

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE,
NEW DELHI**

Dated the 22nd February, 2019

RECRUITMENT AND CONDITIONS OF SERVICE ORDER
(No. 01/2019)

**Subject: Implementation of the recommendations of the
Parliamentary Pay Committee.**

In exercise of powers conferred by Rules 8, 10, 12 and 33 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman, Rajya Sabha, has been pleased to accept the recommendations made in the Report of the Parliamentary Pay Committee appointed to report on the changes that are considered desirable in the structure of scales of pay, allowances, leave, pensionary benefits and other amenities to the officers and all categories of employees of the Rajya Sabha and Lok Sabha Secretariats in the context of the decision of the Government of India on the recommendations of the Seventh Central Pay Commission and direct to implement them as follows :-

I. Revised Pay Structure

- (i) The revised pay structure recommended for application to various categories of posts in the Rajya Sabha Secretariat, as indicated in **Appendix-I** to this Order shall come into force with effect from 1st January, 2016. The R&CS Order No. 04/2016 dated 27th July, 2016 stands superseded to the extent concerned.
- (ii) Persons appointed to various *ex-cadre* posts or on deputation/ co-terminus basis in various scale(s) of pay will be placed in the corresponding revised Levels in the Pay Matrix as indicated in **Appendix- I**.
- (iii) The employees who were in service in the Rajya Sabha Secretariat before 1st January, 2016 will have the option to retain their old scales of pay as obtaining on 31st December, 2015 until the dates on which they earn their next increment in the old scales or until they vacate their posts or cease to draw pay in the old scales or to come over to the revised pay structure with effect from 1st January, 2016 as indicated in **Appendix-I**. The option is with reference to the scales obtaining in the Secretariat as on 31st December, 2015 and not with reference to the pay structure provisionally made applicable in the Secretariat *vide* R&CS Order No.4/2016 dated 27th July, 2016. The option should be exercised in writing in the form appended to this Order as **Appendix-II** within three months from the date

of issue of this Order. The option once exercised shall be final. In case no option is received within the stipulated period, the person concerned shall be deemed to have opted for the revised pay structure with effect from 1st day of January, 2016. The aforesaid option shall not be admissible to any employee appointed to a post on or after the 1st day of January, 2016 and he shall be allowed pay only in the revised pay structure.

- (iv) The revised pay of the employees will be fixed on the model of the provisions contained in the Central Civil Services (Revised Pay) Rules, 2016, as appended to R&CS Order No.04/2016 dated 27th July, 2016 and the financial benefit on account of such pay fixation shall be admissible with effect from 1st January, 2016. However, the benefit of pay fixation on account of upgradation of pre-revised scales(s) of pay, except in respect of pre-revised scale of pay of Rs. 5200-20200 (Pay Band 1) + Grade Pay Rs. 2200, shall be admissible notionally with effect from 1st January, 2016. The actual financial benefit in such cases shall be admissible with effect from 1st January, 2019.
- (v) In cases where feeder post(s) have been upgraded and merged with the promotional post(s) with effect from 1st January, 2016, the junior-most person holding promotional post as on 31st December, 2018 shall rank senior to all those holding the feeder post as on 31st December, 2018. Further, the financial benefit accrued on account of promotion to the higher post/ financial upgradation attached to the scale of pay of higher post/ merger with the higher post between 1st January, 2016 to 31st December, 2018 shall also be protected.
- (vi) The post of Additional Director and equivalent in pre-revised scale of pay of Rs. 15600-39100 (Pay Band 3) + Grade Pay Rs. 8000 for which there is no corresponding level in the Pay Matrix shall be a dying cadre with effect from 1st January, 2019. No promotion/ financial upgradation to this post shall be effected on or after that date. However, the seniority, functional responsibilities, position in the hierarchy and other entitlements of Additional Directors prior to the issue of this Order shall continue to remain the same after 1st January, 2019. Further, the vacant post(s) arising out of retirement, promotion or otherwise in that grade shall be deemed as abolished. In lieu of such post(s) of Additional Director and equivalent, equal number of post(s) will be deemed to be created in the feeder grade of Deputy Secretary and equivalent.
- (vii) The fixation of pay of persons holding the post of Additional Director and equivalent in the pre-revised scale of pay of Rs. 15600-39100 (Pay Band 3) + Grade Pay Rs. 8000 as on 1st January, 2016 or promoted or granted financial upgradation to the Grade Pay of Rs. 8000 with effect from 1st

