

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF FINANCE, PLANNING AND INVESTMENT
CIVIL SECRETARIAT, BLOCK-I
ITANAGAR:

No. DAP/IPCC/1/97-99/IPCC-313/B/10044-10066

Dated Itanagar, the 12th December 2025.

OFFICE MEMORANDUM:

Subject:- Guidelines regarding Pay Fixation, Departmental Examination and Sanction of Arrear Pay & Allowances — regarding.

It has been observed that instances of pay fixation errors and non-compliance with audit procedures has led to over-drawl of pay and allowances in several Departments. In view of this, the following instructions are hereby issued for strict compliance by all the Departments/Offices under the Government of Arunachal Pradesh.

i. Timely verification of Service Books:

It is needless to emphasize that the Departments and the concerned individual employees are equally responsible for ensuring that the Service Book is duly checked and updated after every instance of pay revision, promotion, or financial up-gradation as per provisions under SR 199. This measure is essential to prevent prolonged over drawl of incorrect pay and allowances which may otherwise lead to substantial recoveries at the time of retirement—causing complications during the pension settlement process. Therefore, timely updation of Service Books should be periodically done by the Department concerned without fail in the interest of the service of the Govt. employee.

ii. Exercise of caution in pay fixation:

All Departments/Offices must take due care and caution in matters related to pay fixation. Any error or lapse in this regard may lead to heavy recoveries and audit objections, which must be avoided through proper scrutiny and adherence to rules and guidelines. More so, it is mandatory to obtain an undertaking from the concerned employee for the recovery of any excess pay drawn, if detected during audit, in all cases of pay fixation arising from pay revision, promotion or financial up-gradation.

iii. Mandatory Departmental Examination for increments and promotions:

As per Chapter-6 of the CPWD Manual, Regular Establishment and Office Procedure, 2013, passing the prescribed Departmental Examination within 2(Two) years is a mandatory requirement for earning increments and promotions to higher posts in all Works Departments and Engineering Wings of other Departments, wherever applicable including Deputationist.

Also, the earlier provision under Para 6.2 of the CPWD Manual on Regular Establishment and Office Procedure, 2013, which allowed exemptions from the Departmental Examination, has been deleted vide F. No. 10/10/2020-S&D/162 dated 30.06.2020. Accordingly, provision for exemption from passing Departmental Examination is no longer applicable w.e.f. 01/07/2020.

iv. Exercise of option:

It is hereby enjoined upon that in order to enable the officers/officials to exercise the option WITHIN ONE MONTH from the date of order as per FR 22(I)(a)(1); the option clause for pay fixation on promotion/MACP with effect from date of promotion/MACP or from the date of next increment shall invariably be incorporated in the promotion/MACP order so that there are no cases of delay in exercising the option due to administrative lapse.

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v. **Verification of pay fixation orders by the Directorate of Audit and Pension:**

As stipulated in Para 5(ii) of Department of Personnel and Training, Government of India's OM No. 18/03/2015-Estt.(Pay-I) dated 03.10.2022, all pay fixation orders issued due to pay revision, financial up-gradation or promotion must undergo post-audit by the Internal Auditor, i.e., Directorate of Audit & Pension who is the designated authority for such verification under the Government of Arunachal Pradesh, Allocation of Business Rules. Therefore, any claim for waiver of recovery citing Department of Personnel and Training, Government of India's OM No. 18/03/2015-Estt.(Pay-I) dated 02.03.2016 will not be entertained in cases where such pay fixations have not been verified by the Directorate of Audit & Pension.

vi. **Sanction of arrear pay and allowances:**

Due diligence must be exercised by the sanctioning and disbursing authority before effecting any arrears on account of pay and allowances after getting the related pay fixation on pay revision/promotion/financial up-gradation duly vetted by the office of the Directorate of Audit and Pension. Departments shall not entertain/sanction arrear claims in anticipation of audit clearance.

vii. **Recovery of excess drawl:**

In case of any over payments, the individual concerned or the officers/officials of the concerned Department responsible for sanctioning and disbursing the incorrect pay fixation shall be held accountable and the recovery shall be initiated accordingly. The Heads of the Department/Offices are hereby enjoined upon to exercise due diligence and ensure accuracy in all pay-related matters to avoid such financial irregularities/over payments. When the cases of over payment are noticed, the details of the concerned officers and officials will be flagged immediately for recovery proceedings by the authority concerned.

