

Chapter 4					
SCALES OF PAY, ALLOWANCES AND PERQUISITES					
(Under Bye-Laws 3.4)					
I Pay					
S.No.	Grade	Pay band	6 th CPC Pay Scale from 01-01-2006 (Rs.)		7 th CPC Levels (Rs.) From 1/1/2016
(A) Miscellaneous Staff					
1.	M I	I S	4440-7440 (GP Rs.1650)		Level-1-18000-56900
2.	M II	PB-1	5200-20200 (GP Rs.1900)		Level 2-19900-63200
3.	M III	PB-1	5200-20200 (GP Rs.2400)		Level 4-25500-81100
(B) Supporting Staff					
1.	S I	PB-1	5200-20200 (GP Rs.2400)		Level 4-25500-81100
2.	S II to IV	PB-2	9300-34800 (GP Rs.4200)		Level 6-35400-112400
(C) Administrative Staff					
1.	A I to III	PB-2	9300-34800 (GP Rs.4200)		Level 6-35400-112400
2.	A IV	PB-3	15600-39100 (GP Rs.5400)		Level 10-56100-177500
3.	A V	PB-3	15600-39100 (GP Rs.6600)		Level 11-67700-208700
4.	A VI	PB-3	15600-39100 (GP Rs.7600)		Level 12-78800-209200
5.	A VII & VIII	PB-4	37400-67000 (GP Rs.8700)		Level 13-118500-214100
6.	A IX & X	PB-4	37400-67000 (GP Rs.10000)		Level 14-144200-218200
7.	A XI	HAG	67000- (annual increment @ 3%)-79000	Nil	Level 15-182200-224100
8.	A XII	HAG+ scale	75500- (Annual Increment @ 3%) 80000	Nil	Level 16-205400-224400
(D) Technical Staff					
1.	T (B)	PB-2	9300-34800 (GP Rs.4200)		Level 6-35400-112400
2.	T (C)	PB-2	9300-34800 (GP Rs.4600)		Level 7-44900-142400
3.	T I	PB-3	15600-39100 (GP Rs.5400)		Level 10-56100-177500
4.	T II	PB-3	15600-39100 (GP Rs.6600)		Level 11-67700-208700
5.	T III	PB-3	15600-39100 (GP Rs.7600)		Level 12-78800-209200

6.	T IV & V	PB-4	37400-67000 (GP Rs.8700)		Level 13- 118500-214100
7.	T VI & VII	PB-4	37400-67000 (GP Rs.8900)		Level 13 A- 131100-216600
8.	T VIII & IX	PB-4	37400-67000 (GP Rs.10000)		Level 14- 144200-218200
9.	T X	HAG	67000- (annual increment @ 3%)- 79000	Nil	Level 15- 182200-224100
10.	T XI	HAG+ scale	75500- (Annual Increment @ 3%) 80000	Nil	Level 16- 205400-224400
11.	T XII	Apex	80000 (Fixed)	Nil	Level 17- 225000

ALLOWANCES

II

HOUSE RENT ALLOWANCE

The employees of CRIS will be paid House Rent Allowance accepted for Central Government employees after acceptance of 7th CPC recommendations.

The admissibility of House Rent Allowance (HRA) shall be as under:-

Classification of Cities/Towns	Rate of House Rent Allowance per month as a percentage of Basic Pay only
X	24%
Y	16%
Z	8%

2. The rates of HRA will not be less than Rs.5400, Rs.3600 and Rs.1800 at “X”, “Y”, and “Z” class cities respectively.
3. The rates of HRA shall be revised to 27%, 18% & 9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% and 10% when DA crosses 50%.
4. Leasing of accommodation by Centre for allotment to the officers will be allowed in accordance with rules framed by the Centre from time to time.
5. Leasing of one's own house on similar terms may also be permitted.