January, 2016 to 31st December, 2018 shall be made in Level 12 in the Pay Matrix, as per the provisions contained in CCS (Revised Pay) Rules, 2016 as appended to R&CS Order No.4/2016 dated 27th July, 2016. In addition, they shall be paid Personal Pay at the rate of Rs. 2500 per month in the revised pay structure with effect from 1st January, 2016 or the date of switch over to the revised pay structure or the date of their promotion to the post of Additional Director and equivalent or financial upgradation to Grade Pay of Rs. 8000, whichever is later till the date of their appointment to the post of Director and equivalent in Level 13 or grant of Non-Functional Financial Upgradation (NFFU) in Level 13 or till retirement/resignation etc., whichever is earlier. Such Personal Pay shall not be reckoned for calculating allowances, increments, pensionary benefits etc.

- (viii) In case of persons retired in the pre-2006 scale of pay of Rs. 12750-375-16500 with effect from 1st January, 1996 to 31st December, 2005 or from the Grade Pay of Rs. 8000 during the period with effect from 1st January, 2006 to 31st December, 2015, the notional pay fixation/ pension calculation on or after 1st January, 2016 shall be made on the basis of Concordance Table available for Level 12.
- (ix) The officers appointed as Secretary-General, Rajya Sabha on or after 1st January, 2016 on contract basis, after their retirement from service from the post of Secretary in Level 17 in the Pay Matrix, shall be entitled for pension equivalent to Cabinet Secretary after relinquishing the office of Secretary-General, Rajya Sabha.
- (x) Officers holding the post of Deputy Secretary and equivalent on 1st January, 2019 shall be granted one additional increment in their pay after completing 3 years of service in that grade. The grant of such additional increment shall be automatic on completion of the prescribed duration and shall not affect the date of annual increment.
- (xi) The orders issued by the Government of India from time to time on the basis of the recommendations of the Seventh Central Pay Commission shall be made applicable subject to the orders of the Chairman, Rajya Sabha. Such matters shall, *inter-alia*, include Dearness Allowance, House Rent Allowance, Transport Allowance, Travelling Allowance, Leave Travel Concessions, Children Education Allowances, Death-cum-Retirement Benefits, Leave Entitlement, Medical Facilities, etc.
- (xii) The fixation of pay and drawal of pay and allowances is subject to post-audit and in the light of the audit observations, the overpayment made, if any, either in the form of arrears or otherwise shall be recovered from the amount due to persons concerned subsequently without notice. For this

purpose, an undertaking shall be obtained in writing from the persons concerned at the time of disbursement of the arrears 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 or infirmity in disbursement of Allowance (s) will be refunded by him to the Rajya Sabha Secretariat either by adjustment against future payments or otherwise. A specimen form of the undertaking is appended to this Order as **Appendix-III**.

II. Change in designation

The revised designations in certain categories of posts, as indicated in **Appendix-I** to this Order, shall come into force with immediate effect.

III. Classification of posts

The classification of posts into three categories viz. Group 'A', 'B' and 'C' shall be as specified in **Appendix I** to this order.

IV. Parliamentary Allowance

- (i) With effect from 1st January, 2016, the employees of the Secretariat shall be granted Parliamentary Allowance throughout the year, at the following rates:

Sl. No.	Group of Post(s)	Rate(s) per month
1.	A	Rs. 15,000/-
2.	B	Rs. 12,000/-
3.	C	Rs. 9,000/-

- (ii) The Parliamentary Allowance shall not be counted for the purpose of DA, HRA and retirement benefits.
- (iii) An employee shall be paid Parliamentary Allowance for a particular month at the rate admissible with reference to the group of post held by him on the first day of that month.

V. Security Allowance

- (i) With effect from 1st January, 2019, the employees of the Parliament Security Service (Technical and Non-Technical Wings) shall be granted Security Allowance throughout the year, at the following rates :-

Sl. No.	Group of Post(s)	Rate(s) per month
1.	A	Rs. 4000/-
2.	B	Rs. 3000/-

- (ii) The Security Allowance shall not be counted for the purpose of DA, HRA and retirement benefits.
 - (iii) An employee shall be paid Security Allowance for a particular month at the rate admissible with reference to the group of post held by him on the first day of that month.
2. The arrears accruing on account of revision of Parliamentary Allowance shall be paid in the current financial year. Remaining payments shall be made after completion of necessary formalities.
 3. Necessary amendments to the First and Second Schedules to the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 will be issued in due course.
 4. R&CS Orders No. 01/2009 dated 20th April, 2009 and other relevant orders on the subject stand superseded to the extent concerned.
 5. The expenditure involved will be met from the Budget Grant(s) of the Rajya Sabha Secretariat.
 6. This order shall come into force with effect from 1st January, 2016, unless specified otherwise.

