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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF.DNB/Rules-2/2014-15/ 021

16th July, 2014

CIVIL SERVICE PAY SCALE ORDER – 2014

1. The Ministry of Finance is pleased to announce the revised pay scale of the civil servants and introduce a set of new pay scales (hereinafter called the “Civil Service Pay Scale–2014”) with effect from 1st July, 2014 as prescribed in **Schedule I** (a) to this order.
2. With the revision of the pay scale, the lump sum “Salary Allowance” granted from 1st January, 2011 is merged with the revised pay scale and remains withdrawn.
3. The pay of such employees shall be re-fixed in the revised pay scales with no change in the date of increment. Pay fixation shall be in accordance with the procedures and guidelines as given in **Schedule II & III** to this order.
4. In the case of employees on contract in the civil service, the application of the revised pay scales will not cause a termination of the existing contracts. The individual existing contracts shall be deemed to have been modified to the extent of the revised emoluments only, with effect from 1st July 2014, with the consent of both parties. All other terms of the contracts will remain unaffected.
5. The employees on contract who are in receipt of Contract Allowance at the prescribed rates based on pay shall be entitled to draw the Contract Allowance based on the revised pay. These employees shall also be eligible for HRA and revised professional allowance as lump sum based on their position levels unless otherwise provided for in the contract agreement.
6. The pay of the consolidated contract employees working in various Government agencies is revised from 1st July 2014 as under :
 - i. The salary of Non Formal Education Instructors is revised from Nu. 6,000 to Nu.8,400 per month.
 - ii. The salary of consolidated Contract employees is revised from Nu.10,000 to Nu.14,000 per month.
 - iii. The pay scale, allowances and benefits of RAPA artistes have been revised and mapped with equivalent position levels in the civil service as follows:

Position Level	Revised Pay Scale		
	Min.	Incr.	Max.
Level S4	12,025	240	15,625
Level O1	10,725	215	13,950
Level O3	9,155	185	11,930

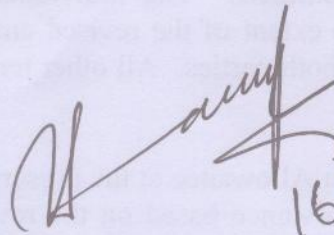


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- iv. The salary of Community Based Teachers (CBT) has been revised from Nu. 8,000 to Nu. 11,200 per month
7. There will be no change in the quantum of pay and allowances of contract employees where the pay is prescribed as lump-sum as per agreement.
8. Procedures -The procedures for pay fixation is annexed as **Schedule II** to this order.
9. The revised pay shall not be drawn unless it is approved by the Pay Fixation Officer as per **Schedule IV**.
10. Matters requiring further clarification in individual cases may be referred to the Ministry of Finance.


16/7/14

Namgay Dorji
Finance Minister

Copy:

1. All Ministries/Constitutional Bodies/ Autonomous Agencies/ Dzongkhags/ Gewogs
2. The Cabinet Secretary, Cabinet Secretariat, Tashichho Dzong, Thimphu.
3. The Auditor General, Royal Audit Authority, Thimphu.
4. The Chairperson, RCSC, Thimphu.
5. Web Administrator for posting on the MoF website.



