



PAY FIXATION PROCEDURE

IN 7-CPC

In this Video:

1. Options available under FR 22(1)(a)(1)
2. Pay Fixation Procedure under option 1 and option 2
3. Which option is better for you – Option 1 or Option 2
4. Date of Next Increment
5. Examples of Pay Fixation
6. How to fill Option Form

OPTIONS UNDER FR 22(1)(A)(1):

OPTION 1: Pay Fixation from the date of grant of MACP/Promotion

OPTION 2: Pay Fixation from the date of Next Increment

IMPORTANT:

- 1) If any employee does not submit any option, then **OPTION 1** is automatically applicable.
- 2) If any employee wants to choose **OPTION 2**, he/she must have to submit his/her option in written duly countersigned by the Head of Office and entered in Diary Register.

IMPORTANT:

- 3) Option Form must be submitted within 1 Month from the date of issue of MACP/Promotion Order.
- 4) Option once submitted, cannot be changed in future.
- 5) In case of Ad-hoc Promotion, Any option under FR-22 is not available. These options are available only after regular promotion.

Pay Fixation Procedure

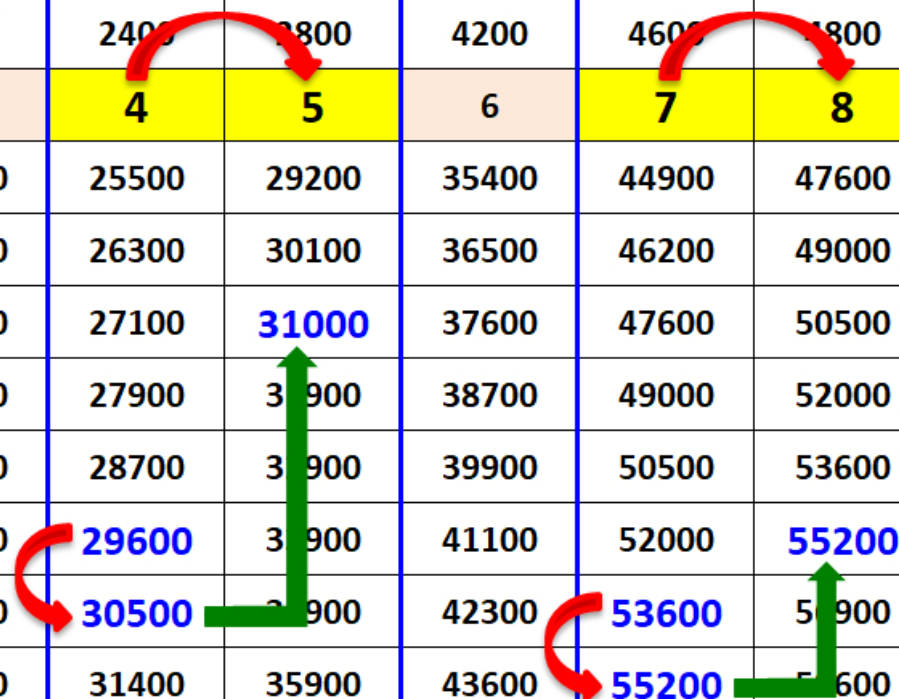
OPTION 1: Fixation from the date of MACP/Promotion

1. One Notional Increment will be added to existing Basic Pay as on day of MACP/Promotion in the existing Level.

Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400
Levels	1	2	3	4	5	6	7	8	9
1	18000	19900	21700	25500	29200	35400	44900	47600	53100
2	18500	20500	22400	26300	30100	36500	46200	49000	54700
3	19100	21100	23100	27100	31000	37600	47600	50500	56300
4	19700	21700	23800	27900	31900	38700	49000	52000	58000
5	20300	22400	24500	28700	32900	39900	50500	53600	59700
6	20900	23100	25200	29600	33900	41100	52000	55200	61500
7	21500	23800	26000	30500	34900	42300	53600	56900	63300
8	22100	24500	26800	31400	35900	43600	55200	58600	65200
9	22800	25200	27600	32300	37000	44900	56900	60400	67200

2. He/she shall be placed, at a **Cell equal to the figure** so arrived in point 1, in the **Level of MACP/Promotion**. **If no such Cell is available** in the Level of MACP/Promotion, he/she shall be placed at the **next higher Cell** of that Level.