**DESH DEEPAK VERMA
SECRETARY-GENERAL**

No.RS.44/(1)/2017-Perl.

Dated the 22nd February, 2019

Copy to:-

1. Office of Hon'ble Chairman, Rajya Sabha.
2. The Ministry of Finance [Smt. Annie G. Mathew, Joint Secretary (Pers.), Room No. 39-A, North Block, Department of Expenditure, Ministry of Finance, New Delhi].
3. Shri V.K. Tripathi, Joint Secretary, Lok Sabha Secretariat, Room No. 438, PHA, New Delhi.
4. Estt.(G) Section.
5. Estt.(A/Cs) & Budget Section.
6. DGACR, Concurrent Audit (P) Branch.
7. Pay & Accounts Office, Rajya Sabha.
8. All Officers/Sections.

**(P P K RAMACHARYULU)
SECRETARY**

APPENDIX – I TO R&CS ORDER NO.01/2019 DATED 22nd FEBRUARY, 2019

STATEMENT SHOWING REVISED PAY STRUCTURE RECOMMENDED BY THE PARLIAMENTARY PAY COMMITTEE FOR APPLICATION TO VARIOUS CATEGORIES OF POSTS IN THE RAJYA SABHA SECRETARIAT

Sl. No.	Post	Service	Pay structure as on 31.12.2015			*Revised Pay structure w.e.f. 1.01.2016 (Provisional)	Revised Pay structure w.e.f. 1.01.2016 (Final)	Revised designation	Classification of Post
			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
1	Sanitary Attendant Grade-III	PSS	PB-1	5200-20200	1900	2	2	-	C
2	Farash	PSS	PB-1	5200-20200	1900	2	2	-	C
3	**Cleaner cum helper	D&DR	PB-1	5200-20200	1900	2	2	-	C
4	Attendant Grade-III	Messenger	PB-1	5200-20200	1900	2	2	Attendant	C
5	#Bearer	Messenger	PB-1	5200-20200	1900	2	2	-	C
6	@Attendant Grade-III	RSTV	PB-1	5200-20200	1900	2	2	-	C
7	Sanitary Attendant Grade-II	PSS	PB-1	5200-20200	2000	3	3	-	C
8	Attendant Grade-II	Messenger	PB-1	5200-20200	2000	3	3	Chamber Attendant	C
9	Sanitary Attendant Grade-I	PSS	PB-1	5200-20200	2200	-	4	-	C
10	Reprographer Grade-II	P&P (Reprographers Service)	PB-1	5200-20200	2400	4	4	-	C

Sl. No.	Post	Service	Pay structure as on 31.12.2015			*Revised Pay structure w.e.f. 1.01.2016 (Provisional)	Revised Pay structure w.e.f. 1.01.2016 (Final)	Revised designation	Classification of Post
			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
11	Binder Grade-II	P&P (Reprographers Service)	PB-1	5200-20200	2400	4	4	-	C
12	Staff Car Driver (Ordinary Grade)	D&DR	PB-1	5200-20200	2400	4	4	-	C
13	Despatch Rider (Ordinary Grade)	D&DR	PB-1	5200-20200	2400	4	4	-	C
14	@Senior Attendant	Messenger	PB-1	5200-20200	2400	4	4	Senior Chamber Attendant	C
15	***Attendant Grade-I/Chamber Attendant	Messenger	PB-1	5200-20200	2200	-	4	Senior Chamber Attendant	C
16	Personal Attendant to Chairman/Senior Chamber Attendant	Messenger	PB-1	5200-20200	2400	4			
17	#Bearer Grade-II	Messenger	PB-1	5200-20200	2400	4	4	-	C
18	Cashier	RSTV	PB-1	5200-20200	2400	4	4	-	C
19	Junior Channel Assistant	RSTV	PB-1	5200-20200	2400	4	4	-	C
20	Reprographer Grade-I	P&P (Reprographers Service)	PB-1	5200-20200	2800	5	5	-	C
21	Binder Grade-I	P&P (Reprographers Service)	PB-1	5200-20200	2800	5	5	-	C
22	Staff Car Driver Grade-II	D&DR	PB-1	5200-20200	2800	5	5	-	C