NOTE:-

1. Details on leasing of accommodation / leasing of one's own house are in Chapter 6.

(Authority OM No.59/2017 dated 12/12/2017)

III	MULTIFUNCTIONAL ALLOWANCE	
	Depending upon multifunctional duties to be performed, Managing Director may sanction appropriate multifunctional allowance to various categories of Administrative/ Support/Miscellaneous Staff of the Centre.	
IV	SPECIAL PAY	
	Special pay may, at the discretion of the Governing Council also be given to staff performing special duties.	
V	ALLOWANCES BASED ON NOTIFICATION OF THE CENTRAL GOVERNMENT (Authority OM No.59/2017 dated 12/12/2017)	
	S.No.	Item of Allowance
	Revised allowances/entitlements	
1	Dearness Allowance	DA is admissible to CRIS employees on Central Government patterns as per CRIS bye-laws.
2	Children Education Allowance	The amount fixed for reimbursement of Children Education allowance will be Rs.2250/- pm and Hostel Subsidy will be Rs.6750/- pm. The above limits would be automatically raised by 25% every time the DA on the revised pay structure goes up by 50%. The allowance will be double for differently abled children.
3	Washing Allowance	Abolished. The Uniform Allowance/Washing Allowance/ Stitching charges/Shoe Allowance etc. have been subsumed in Dress Allowance. The rate of Dress Allowance shall be Rs.5000/- per year payable in the month of July.
4	Family Planning Allowance	Abolished.
5	Island Special Duty Allowance	The revised rates are as under:
	Areas within the distance of 8 Kms. of Municipal limits of Capital Towns: (Port Blair in A&N Islands, Kavaratti and Agatti in Lakshadweep)	10% of Basic Pay per month.
	Difficult Areas (North and Middle Andaman, South Andaman excluding Port Blair in A&N islands, all Islands in Lakshadweep except Kavaratti, Agatti and Minicoy)	16% of Basic Pay per month.
	More Difficult Areas (Little Andaman, Nicobar group of Islands, Narcondam Islands, East Islands in A&N Islands, Minicoy in Lakshadweep)	20% of Basic Pay per month.

6	Transport Allowance	Pay Level 9 and above for employees posted in cities as per annexure.	7200+ DA thereon 3600 + DA thereon
		For employees posted at all other places	
		Pay Level 3 to 8 for employees posted in cities as per annexure.	3600+ DA thereon
		For employees posted at all other places	1800 + DA thereon
6	Transport Allowance	Pay Level 1 and 2 (Basic pay 24200 & above) for employees posted in cities as per annexure	3600+ DA thereon
		For employees posted at all other places	1800 + DA thereon
6	Transport Allowance	Pay Level 1 and 2(Basic pay below 24200) for employees posted in cities as per annexure.	1350+ DA thereon
		For employees posted at all other places	900 + DA thereon
7	Composite Transfer and Packing Grant	The CTG shall be paid at the rate of 80 percent of last month's Basic Pay. However, for transfer to and from the island territories of Andaman, Nicobar and Lakshadweep, CTG may continue to be paid at the rate of 100 percent of last month's Basic Pay. Other terms & condition as per Central Govt. Rules. In cases of transfer to stations which are at a distance of less than 20 kms from the 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.	
8	Cycle Allowance	Existing rates of Rs.90 per month doubled to Rs.180 per month. Employees in receipt of conveyance charges will not be eligible for Cycle Allowance. Other terms & condition as per Central Govt. Rules	
9	Special Allowance for Child Care for Women with Disabilities	Women with disabilities shall be paid Rs.3000/- per month as Special Allowance for Child Care. The allowance shall be payable from the time of the child's birth till the child is two years old for a maximum of two eldest surviving children. The above limit would be automatically raised by 25% every time the DA on the revised pay structure goes up by 50%.	