Grade Pay	1800	1900	2000	2400	2800	4200	4600	5100	5400
Levels	1	2	3	4	5	6	7	8	9
1	18000	19900	21700	25500	29200	35400	44900	47600	53100
2	18500	20500	22400	26300	30100	36500	46200	49000	54700
3	19100	21100	23100	27100	31000	37600	47600	50500	56300
4	19700	21700	23800	27900	31900	38700	49000	52000	58000
5	20300	22400	24500	28700	31900	39900	50500	53600	59700
6	20900	23100	25200	29600	31900	41100	52000	55200	61500
7	21500	23800	26000	30500	31900	42300	53600	51900	63300
8	22100	24500	26800	31400	35900	43600	55200	51600	65200
9	22800	25200	27600	32300	37000	44900	56900	60400	67200



OPTION 2: Fixation from the date of date of Next Increment

1. From the Date of MACP/Promotion to the Date of Next Annual Increment, Basic Pay will be fixed in **Next higher Cell** in the Level of MACP/Promotion.

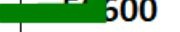
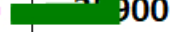
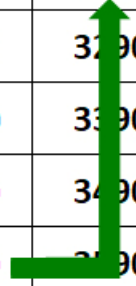
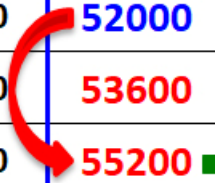
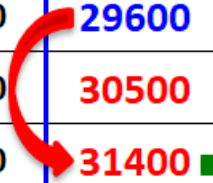
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400
Levels	1	2	3	4	5	6	7	8	9
1	18000	19900	21700	25500	29200	35400	44900	47600	53100
2	18500	20500	22400	26300	30100	36500	46200	49000	54700
3	19100	21100	23100	27100	31000	37600	47600	50500	56300
4	19700	21700	23800	27900	31900	38700	49000	52000	58000
5	20300	22400	24500	28700	32900	39900	50500	53600	59700
6	20900	23100	25200	29600	33900	41100	52000	55200	61500
7	21500	23800	26000	30500	34900	42300	53600	56900	63300
8	22100	24500	26800	31400	35900	43600	55200	58600	65200
9	22800	25200	27600	32300	37000	44900	56900	60400	67200

2. On the Date of Next Increment, Basic Pay will be re-fixed by adding 2 increments (first due to annual increment and second due to MACP/Promotion) in the Level from which the Govt. servant got MACP/Promotion.

Grade Pay	1800	1900	2000	2400	2800	4200	4600	5100	5400
Levels	1	2	3	4	5	6	7	8	9
1	18000	19900	21700	25500	29200	35400	44900	47600	53100
2	18500	20500	22400	26300	30100	36500	46200	49000	54700
3	19100	21100	23100	27100	31000	37600	47600	50500	56300
4	19700	21700	23800	27900	31900	38700	49000	52000	58000
5	20300	22400	24500	28700	32900	39900	50500	53600	59700
6	20900	23100	25200	29600	33900	41100	52000	55200	61500
7	21500	23800	26000	30500	34900	42300	53600	56900	63300
8	22100	24500	26800	31400	35900	43600	55200	58600	65200
9	22800	25200	27600	32300	37000	44900	56900	60400	67200

3. Then he/she shall be placed, at a **Cell equal to the figure** so arrived in point 2, in the Level of MACP/Promotion. **If no such Cell is available** in the Level of MACP/Promotion, he/she shall be placed at the **next higher Cell** of that Level.

