

**OFFICE OF THE PAY AND ACCOUNTS OFFICER  
ANDHRAPRADESH:: IBRAHIMPATNAM**

Circular memo.No.PAO/Co-ordination/U-I/2020-21/ 168

Date: 21 /01/2022

Sub:- PUBLIC SERVICES - Pay Revision in PRC 2022- Procedural Instructions for fixation of Pay of employees in the RPS,2022 - Instructions - Partial modifications – Issued –Reg.

Ref :- 1.G.O.Ms.No.1, Finance (PC-TA) Department,dated:17-01-2022  
2.G.O.Ms.No.8, Finance (PC-TA) Department,dated:17-01-2022  
3.Circular Memo No.1249673/11/755/2020/PC-TA/2022,  
FINANCE (PC-TA) Department, Dated: 19-01-2022.  
4.Circular Memo.No. PAO/Co-ordination/U-I/2020-21/ 167,  
Dated:20 /01/2022.

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It is informed to all the DDOs that procedural Instructions given in the reference 4<sup>th</sup> cited are partially modified as follows:-

- 1) A drop-down window at <https://payroll.herb.apcfss.in> exhibits the list of existing Pay Scales and slabs in the RPS, 2015. The DDO shall select the correct Pay scale & Basic Pay of the concerned employee, who are drawing the salaries in RPS, 2015, with reference to his / her life- cycle events strictly as per the Service Records for the period from 01-07-2018 to 31-12-2021.
- 2) Before entering the above employee data, the DDOs are requested to update the all life cycle events i.e., pay changes data in SR up to 31-12-2021.
- 3) After completion of the above data entry, the DDO shall confirm the data entered with his credentials by affixing e-signature and submit to the PAO.
- 4) On confirmation of the data by the PAO, the pay fixation will be processed by the System itself. The Pay Fixation Slip is auto generated by the system with details of Revised Pay entitled to the employee in the RPS, 2022 from 01-07-2018 to 01-01-2022 corresponding to the pay change details of RPS 2015 confirmed by the PAO.
- 5) The system generated Pay Fixation slips will be made available in the DDO login at <https://payroll.herb.apcfss.in>

- 6) The Revised Pay as on 01-01 2022 reflected in the system generated Pay Fixation Slip shall be utilised by the DDO for generating the pay bill for the month of January, 2022. After processing the salary bills for the month of January, 2022, the DDOs and PAO shall verify the system generated Pay Fixation Slips and after satisfying themselves about the correctness affix the same in the Service Register (SR) of the concerned employee duly attested.
- 7) In case of any discrepancy is detected in the system generated Pay Fixation Slips, the same shall be brought to the notice of PAO who in turn, after verification, refer it to the Finance (PC-TA) Department along with a detailed note on the discrepancy and the proposed new pay duly quoting the relevant rules.

In view of the above, all the DDOs are informed to capture the correct Basic pay and Pay Scales in the existing RPS, 2015 from 01-07-2018 to 31-12-2021 as per SR while entering the employee data at <https://payroll.herb.apcfss.in> and also submit the Original SR of the employees with up to date entries to the PAO immediately for the final confirmation by the PAO.

**For any further enquiry and assistance, please contact the following PAO LIAISON Team:-**

SL.NO.	NAME OF THE PAO LIAISON TEAM	PHONE NUMBER
01	SRI S. BALAKRISHNA	7382924898
02	SRI K. RANGANAYUKULU	7396836306
03	SRI D.V.RAMANJANAI AH	9951575363
04	SRI T. BALAKRISHNA	9398199943
05	SRI D.ASHOK BABU	9573051489

*Handwritten signature and date: 21/1/22*  
**PAY AND ACCOUNTS OFFICER**

To

1. All the Drawing and Disbursing Officers, Amaravati, AP
2. The CEO, APCFSS, Vijayawada.
3. All audit sections with a direction to intimate the above information to DDOs concerned and confirm the data of the employees immediately as and when received without fail and update the status.