Sl. No.	Post	Service	Pay structure as on 31.12.2015			*Revised Pay structure w.e.f. 1.01.2016 (Provisional)	Revised Pay structure w.e.f. 1.01.2016 (Final)	Revised designation	Classification of Post
			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
23	@Despatch Rider Grade-II	D&DR	PB-1	5200-20200	2800	5	5	-	C
24	@Senior Chamber Attendant (Special Grade)	Messenger	PB-1	5200-20200	2800	5	5	-	C
25	@Senior Attendant (Special Grade)	Messenger	PB-1	5200-20200	2800	5	5	Senior Chamber Attendant (Special Grade)	C
26	#Bearer Grade-I	Messenger	PB-1	5200-20200	2800	5	5	-	C
27	Secretariat Assistant	LAFEA	PB-1	5200-20200	2400	4	6	-	B
28	§Junior Library Assistant	LARRDI	PB-2	9300-34800	4200	6	6	-	B
29	^Junior Proof Reader	P&P	PB-1	5200-20200	2800	5	6	Proof Reader	B
30	Proof Reader	P&P	PB-2	9300-34800	4200	6			
31	@Senior Reprographer	P&P (Reprographers Service)	PB-2	9300-34800	4200	6	6	-	B
32	**IBM Operator	P&P (Reprographers Service)	PB-2	9300-34800	4200	6	6	-	B
33	Security Assistant Grade-II	PSS	PB-2	9300-34800	4200	6	6	-	B
34	Staff Car Driver Grade - I	D&DR	PB-2	9300-34800	4200	6	6	-	B
35	@Despatch Rider Grade-I	S&DR	PB-2	9300-34800	4200	6	6	-	B

Sl. No.	Post	Service	Pay structure as on 31.12.2015			*Revised Pay structure w.e.f. 1.01.2016 (Provisional)	Revised Pay structure w.e.f. 1.01.2016 (Final)	Revised designation	Classification of Post
			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
36	Senior Secretariat Assistant	LAFEA	PB-2	9300-34800	4200	6	7	-	B
37	Library Assistant	LARRDI	PB-2	9300-34800	4600	7	7	-	B
38	Stenographer	PSSS	PB-2	9300-34800	4200	6	7	Personal Assistant	B
39	Printing Assistant	P&P	PB-2	9300-34800	4600	7	7	-	B
40	Security Assistant Grade-I	PSS	PB-2	9300-34800	4600	7	7	-	B
41	Security Assistant Grade-I (Technical)	PSS	PB-2	9300-34800	4600	7	7	-	B
42	Staff Car Driver (Special Grade)	D&DR	PB-2	9300-34800	4600	7	7	-	B
43	@Despatch Rider (Special Grade)	D&DR	PB-2	9300-34800	4600	7	7	-	B
44	Channel Assistant (Finance & Accounts)	RSTV	PB-2	9300-34800	4600	7	7	-	B
45	Channel Assistant (Administration)	RSTV	PB-2	9300-34800	4600	7	7	-	B
46	Channel Assistant (RSTV)	RSTV	PB-2	9300-34800	4600	7	7	-	B
47	Assistant Legislative/Committee/Protocol/Executive Officer	LAFEA	PB-2	9300-34800	4800	8	8	-	B

Sl. No.	Post	Service	Pay structure as on 31.12.2015			*Revised Pay structure w.e.f. 1.01.2016 (Provisional)	Revised Pay structure w.e.f. 1.01.2016 (Final)	Revised designation	Classification of Post
			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
48	Assistant Research/Reference Officer	LARRDI	PB-2	9300-34800	4800	8	8	-	B
49	Personal Assistant	PSSS	PB-2	9300-34800	4600	7	8	Assistant Private Secretary	B
50	Assistant Printing Officer	P&P	PB-2	9300-34800	4800	8	8	-	B
51	Translator	E&T	PB-2	9300-34800	4800	8	8	-	B
52	Assistant Security Officer	PSS	PB-2	9300-34800	4800	8	8	-	B
53	Assistant Security Officer (Technical)	PSS	PB-2	9300-34800	4800	8	8	-	B
54	Legislative/Committee/Protocol/Executive Officer	LAFEA	PB-3	15600-39100	5400	10	10	-	A
55	Research/Reference Officer	LARRDI	PB-3	15600-39100	5400	10	10	-	A
56	Parliamentary Reporter	VRS	PB-3	15600-39100	5400	10	10	-	A
57	Private Secretary	PSSS	PB-3	15600-39100	5400	10	10	-	A
58	Parliamentary Interpreter	SIS	PB-3	15600-39100	5400	10	10	-	A
59	Printing Officer	P&P	PB-3	15600-39100	5400	10	10	-	A
60	Editor	E&T	PB-3	15600-39100	5400	10	10	-	A