Grade Pay	1800	1900	2000	2400	2800	4200	4600	5100	5400
Levels	1	2	3	4	5	6	7	8	9
1	18000	19900	21700	25500	29200	35400	44900	47600	53100
2	18500	20500	22400	26300	30100	36500	46200	49000	54700
3	19100	21100	23100	27100	31000	37600	47600	50500	56300
4	19700	21700	23800	27900	31900	38700	49000	52000	58000
5	20300	22400	24500	28700	32900	39900	50500	53600	59700
6	20900	23100	25200	29600	33900	41100	52000	55200	61500
7	21500	23800	26000	30500	34900	42300	53600	56900	63300
8	22100	24500	26800	31400	35900	43600	55200	58600	65200
9	22800	25200	27600	32300	37000	44900	56900	60400	67200



Date of Next Increment

1. The **First Increment** in the Level of MACP/Promotion shall accrue on the following 1st July or 1st January, as the case may be, provided a period of **6 months** qualifying service is strictly fulfilled.
2. The **Next Increment thereafter** shall accrue only **after completion of ONE year**.

Which Option is better

Option 2 is beneficial in most of the cases.

However, Option 1 is better in following cases:

1. Date of MACP/Promotion falls on Date of Annual Increment.
2. Minimum Basic Pay of Level of MACP/Promotion is higher than the existing Basic + 2 increments in existing Level.
3. Date of Retirement is prior to Date of Next Increment.

EXAMPLES

Example 1: MACP/Promotion in Levels having different figures

- MACP is granted from Level 4 to Level 5 w.e.f. 10 Apr 2020
- Existing Basic Pay in Level 4 is 30,500
- Date of Next Increment is 1st July 2020

OPTION - 1

DATE	PARTICULARS	LEVEL	BASIC PAY
10/04/2020	Basic Pay before MACP	4	30,500
10/04/2020	Notional Increment Due to MACP	4	31,400
10/04/2020	Pay Fixed after MACP	5	31,900
01/01/2021	Next Increment	5	32,900
01/01/2022	Annual Increment	5	33,900
01/01/2023	Date of Next Increment (DNI)		

OPTION - 2

DATE	PARTICULARS	LEVEL	BASIC PAY
10/04/2020	Basic Pay before MACP	4	30,500
10/04/2020	Level Change (10 Apr 2020 to 30 Jun 2020)	5	31,000
01/07/2020	Annual Increment	4	31,400
01/07/2020	Notional Increment Due to MACP	4	32,300
01/07/2020	Pay Fixed after MACP	5	32,900
01/01/2021	Next Increment	5	33,900
01/01/2022	Annual Increment	5	34,900
01/01/2023	Date of Next Increment (DNI)		

OPTION - 1			
DATE	PARTICULARS	LEVEL	BASIC PAY
10/04/2020	Basic Pay before MACP	4	30,500
10/04/2020	Notional Increment Due to MACP	4	31,400
10/04/2020	Pay Fixed after MACP	5	31,900
01/01/2021	Next Increment	5	32,900
01/01/2022	Annual Increment	5	33,900
01/01/2023	Date of Next Increment (DNI)		

OPTION - 2			
DATE	PARTICULARS	LEVEL	BASIC PAY
10/04/2020	Basic Pay before MACP	4	30,500
10/04/2020	Level Change Due to MACP	5	31,000
01/07/2020	Annual Increment	4	31,400
01/07/2020	Notional Increment Due to MACP	4	32,300
01/07/2020	Pay Fixed after MACP	5	32,900
01/01/2021	Next Increment	5	33,900
01/01/2022	Annual Increment	5	34,900
01/01/2023	Date of Next Increment (DNI)		

Example 2: MACP/Promotion in Levels having same figures

- MACP is granted from Level 7 to Level 8 w.e.f. 10 Jul 2020
- Existing Basic Pay in Level 7 is 58,600
- Date of Next Increment is 1st July 2021

OPTION - 1

DATE	PARTICULARS	LEVEL	BASIC PAY
10/07/2020	Basic Pay before MACP	7	58,600
10/07/2020	Notional Increment Due to MACP	7	60,400
10/07/2020	Pay Fixed after MACP	8	60,400
01/07/2021	Next Increment	8	62,200
01/07/2022	Annual Increment	8	64,100
01/07/2023	Date of Next Increment (DNI)		