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Schedule – I

Civil Service Pay Scale–2014

SL. No.	Position Level	Pay Scale -2010			Pay Scale- 2014		
		Min.	Incr.	Max.	Min.	Incr.	Max.
1.	Cabinet Secretary	63,000	1260	69,300	75,160	1,505	82,685
2.	Government Secretaries	50,445	1010	55,495	65,930	1,320	72,530
3.	EX/ES-1	45,860	915	59,585	54,575	1,090	70,925
4.	EX/ES-2	38,475	770	50,025	45,785	915	59,510
5.	EX/ES-3	32,520	650	42,270	38,700	775	50,325
6.	P1	25,610	510	33,260	30,990	620	40,290
7.	P2	22,620	450	29,370	27,370	545	35,545
8.	P3	19,830	395	25,755	23,995	480	31,195
9.	P4	17,660	355	22,985	21,370	425	27,745
10.	P5	14,460	290	18,810	17,495	350	22,745
11.	S1	13,305	265	17,280	16,365	325	21,240
12.	S2	12,055	240	15,655	14,830	295	19,255
13.	S3	11,015	220	14,315	13,550	270	17,600
14.	S4	9,775	195	12,700	12,025	240	15,625
15.	S5	9,045	180	11,745	11,125	225	14,500
16.	O1	8,580	170	11,130	10,725	215	13,950
17.	O2	8,060	160	10,460	10,075	200	13,075
18.	O3	7,325	145	9,500	9,155	185	11,930
19.	O4	6,805	135	8,830	8,505	170	11,055
20.	GSP-I	6,465	130	8,415	8,080	160	10,480
21.	GSP-II	6,155	125	7,695	7,695	155	10,020
22.	ESP	5,000			7,000		



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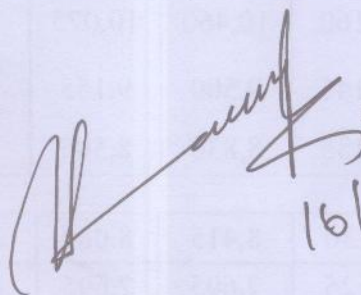
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SCHEDULE- II

(TO THE CIVIL SERVICE PAY SCALE ORDER-2014)
PROCEDURES FOR PAY FIXATION

1. The Secretaries of Ministries, Heads of Constitutional Bodies, Autonomous Agencies and Dzongkhag administrations will be responsible for the re-fixation of pay of the employees under them. They may designate a suitable senior officer as "Pay Fixation Officer" for the purpose.
2. The pay fixation statements as per the format prescribed in **Schedule – IV** to this order shall be prepared in duplicate in respect of each entitled employee in their respective controlling offices or the offices where their salary bills are drawn or where their personal files are maintained. The pay fixation statements shall be submitted in duplicate along with the service books to the respective Pay Fixation Officer. In the case of employees on contract, the pay fixation statements shall be submitted in triplicate.
3. The Pay Fixation Officers shall verify/correct and approve each such pay fixation statement under his/her name, signature and seal. The re-fixed pay, the revised pay scale and the date of the next increment shall be recorded in the service book of the individual employee by the Pay Fixation Officer in red ink under his/her name, signature and seal. One copy of the approved pay fixation statement shall be retained in the office of the Pay Fixation Officer in separate files to be held in respect of each division/section for future reference. The completed service book and the other copy/copies of the approved pay fixation statements shall be returned to the office from which those were received.
4. The concerned disbursing or controlling offices shall keep the approved pay fixation statements in the personal files of the respective employees and quote it as an authority for disbursement of the revised pay in the first salary bill in which the revised pay is drawn. The other copy of the approved pay fixation statements in respect of the employees on contract shall be sent to the Royal Civil Service Commission for record.


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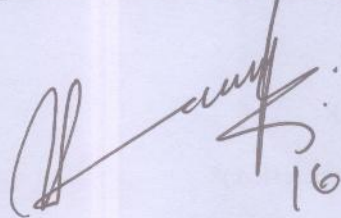
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SCHEDULE – III

