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Maharashtra Civil Services
(Revised Pay) Rules, 1978 -

Pay Verification under --

GOVERNMENT OF MAHARASHTRA
Finance Department.

CR1979032701

Circular No. PVU-1079/CR-172/SER-10.
Mantralaya, Bombay-400 032, Dated 27th March 1979.

C I R C U L A R

Four Pay Verification Units one each at Bombay, Pune, Aurangabad and Nagpur have been set up for verification of pay of non-gazetted Government employees fixed under the Maharashtra Civil Services (Revised Pay) Rules, 1978. The Director of Accounts and Treasuries has also made necessary arrangements of the staff and office accommodation of the Units. Government is now pleased to issue following instructions for the guidance of the Pay Verification Units :—

- (i) The Units should ascertain the total number of cases of non-gazetted employees from each office from the Heads of Departments/Heads of Offices and verify the Pay fixation done by them. They should verify cent percent cases from each office. In the cases taken up for verification, a note showing the pay fixed and the date of next increment should be recorded in the Service Book under the dated signature of the Accounts Officer.
- (ii) They should verify all cases carefully where pay is stopped up under Note 2 below Rule 8 of the Maharashtra Civil Services (Revised Pay) Rules, 1978 as well as the cases where the dates of increments of the seniors have been advanced to those of their juniors in the cadre under Rule 9 of the said rules.
- (iii) Cases of wrong pay fixation based on misinterpretation of rules should be brought to the notice of the concerned Head of Office/Department with a request to review other cases, if any, where pay may have been fixed wrongly on similar misinterpretation of rules and the necessary corrections made in all cases.
- (iv) The Units should give priority to the pay verification cases of Government employees who have retired, resigned or whose services have been terminated and whose arrears claims are required to be settled expeditiously.
- (v) They should also give priority to the cases of Government servants sent on foreign service or on deputation to other Governments.
- (vi) Each Unit should set for itself a target of about 2500 cases per month. They should submit monthly progress reports to their respective Deputy Directors/Director of Accounts and Treasuries with a copy to Finance Department and the Accountant General, Maharashtra-I, Bombay and Maharashtra-II, Nagpur as the case may be.

P.T.O.

- (vii) The Units should draw their own tour programme well in advance of the dates of their visits, keep all the Heads of Departments/Offices at the visiting place/area apprised of their programme and visit the district and taluka places where there are large concentrations of Government employees to obviate the need to send service books by post. Visits to small places where the number of employees is small should be avoided.

By order and in the name of the Governor of Maharashtra,

S.G. PAI,
Deputy Secretary to Government.

To

The Accountant General, Maharashtra I, Bombay
(with 40 copies),
The Accountant General, Maharashtra II, Nagpur
(with 40 copies),
The Pay and Accounts Officer, Bombay (with 30 spare copies),
The Resident Audit Officer, Bombay,
The Chief Auditor, Local Fund Accounts, Bombay,
The Deputy Chief Auditor, Local Fund Accounts, Bombay/Pune/
Nagpur/Aurangabad,
The Secretary to Governor,
The Secretary to Chief Minister,
The Personal Assistants to the Ministers and Ministers for
State,
*The Prothonotary and Senior Master, High Court, Bombay,
*The Secretary, Maharashtra Public Service Commission, Bombay,
*The Secretary, Maharashtra Legislature Secretariat, Bombay,
*The Registrar, Office of the Lokayukta and Upa-Lokayukta,
Bombay,
The Director of Accounts and Treasuries, Bombay,
The Deputy Director of Accounts and Treasuries, Pune and Nagpur,
All Accounts Officers, Pay Verification Units, Bombay/Pune/
Nagpur/Aurangabad (with 5 spare copies each),
All Departments of the Mantralaya,
All Heads of Departments and Offices under the various
Departments of Mantralaya,
The Liaison Officer, Mantralaya, Bombay,
All Chief Executive Officers of Zilla Parishads,
The Desk Officer, SER-7,
The Select file, Finance Department, SER-10.

*By letter.

No. AC-515/AL/CR-76 24/5/1979.

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for Settlement Commissioner and
Director of Land Records,
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