OPTION - 2

DATE	PARTICULARS	LEVEL	BASIC PAY
10/07/2020	Basic Pay before MACP	7	58,600
10/07/2020	Level Change (10 Jul 2020 to 30 Jun 2021)	8	60,400
01/07/2021	Annual Increment	7	60,400
01/07/2021	Notional Increment Due to MACP	7	62,200
01/07/2021	Pay Fixed after MACP	8	62,200
01/01/2022	Next Increment	8	64,100
01/01/2023	Annual Increment	8	66,000
01/01/2024	Date of Next Increment (DNI)		

OPTION - 1			
DATE	PARTICULARS	LEVEL	BASIC PAY
10/07/2020	Basic Pay before MACP	7	58,600
10/07/2020	Notional Increment Due to MACP	7	60,400
10/07/2020	Pay Fixed after MACP	8	60,400
01/07/2021	Next Increment	8	62,200
01/07/2022	Annual Increment	8	64,100
01/07/2023	Date of Next Increment (DNI)		

OPTION - 2			
DATE	PARTICULARS	LEVEL	BASIC PAY
10/07/2020	Basic Pay before MACP	7	58,600
10/07/2020	Level Change Due to MACP	8	60,400
01/07/2021	Annual Increment	7	60,400
01/07/2021	Notional Increment Due to MACP	7	62,200
01/07/2021	Pay Fixed after MACP	8	62,200
01/01/2022	Next Increment	8	64,100
01/01/2023	Annual Increment	8	66,000
01/01/2024	Date of Next Increment (DNI)		

Example 3: MACP/Promotion on Date of Increment

- MACP is granted from Level 5 to Level 6 w.e.f. 01 Jul 2020
- Existing Basic Pay in Level 5 is 40,400
- Date of Increment is 1st July 2020

OPTION - 1

DATE	PARTICULARS	LEVEL	BASIC PAY
01/07/2020	Basic Pay before MACP	5	40,400
01/07/2020	Annual Increment	5	41,600
01/07/2020	Notional Increment Due to MACP	5	42,800
01/07/2020	Pay Fixed after MACP	6	43,600
01/01/2021	Next Increment	6	44,900
01/01/2022	Annual Increment	6	46,200
01/01/2023	Date of Next Increment (DNI)		

Example 4: Promotion to the Level in which minimum is higher than existing Basic + 2 increments

- Promotion from Level 4 to Level 6 w.e.f. 12 May 2020
- Existing Basic Pay in Level 4 is 30,500
- Date of Next Increment is 1st July 2020

OPTION - 1

DATE	PARTICULARS	LEVEL	BASIC PAY
12/05/2020	Basic Pay before Promotion	4	30,500
12/05/2020	Notional Increment of Promotion	4	31,400
12/05/2020	Pay Fixed after Promotion	6	35,400
01/01/2021	Next Increment	6	36,500
01/01/2022	Annual Increment	6	37,600
01/01/2023	Date of Next Increment (DNI)		

OPTION - 2

DATE	PARTICULARS	LEVEL	BASIC PAY
12/05/2020	Basic Pay before Promotion	4	30,500
12/05/2020	Level Change (12 May 2020 to 30 Jun 2020)	6	35,400
01/07/2020	Annual Increment	4	31,400
01/07/2020	Notional Increment Due to MACP	4	32,300
01/07/2020	Pay Fixed after MACP	6	35,400
01/01/2021	Next Increment	6	36,500
01/01/2022	Annual Increment	6	37,600
01/01/2023	Date of Next Increment (DNI)		

Related O.M.:

- 1) DoPT O.M. No. 13/02/2017-Estt.(Pay-I) dated 27/04/2017
 - 2) DoPT O.M. No. 13/02/2017-Estt.(Pay-I) dated 28/08/2018
 - 3) DoPT O.M. No. 35034/1/2017-Estt.D dated 20/09/2018
 - 4) DoE, Ministry of Finance O.M. No. 4-21/2017-IC/E.IIIA dated 18/11/2019
- [Download Link of above O.M. is given in Description below.](#)