	10.	Deputation Allowance	<p>(a) In case of deputation within the same station the Deputation (Duty) Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500 p.m.</p> <p>(b) In case of deputation involving change of station, the Deputation (Duty) Allowance will be payable at the rate of 10% of the basic pay subject to a maximum of Rs.9000 p.m.</p> <p>(c) The ceilings will further rise by 25% each time Dearness Allowance increases by 50%.</p> <p>(d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the apex level i.e. Rs.2,25,000/-.</p> <p>The other terms & conditions are as per Central Govt. Rules. The orders shall take effect from 01.07.2017.</p>
VI	<p>REIMBURSEMENT OF MEDICAL EXPENSES</p> <p>Revised CRIS Medical Attendance Rules have been circulated vide Office Memorandum No. 21/2009. These Rules have come into effect w.e.f. 01.07.2009. Details of the Revised Medical Attendance Rules are at Annexure-4.</p>		
VII	<p>LOAN SCHEME</p> <p>There is scheme for interest subsidy on loans to be availed by CRIS staff for:.</p> <p>i) House Building</p> <p>ii) Conveyance - Motor Car/Scooter/Motor Cycle</p> <p>iii) Personal Computer</p> <p style="text-align: right;"><i>Details of the scheme are at Annexure-5</i></p>		
VIII	<p>DEPOSIT LINKED INSURANCE SCHEME</p> <p>CRIS employees would be covered by a Group Insurance Scheme under which, the dependants of an employee would be given a sum equivalent to Central Government Insurance Scheme appropriate to his/her level in the event of his/her death during service. However, no amount will be payable to the employee upon his termination of service or otherwise. The entire premium payable to LIC, would be borne by the Centre.(CRIS OM No.9 dated 10.08.1998)</p>		

IX	<p>PROVIDENT FUND SCHEME</p> <ol style="list-style-type: none"> 1. Contribution at the rate of 12% of the basic wages, dearness allowance, dearness pay and interim relief, would be payable by the employee will be deducted every month from the salary of each employee as contribution to his/her PF. 2. A matching contribution equal to the sum mentioned in item 1 above will be made by the Centre in respect of each employee. 3. Employees may contribute any additional amount voluntarily to the provident fund. However, the Centre's contribution will be limited to the amount mentioned in item 1 above. 4. Interest will be allowed on the total amount including the contribution by the Centre at the rates applicable to Central Government employee from time to time. 5. If an employee was a member of recognised provident fund scheme and he/she has withdrawn from it on joining the Centre's on a regular basis, he/she will start contributing to the Centre provident fund scheme from the date of his joining the service of the Centre. 6. If an employee was not a member of any recognised provident fund scheme previously, he/she will start contributing to the Centre's provident fund scheme on completion of the specified period of probation or after a continuous service for a period of six months in the Centre. <p>The Insurance Scheme approved by the Governing Council in their Special Meeting held on 6.8.1998 is effective from 1.1.99.</p> <p>Revised Rates effective from August 1998.</p>
X	<p>GRATUITY</p> <p>The gratuity shall be payable to eligible CRIS employees as per Payment of Gratuity Act 1972, as amended from time to time.</p> <p>However, in the case of staff who have been permanently absorbed from the Government and who have previous service of more than 5 years in the Government, the minimum limit of 5 years qualifying service in CRIS will not apply. (<i>OM No. 8 of 10.8.1998</i>)</p>
XI	<p>LEAVE RULES</p> <p>1. Right to Leave</p> <p>Leave cannot be claimed as a matter of right. When the exigencies of the Centre so require, discretion to refuse leave of any kind is reserved to the authority competent to grant leave.</p>

2. Authority Competent to grant leave

Applications for leave shall be addressed to the Council by the Managing Director and to the Managing Director by other members of the staff. Leave may be sanctioned by the Managing Director or by a member of the staff to whom the power has been delegated by the Managing Director. The Managing Director can avail himself of casual leave on his own authority.

Delegation of Powers for sanction of leave is at item (iv) of Delegation of Administrative Powers.

3. Kinds of leave due and admissible

a) Casual Leave

Causal leave admissible to members of the staff shall be 8 days in a calendar year subject to the condition that not more than 6 days at a time may be allowed. The Managing Director or any member of the staff to whom the power has been delegated by the Managing Director to grant leave, may waive this condition in exceptional circumstances. Saturdays, Sundays and holidays preceding or succeeding or intervening the period of casual leave shall not be debited to any leave account. Combination of causal leave with any other kind of leave is not admissible.

