

Frequently Asked Questions on Gazetted Entitlement

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What is the function of Gazetted Entitlement (GE) sections?

The work of GE Group includes the following:

- The regulation of pay and allowances of the Gazetted Government servants.
- Issue of Pay Slips,
- Authorization of Leave entitlements and Surrender Leave Salary, and
- Initial processing of pensionary claims of gazetted officers.

Who are the Gazetted Officers / Officials under the A.G's control?

G.E Group determines the entitlement to pay and allowances, leave and certain kinds of advances in respect of the following categories of officers:

- Officers in the State service
- The Governor of Kerala and Judges of High Court
- Ministers, Speaker, Deputy Speaker of the Assembly, MLAs, Personal staff of Ministers etc.
- All India Services officers working in connection with the affairs of the State. (IAS, IPS, and IFS etc.)
- Ombudsman, Chairman and Members of Kerala Public Service Commission, Commissions and Committees of Inquiry etc.
- All employees in 'State service' and those employees holding cadre posts starting with a minimum of 10790 in the revised scale with effect from 1.7.2004 and above except time bound higher scale, selection grade etc. where special rules have not been framed in respect of that department.

What are the entitlements authorised by A.G?

Pay & Allowances of recurring nature, Long Term Advances, Leave salary, Terminal Leave Encashment Benefit, and Surrender Leave Salary

What are various occasions necessitating issue of pay slips/authorisation from A.G?

- On first appointment
- On promotion /time – bound promotion
- On transfer
- On change of designation/emoluments
- On deputation to Foreign Service (Grade Pay)
- On deputation to other departments
- On leave
- On regulation of increment
- On refixation of pay, revision in pay scales
- On suspension
- On revocation of suspension and reinstatement
- On imposition of penalties affecting pay
- On compulsory wait

- On joining field training in the case of AIS Officers and departmental officers on probation
- On holding additional charge of identical or higher level posts
- On occupation of Government quarters
- On retirement or Superannuation / Voluntary retirement
- On Joining Time
- On re-employment

What are the documents required to be sent to A.G?

1. **On fresh appointment** – Appointment order, certificate of transfer of charge (CTC) with forwarding letter, one copy of Gazetted Entitlement Register, Service Book (if appointment is from Non-Gazetted cadre to Gazetted cadre)
2. **On promotion** – Promotion orders, posting order, CTC with forwarding letter, Service Book with leave account duly completed upto the date of promotion and duly attested and Last Pay Certificate from the last disbursing officer (LPC) (on promotion from Non-Gazetted cadre to Gazetted cadre),
3. **On transfer** – Transfer order, CTC on relinquishing and assuming charge.
4. **On deputation to Foreign Service** – Deputation order with terms and conditions of deputation, CTC and LPC
5. **During Foreign Service** – Officiating certificate from appointing authority for releasing increment
6. **On Leave** - CTC with forwarding letter, order sanctioning leave
7. **On regulation of increment**
8. **On suspension** – Subsistence Allowance is authorized from the date of suspension / date of CTC for having relinquished charge
9. **On revocation of suspension and reinstatement** – Revocation order, posting order, CTC for having assumed charge, order indicating pay and allowances to be paid for suspension period
10. **On re-employment** – Re-employment order, CTC with forwarding letter, declaration regarding amount of pension received on retirement
11. **On compulsory wait** – Order declaring waiting period as duty/otherwise.
12. **On joining field training in case of AIS Officers** – Joining reports
13. **On holding additional charge of equal and higher level posts-** Order from the competent authority for giving the officer additional / independent charge, CTC indicating assumption of additional charge and handing over of charge, orders sanctioning charge allowance.
14. **On retirement** – CTC for handing over charge, LPC

What is a pay slip ?

A pay slip is an authorization/letter/intimation in a prescribed standard format intimating the monthly rate of pay/leave salary and allowances which are admissible from the date indicated therein to a Gazetted Officer, with copy to the treasury officer/Divisional officer/DDO.

When can I get a Duplicate copy of my Pay slip?

If the officer has not received his / her Pay Slip within a month's time of dispatching the Pay Slip, then the officer may request for a duplicate copy.

When can I get Charge Allowance?

On holding additional charge of equal or higher level posts for a period of more than 14 working in the case of full additional charge and one month in the case of discharge of current duties only.

What are the various kinds of leave admissible and the leave salary admissible during the leave period?

During all kinds of leave with allowances, HRA/CCA/HTA during first 180 days. Maximum Earned Leave that can be granted at a time shall be 180 days.

HPL – Half of the basic pay and corresponding DA, full HRA and CCA at rates drawn before proceeding on leave for the first 180 days, and thereafter, without allowances (HRA, CCA, HTA etc.)

Commuted Leave – debited in HPL account at twice the rate. Full salary and DA with full HRA and CCA at rates drawn before proceeding on leave for the first 180 days, and thereafter, without allowances (HRA, CCA, HTA etc)

Extra-ordinary Leave – Leave without pay.

Maternity Leave – (Female government servants) Can be granted for 135 days during which leave salary equal to pay drawn before proceeding on leave.

What are the documents to be sent to A.G. for prompt admittance of pensionary benefits for officers whose service particulars we maintain?

- Pension book duly filled up with necessary enclosures required therein.
- Service Book, if there is non-gazetted service.

What documents should officers on Foreign Service furnish to the AG on repatriation to parent cadre?

The service particulars, leave details, and LPC to be sent to AG for maintaining History of Service