O. No.CUSAT/AD(D).D4/2608/2022 dated 09.06.2022

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay band or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

SIGNATURE :

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NAME :

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DESGN :

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DEPT:

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STATION :	COCHIN-22
DATE :	