b) Members of the staff shall be entitled to avail any of the **two Restricted Holidays announced by the Centre.**

c) Earned Leave

- (i) The leave account of every employee of the Centre shall be credited with earned leave, in advance in two instalments of 15 days each on the first day of January and July of every calendar year.
- (ii) The leave at the credit of every employee of the Centre at the cost of previous calendar year shall be carried forward, to the next calendar year, subject to the condition that the leave so carried forward plus the credit for the current year does not exceed the maximum of limit of **300 days. (OM No.5 dated 10.08.1998)**
- (iii) In case of a newly appointed employee, earned leave shall be credited to his leave account at the rate of two and half days for each completed calendar month(s) of service which he/she is likely to render in the year in which he/she is appointed. In case of an employee who is due to retire or who resigns from the service of the Centre, the credit of earned leave at the rate of two and half days per completed calendar month(s) up to the date of retirement or resignation would be given to him/her. In case of dismissal, removal or death of an employee credit of earned leave would be given at two and half calendar month preceding the calendar month in which he/she is dismissed, removed or expired. If any employee avails extra-ordinary leave, without pay, or some period of his/her absence is treated as unauthorised, the credit to be afforded to his/her leave account at the commencement of the next calendar year shall be reduced, by 1/10th of the period of such leave and/or unauthorised absence. While affording credit of leave, fraction of a day shall be rounded off to the nearest day.
- (vi) Saturday, Sundays and holidays preceding or following the period of earned leave shall be excluded from leave sanctioned but those intervening in the leave period will be treated as part of leave.

	<p>(v) Employees of the Centre will be permitted to encash earned leave after completion of two years' service, subject to the condition that the maximum encashment on each occasion does not exceed one month and the employee actually avails of equal amount of leave.</p> <p>(vi) No leave shall be granted to any employee beyond the date of his/her retirement or the date of his/her final cessation of duties or the date on which he/she retires by giving notice to the Centre or he/she is retired by the Centre by giving him/her notice or pay and allowances in lieu of such notice, in accordance with "the terms and conditions of his/her service or the date of his/her resignation from service of the Centre. On cessation of service, the authority competent to grant leave shall issue an order granting cash equivalent of leave salary for leave, if any, at the credit of the employees of the Centre calculated upto the last working day of his service, subject to a maximum of 300 days. The cash equivalent shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No house rent allowance or city compensatory allowance shall be payable.</p>									
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Cash equivalent</td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 45%; text-align: center;">X</td> </tr> <tr> <td colspan="3">Pay admissible on the date of cessation of service plus Dearness Pay, IR, ADA including Ad hoc DA if any admissible on that date, divided by thirty.</td> </tr> </table>	Cash equivalent	=	X	Pay admissible on the date of cessation of service plus Dearness Pay, IR, ADA including Ad hoc DA if any admissible on that date, divided by thirty.				<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">No. of days of un utilized earned leave at credit on the date of retirement or cessation of service subject to a maximum of 300 days.</td> </tr> </table>	No. of days of un utilized earned leave at credit on the date of retirement or cessation of service subject to a maximum of 300 days.
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	<p>(d) Half Pay Leave</p> <p>(i) An employee of the Centre shall be 'entitled to half pay leave of 20 days in respect of each completed year of service without any limit for its accumulation.</p> <p>(ii) The leave due clause (i) may be granted on medical certificate or on private affairs.</p> <p>(iii) If any employee of the Centre is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.</p>		
	<p>(e) Commuted Leave</p> <p>Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate to the employees of the Centre subject to the following conditions :</p> <p>(i) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee of the Centre returning to duty on its expiry.</p> <p>(ii) When the commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.</p> <p>(iii) An employee of the Centre when granted leave on medical certificate shall produce fitness certificate from the Medical Officer of the Centre before returning to duty on expiry of such leave.</p>		

(f) Leave not Due

Leave not due may be granted by the Managing Director or by a member of the staff to whom the power has been delegated by the Managing Director, to a member of the staff for a period not exceeding 360 days during his/her entire service, out of which not more than 90 days at a time and 180 days in all without medical certificate. Such leave shall be debited against the half pay leave of the member of staff, he/she is likely to earn thereafter.