(TO THE CIVIL SERVICE PAY SCALE ORDER – 2014)
GUIDELINES FOR PAY FIXATION

1. The basic pay in 2010 Pay Scale as on 1st July 2014 shall be termed as “Present Pay” in the particular grade.
2. In case the annual increment falls due on 1st July 2014, the increment will first be sanctioned in the Pay Scales - 2010 and the stage arrived at after the sanction of the increment will be treated as “Present Pay”
3. If a civil servant is promoted with effect from 1st July, 2014, his pay in the next higher position level/grade shall be fixed as per the “Pay Scale 2010” to arrive at the “Present Pay”.
4. “Present Pay” shall be increased by 19 percent at Executive/Specialist (EX/ES) position level, 21percent at Professional (P) level, 23 percent at Supervisory (S) level and 25 percent at Operator (O) and GSP level. Personal Pay, if any, shall be added to arrive at the “Revised Pay”.
5. For Cabinet Secretary and the Government Secretaries, equal number of increments earned in the existing pay scale shall be granted in the revised pay scale to arrive at the revised “Revised Pay”
6. The “Revised Pay” thus arrived at will be placed in the same grade scale of the Civil Service Pay Scales-2014, and will be treated as “Re-fixed Pay”. If the particular grade scale in the Revised Pay Scales-2014 do not have an exact stage to match the “Revised Pay” arrived under Para 4, the “Re-fixed Pay” will be placed at the immediate next higher stage in the Civil Service Pay Scales-2014
7. The “Re-fixed Pay” will, in all cases, be limited to the maximum stage of the corresponding Civil Service Pay Scales-2014. If the “Revised Pay” arrived at under para 4 exceeds the maximum stage of the corresponding Civil Service Pay Scales-2014, the “Re-fixed Pay” will be placed at the maximum stage of the corresponding Civil Service Pay Scales-2014. The unabsorbed excess will be paid as “Personal Pay”.
8. Pay will be re-fixed as on 1st July, 2014. Next increment in the revised scale of pay will accrue on the usual date of annual increment.
9. The pay fixation shall be based on position level of the civil servants as per schedule - I.


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SCHEDULE- IV

(TO THE CIVIL SERVICE PAY SCALES ORDER – 2014
PAY FIXATION STATEMENT

PART A (To be filled in by the Controlling or Drawing & Disbursement Officer)

No.

Date:

1. Name of Office :
2. Name of Employee:
3. Emp. Id. No. :
4. Nationality: Nat./Exp
5. Service Status: Regular/On Contract.
6. Designation:
7. Civil Service Position Level :
8. Date of Increment:
9. Occupying Government quarter Yes/No
10. Applicable house rent, if allotted NHDC quarter: Nu.
11. Existing Pay Scale: Nu.
12. Basic Pay as on 1.7.2014(Present Pay): Nu.
13. Increase the basic pay under Sl.No.12 by
 - a. 19 percent for EX/ES positions: Nu.
 - b. 21 percent for P positions: Nu.
 - c. 23 percent for S positions Nu.
 - d. 25 percent for O and GSP positions Nu.
14. Personal Pay, if any: Nu.
15. Revised Pay (13+14): Nu.
16. House Rent Allowance (HRA)* Nu.
17. Professional Allowance, if any: Nu.
18. Difficult area allowance, if any** Nu.



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| 19. High altitude area allowance, if any** | Nu. |
| 20. Other monthly allowances, if any | Nu. |
| 21. Total pay and allowance | Nu. |
| 22. House rent recoverable, if HRA is less house rent (10-16) : | Nu: |

Name, signature & Seal
Controlling /Drawing Officer

PART B. (For use by the Pay fixation Officer)

- | | |
|--|-----|
| 23. Revised Pay Scale: | Nu. |
| 24. Re-fixed basic Pay w.e.f. 1.7.2014: | Nu. |
| 25. Personnel Pay, if any (15-24) | Nu. |
| 26. House Rent Allowance, if eligible*: | Nu. |
| 27. Professional Allowance, if any: | Nu. |
| 28. Difficult area allowance, if any** | Nu |
| 29. High altitude area allowance, if any** | Nu. |
| 30. Other monthly allowances, if any (specify) | Nu |
| 31. Total pay and allowances | Nu. |
| 32. House rent recoverable (10-16) | Nu. |
| 33. Date of Next Increment : | |

APPROVED

Date:

Name, Signature & Seal
Pay Fixation Officer

Note:

- * Not payable, if occupying designated/institutional accommodation.
- ** Revised rates payable from the month of notification of Difficulty Area and High Altitude Area by the Ministry of Home and Cultural Affairs.