2. All the Heads of the Departments (HoDs)/Heads of Offices (HoOs) shall bring the contents of this Office Memorandum to the notice of all the sub-ordinate formations/offices under their administrative control and ensure strict adherence to these instructions scrupulously.

3. This is issued with the concurrence of Finance, Planning & Investment Department vide U. O. No. Est-II-20/32/2025-ESTT-II-FPID dated 11/09/2025 (E-262876), Administrative Reforms Department at Note # 42 of E-Computer No. 253728 dated 17/10/2025 and Law Department vide Note # 62 of E-Computer No. 253728 dated 04/12/2025.

Sd/-
(Manish Kumar Gupta), IAS
Chief Secretary

Govt. of Arunachal Pradesh, Itanagar.

Memo No. DAP/IPCC/1/97-99/IPCC-313/B | 10044-10066 Dated Naharlagun, the 16th December 2025.

Copy to:-

1. The Secretary to the Hon'ble Governor of Arunachal Pradesh, Itanagar.
2. The Commissioner to the Hon'ble Chief Minister, Government of Arunachal Pradesh, Itanagar.
3. The PS to the Speaker/Dy. Speaker, Government of Arunachal Pradesh, Itanagar.
4. The Under Secretary to the Hon'ble Deputy Chief Minister, Arunachal Pradesh, Itanagar.
5. The PS to all the Hon'ble Ministers, Government of Arunachal Pradesh, Itanagar.
6. The Under Secretary to the Ld. Chief Secretary, Government of Arunachal Pradesh, Itanagar.
7. The PS to the Principal Secretary/PWD/Principal Resident Commissioner, New Delhi, Government of Arunachal Pradesh, Itanagar.
8. The PCCF and Principal Secretary/Director General of Police, Government of Arunachal Pradesh, Itanagar.

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9. The Divisional Commissioners, East (Namsai)/West (Yachuli), Government of Arunachal Pradesh, Itanagar.
10. All Commissioners/Secretaries, Government of Arunachal Pradesh, Itanagar.
11. The PS to the Commissioner (Finance), Government of Arunachal Pradesh, Itanagar.
12. The Director of Accounts & Treasuries, Government of Arunachal Pradesh, Itanagar.
13. The Director of Audit & Pension, Government of Arunachal Pradesh, Naharlagun.
14. All Chief Engineers, Government of Arunachal Pradesh, Itanagar/Naharlagun/Namsai/Pasighat/Tawang.
15. All Directors, Government of Arunachal Pradesh, Itanagar/ Naharlagun/ Nirjuli.
16. The Director, Printing, Government of Arunachal Pradesh, Papu Nallah, Naharlagun with a request to publish the OM in the next issue of Arunachal Pradesh gazette and forward 30 (Thirty) copies to the Directorate of Audit and Pension, please.
17. All the Deputy Commissioners/ Additional Deputy Commissioner (Independent Charge), Government of Arunachal Pradesh.
18. All the Treasury Officers/ Sub-Treasury Officers, Government of Arunachal Pradesh. They are hereby caused to serve a copy of this OM to all the DDOs under their jurisdiction for thorough verification before processing pay bills and submitting them to the Treasury.
19. Office copy.



(Tarh Tabin)

Director of Audit & Pension
Ex-Officio Deputy Secretary (Finance)
Govt. of Arunachal Pradesh,
Naharlagun.