NOTE:

- 1) Leave not due should be granted only if the authority competent to sanction leave is satisfied that there is a reasonable prospect of the employee, returning to work on the expiry of the leave and it should be limited to the half pay leave he/she is likely to earn thereafter.
- 2) Where a member of the staff who has been granted leave not due, under this Rule applies for permission to resign, permission may be granted if:-
 - (i) Leave not due remaining to his/her credit is cancelled; and
 - (ii) Salary for the period of leave not due, which has been granted otherwise than medical certificate, already enjoyed, shall become refundable to the Centre and may be deducted by the Centre while arriving at the final settlement of his/her account.

(g) Maternity leave

- 1) A female employee of the Centre may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 2) Maternity leave may also be granted in case of miscarriage, including abortion or pregnancy terminated on medical grounds subject to the condition that:
 - (a) the leave does not exceed six weeks; and
 - (b) the application for the leave is supported by a medical certificate.
- 3) Maternity leave may be combined with leave of any other kind.
- 4) Maternity leave shall not be debited against the leave account.

(h) Paternity leave

A male employee of the Centre will be entitled to Paternity leave as per Central Government rules.

(i) Child Care Leave

Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited

	<p>against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without Production of medical certificate). It may be combined with leave of the kind due and admissible. The Child Care Leave shall be admissible for two eldest surviving children only.</p> <p>CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.</p> <p>The leave is to be treated like the Earned Leave and sanctioned as such. Consequently, Saturdays Sundays, Gazetted holidays etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave.</p>
	<p>(j) Leave without pay (extraordinary leave)</p> <p>Leave without pay may be granted to any officer of the Centre who does not have any leave to his/her credit. This discretion may be exercised by the management only on grounds of prolonged illness or any other exceptional circumstances.</p>
	<p>(k) Study Leave</p> <p>Study leave may be granted to a member of staff without pay who wants to pursue further studies which might not have a direct bearing on the work in which he/she is engaged, but might be in the overall interest of the Centre.</p> <p>If however, the studies will have a direct bearing on his/her work, study leave may be granted and the staff member paid his/her entitled salary. In such cases, the officer shall execute a suitable bond to the Centre. The execution of the bond may, in special cases, be relaxed by the Committee.</p> <p>The period of study leave will not ordinarily be for more than one year at a time and two years in the entire service. The study leave will be granted to the employee only if he/she has already rendered 5 years' service in the Centre, and also he/she is in a position to render 5 years more service in the Centre on the completion of his/her study leave.</p> <p>The study leave shall not be debited against the leave account of the officer. Study leave may be combined with any kind of leave, but in no case shall the grant of this leave in combination with leave, other than extraordinary leave, involve a total absence of more than 28 months from the duties of the employee of the Centre.</p>
	<p>(l) Special Casual Leave</p> <p>Special Casual Leave may be granted to staff of the Centre by the Managing Director , or by a member of the staff to whom the power has been delegated by him , for the following reasons :</p> <ol style="list-style-type: none"> a) Inability to come to work due to civil disturbances, curfew or strikes. b) Undergoing sterilisation operations (vasectomy or tubectomy) under the Family Planning Scheme admissible for a period not exceeding six working days.

	<p>c) Participation in case before a Court of Law as witness on behalf of the Centre/Sports/Military/Home Guard Service or accidents arising out of and in the course of work of the Centre.</p> <p>d) Special Casual Leave granted on any occasion can be combined with any kind of leave including casual leave.</p> <p>e) Special Casual Leave may also be granted by the Managing Director on any occasion other than mentioned at items (i) to (iii) above at his discretion for reasons to be recorded in writing, but these powers shall not be delegated.</p> <p>The grant of special casual leave will be in addition to other normal leave entitlement of the employee of the Centre and it shall not be debited to leave account.</p>
	<p>(5) Drawal of leave salary The leave salary payable under these rules shall be drawn in rupees in India</p>
	<p>(6) Advance of leave salary An employee of the Centre proceeding on leave for a period of not less than 30 days may be allowed an advance in lieu of leave salary up to one month's pay and allowances admissible on that leave salary subject to deduction on account of Income Tax, Provident Fund, House Rent, Recovery of advances etc.</p>