Sl. No.	Post	Service	Pay structure as on 31.12.2015			*Revised Pay structure w.e.f. 1.01.2016 (Provisional)	Revised Pay structure w.e.f. 1.01.2016 (Final)	Revised designation	Classification of Post
			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
61	Security Officer/Marshal	PSS	PB-3	15600-39100	5400	10	10	-	A
62	Security Officer (Technical)	PSS	PB-3	15600-39100	5400	10	10	-	A
63	Executive Officer (Finance & Accounts)	RSTV	PB-3	15600-39100	5400	10	10	-	A
64	Executive Officer (Administration)	RSTV	PB-3	15600-39100	5400	10	10	-	A
65	Accounts Officer	RSTV	PB-3	15600-39100	5400	10	10	-	A
66	Under Secretary	LAFEA	PB-3	15600-39100	6600	11	11	-	A
67	Deputy Director (LARRDIS)	LARRDI	PB-3	15600-39100	6600	11	11	-	A
68	Senior Parliamentary Reporter	VRS	PB-3	15600-39100	6600	11	11	-	A
69	Senior Private Secretary	PSSS	PB-3	15600-39100	6600	11	11	-	A
70	Senior Parliamentary Interpreter	SIS	PB-3	15600-39100	6600	11	11	-	A
71	Deputy Director (P&P)	P&P	PB-3	15600-39100	6600	11	11	-	A
72	Deputy Director (E&T)	E&T	PB-3	15600-39100	6600	11	11	-	A
73	Deputy Director (S)	PSS	PB-3	15600-39100	6600	11	11	-	A

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			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
74	Deputy Director (Administration)	RSTV	PB-3	15600-39100	6600	11	11	-	A
75	Deputy Secretary	LAFEA	PB-3	15600-39100	7600	12	12	-	A
76	Joint Director (LARRDIS)	LARRDI	PB-3	15600-39100	7600	12	12	-	A
77	Joint Director (Reporting)	VRS	PB-3	15600-39100	7600	12	12	-	A
78	Joint Director (PSSS)	PSSS	PB-3	15600-39100	7600	12	12	-	A
79	Joint Director (Interpretation)	SIS	PB-3	15600-39100	7600	12	12	-	A
80	Joint Director (P&P)	P&P	PB-3	15600-39100	7600	12	12	-	A
81	Joint Director (E&T)	E&T	PB-3	15600-39100	7600	12	12	-	A
82	Joint Director (S)	PSS	PB-3	15600-39100	7600	12	12	-	A
83	Joint Director (Technical)	PSS	PB-3	15600-39100	7600	12	12	-	A
84	Joint Director (Administration)	RSTV	PB-3	15600-39100	7600	12	12	-	A
85	Joint Director (Finance & Accounts)	RSTV	PB-3	15600-39100	7600	12	12	-	A
86	^{\$\$} Additional Director	LAFEA	PB-3	15600-39100	8000	-	-	-	A

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			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
87	§§ Additional Director (LARRDIS)	LARRDI	PB-3	15600-39100	8000	-	-	-	A
88	§§ Additional Director (Reporting)	VRS	PB-3	15600-39100	8000	-	-	-	A
89	§§ Additional Director (PSSS)	PSSS	PB-3	15600-39100	8000	-	-	-	A
90	§§ Additional Director (Interpretation)	SIS	PB-3	15600-39100	8000	-	-	-	A
91	§§ Additional Director (P&P)	P&P	PB-3	15600-39100	8000	-	-	-	A
92	§§ Additional Director (E&T)	E&T	PB-3	15600-39100	8000	-	-	-	A
93	§§ Additional Director (S)	PSS	PB-3	15600-39100	8000	-	-	-	A
94	§§ Additional Director (Administration)	RSTV	PB-3	15600-39100	8000	-	-	-	A
95	Director	LAFEA	PB-4	37400-67000	8700	13	13	-	A
96	Director (Finance)	LAFEA	PB-4	37400-67000	8700	13	13	-	A
97	Director (LARRDIS)	LARRDI	PB-4	37400-67000	8700	13	13	-	A
98	Director (Reporting)	VRS	PB-4	37400-67000	8700	13	13	-	A

