

**TIME BOUND**

GOVERNMENT OF MANIPUR  
SECRETARIAT : FINANCE DEPARTMENT  
( PAY IMPLEMENTATION CELL )

No. 1/4/2008-FD(PIC)(D):  
To

Imphal, the 12<sup>th</sup> July, 2012.

All Administrative Secretaries,  
Government of Manipur.

**Subject : - Inclusion of pay scale under the Manipur Services [Revised Pay] Rules, 2010 – Left out cases / posts for regular employees.**

Sir,

I am directed to say that this Department has been receiving piece-meal proposal for inclusion in the Manipur Services (Revised Pay) Rules, 2010 from various Departments / Administrative Departments. A perusal of such proposal reveals that often such proposals are incomplete and do not contain critical details, such as, post creation order No. and date, inclusion or non-inclusion in the previous ROPs, the pay scale enjoyed by them in case it was omitted in previous ROPs, etc. This is time consuming. Moreover, it has also caused delay in finalizing the pension and other retiral benefits of the incumbent(s) concerned.

2. All Administrative Departments are, therefore, requested to furnish latest by **28/07/2012** the details of left out cases / posts, if any, for consideration of inclusion of pay scale under the Manipur Services (Revised Pay) Rules, 2010 as per **PROFORMA** enclosed herewith along with the documents to complete such cases once for all, failing which it will be treated that there is no left out cases under the Rules, 2010 of the respective Department.

3. This may please be treated as **TIME BOUND**.

Yours faithfully,

Encl. : As above.

( Limneikim Singson )  
Addl. Secretary (PIC),  
Government of Manipur.

Copy to :-

1. All Heads of Department, Manipur.
2. The Web Manager, Directorate of Information & Technology, Imphal for favour of uploading in the Website.
3. The President / Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
4. The President / Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
5. The President / Secretary, Manipur Secretariat Services Association.

**PROFORMA FOR SUBMITTING LEFT OUT CASES FOR REGULAR EMPLOYEES  
UNDER THE MANIPUR SERVICES (REVISED PAY) RULES, 2010.**

**POST WISE WITH DOCUMENTS :**

Sl. No.	Particulars	Reply
(1)	(2)	(3)
1.	Name of post	
2.	No. of sanctioned post	
3.	Creation order & date indicating the pay scale of the post	
4.	Extension of post from time to time	
5.	Recruitment Rules of the post [both previous and latest, in case of amendment]	
6.	Pay scales prescribed under various ROPs starting from its original creation indicating change of nomenclature / redesignation in the pay revisions / amendments by the Finance Department.	(i) ROP, 1975 (ii) ROP, 1982 (iii) ROP, 1990 (iv) ROP, 1999
7.	Immediate feeder post in the line of promotion with scale of pay	
8.	Immediate promotion post in the hierarchy with scale of pay	
9.	Details of actual strength [promotion / direct]	
10.	Details of vacancies [date-wise]	
11.	Details of post abolished as per the State Policy	
12.	Reason for left out or omission indicating whether it was due to re-organisation / upgradation / re-designation / fresh creation, etc.	
13.	How the pay was drawn in case the omission was from the previous ROP, 1999 ?	
14.	Any other relevant information	