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			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
99	Director (PSSS)	PSSS	PB-4	37400-67000	8700	13	13	-	A
100	Director (Interpretation)	SIS	PB-4	37400-67000	8700	13	13	-	A
101	@@Director (P&P)	P&P	PB-4	37400-67000	8700	13	13	-	A
102	Director (E&T)	E&T	PB-4	37400-67000	8700	13	13	-	A
103	^^Special Director (S)	PSS	PB-4	37400-67000	8700	13	13	-	A
104	Director (Finance & Accounts)	RSTV	PB-4	37400-67000	8700	13	13	-	A
105	Director (Administration)	RSTV	PB-4	37400-67000	8700	13	13	-	A
106	Director (S)	PSS	PB-4	37400-67000	8900	13A	13A	-	A
107	Joint Secretary	LAFEA	PB-4	37400-67000	10000	14	14	-	A
108	Joint Secretary (LARRDIS)	LARRDI	PB-4	37400-67000	10000	14	14	-	A
109	Joint Secretary (Reporting)	VRS	PB-4	37400-67000	10000	14	14	-	A
110	Joint Secretary (Interpretation)	SIS	PB-4	37400-67000	10000	14	14	-	A
111	Joint Secretary (E&T)	E&T	PB-4	37400-67000	10000	14	14	-	A
112	Additional Secretary	-	HAG scale	67000-79000	-	15	15	-	A

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			Pay Band	Pay Bands/Scale	Grade Pay				
						Level in Pay Matrix	Level in Pay Matrix		
(1)	(2)	(3)	(4)(i)	(4)(ii)	(4)(iii)	(5)	(6)	(7)	(8)
113	Secretary	-	Apex scale	80000 (fixed)	-	17	17	-	A
114	Secretary General	-	Cabinet Secretary Scale	90000 (fixed)	-	18	18	-	A

*Adopted vide R&CS Order No. 4/2016 dated the 27 th July, 2016
** Post abolished vide Order No. RS/24/2017-Perl. dated the 13th April, 2017
#Post of Bearer upgraded to GP Rs 2400 and re-designated as Bearer Grade-II and post of Bearer Grade I created w.e.f. 3 rd May, 2016 vide Order No. RS/1/2016-Perl dated 12 th May, 2016
@Post created vide Order No. RS/24/2017-Perl. dated the 13th April, 2017
***Post upgraded and merged with the higher post of Personal Attendant to Chairman/Senior Chamber Attendant w.e.f. 1.01.2016
^Post upgraded and merged with the post of Proof Reader (GP Rs 4200) vide Order No. RS/24/2017-Perl. dated 13 th April, 2017.
§Post upgraded to GP Rs 4600 and re-designated as Library Assistant vide Order No. RS/24/2017-Perl. dated the 13th April, 2017
SS Dying cadre w.e.f. 1.01.2019
@@Post temporarily downgraded vide Order No. RS/24/2017-Perl. dated the 13th April, 2017
^^Post created w.e.f. 17 th July, 2017

Notations:	
LAFEA	Legislative, Financial, Executive and Administrative Service
LARRDI	Library, Reference, Research, Documentation and Information Service
VRS	Verbatim Reporting Service
PSSS	Private Secretaries and Stenographic Service
SIS	Simultaneous Interpretation Service
P&P	Printing and Publications Service
E&T	Editorial and Translation Service
PSS	Parliament Security Service
D&DR	Drivers and Despatch Riders Service
Messenger	Messenger Service
RSTV	Rajya Sabha Television Unit

APPENDIX-II TO R&CS ORDER NO. 01/2019 DATED 22nd FEBRUARY, 2019

FORM OF OPTION

*1. I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

*2. I, _____ hereby elect to continue on 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 Rs. _____ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion/upgradation to the post of _____.

Existing Pay Band and Grade Pay _____

Signature _____

Name _____

Designation _____

Employee I.D. _____

Service _____

Contact Number _____

Date :

Station :

* To be scored out, if not applicable.

Forwarded to :

Estt. (G) Section

APPENDIX-III TO R&CS ORDER NO.01/2019 DATED 22nd FEBRUARY, 2019

UNDERTAKING

I hereby undertake 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 / infirmity in disbursement of allowances or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Rajya Sabha Secretariat either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Employee I.D. _____

Service _____

Contact Number _____

Date :

Place :

Forwarded to : -

Estt. (G) Section