



**Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud  
Thiruvananthapuram-14**

**PROCEEDINGS**

IHRD – Engineering College – Fixation of pay under AICTE/ UGC scale- Recovery of excess pay as per instructions of Accountant General, Government of Kerala and Executive Committee of IHRD - orders issued.

**No.EA3/11649/2013/HRD**

**Dated, Thiruvananthapuram, 21<sup>st</sup> August 2014**

Read:-

- 1) Audit report of Accountant General for the financial year 2011-2012
- 2) Resolution of 89<sup>th</sup> meeting of Executive Committee of IHRD held on 3.9.2013
- 3) Circular No. 12/2013/Fin dtd 30.01.2013 of Finance (PRC-C) Department, Government of Kerala

**ORDER**

The Accountant General (Audit) in their inspection of accounts for the financial year 2011-2012 have called for the Service Book of all faculties under purview of AICTE / UGC scheme. A total of 299 service books were verified and in the audit report, the Accountant General have reported irregularities in the fixation of scale of pay under AICTE/UGC and thus resulting in over payment by violating rules. The Audit report was placed before the 89<sup>th</sup> Executive Committee of IHRD for a direction on the corrective measures to be taken in this regard. The Executive Committee resolved to assess the excess pay allowed and drawn by teaching faculties under AICTE/ UGC scale in Engineering Colleges by constituting a Centralized Cell at Head Quarters and to recoup the excess pay drawn, if any, in 12 equal installments. The Centralized Cell have prepared pay fixation statement of 161 faculties under purview of AICTE/UGC as per the AICTE/ UGC rules and pay fixation rules of KSR,.

The Accountant General have instructed this office to regularize over payment and report it to audit. As per paper read (3), the Finance Department, Government of Kerala, have instructed to recover excess amount paid due to irregularities in fixation of

pay and to submit consolidated report on the same. In order to comply with the instructions of the Accountant General, Government of Kerala and Executive Committee, it has been decided to regularize excess pay drawn, if any, due to erroneous fixation done under AICTE/UGC scale and to release the withheld service benefits to the faculties.

In this connection the following instructions are issued for strict compliance.

1. The pay fixation statement of 161 faculties prepared by the Centralized Cell are hereby approved and will be forwarded to respective Head of Institutions.
2. The Head of Institution should affix the pay fixation statement in the service book of the respective incumbent.
3. The respective Head of the Institutions should calculate the excess pay drawn, if any, and the corresponding CPF contribution in respect of each of the above faculties based on the pay fixation statement approved by Director, IHRD with utmost care.
4. The excess amount should be recovered in 12 equal installments from September 2014 (salary of August 2014) to August 2015 (salary of July 2015). The installment amount should be transferred to IHRD's consolidated Account No. 57022834938 at SBT, Vazhuthacaud, Thiruvananthapuram before 10<sup>th</sup> of every month till August 2015. If not, it will be assumed that no recovery has been made and action will be taken without any further correspondence.
5. The CPF contribution towards the excess amount paid, if any, to a faculty is also to be deducted from the CPF account of the faculty. Hence the total excess contribution made to a faculty should be adjusted in lump sum from the contribution in respect of the faculty for upcoming months.

6. The details of calculation of excess pay and corresponding CPF contribution (month wise) with total amount along with the installment amounts should be reported to Head Quarters before 15.09.2014.
7. If, in respect of a faculty, the pay being drawn matches with pay fixation statement, then a 'nil' report should be furnished.
8. If a Head of Institution fail to recover excess pay calculated in respect of a faculty within the stipulated time, the Head of the Institution will be held responsible for the lapse and action will be taken as per instructions in circular read (3) above.
9. The Head of Institution should circulate this order to the concerned faculties and get the same acknowledged. The statement of acknowledgement should be forwarded before 30.08.2014.
10. Orders on release of withheld service benefits will be issued later.
11. All Head of Institution are instructed to strictly comply with above orders as the compliance report is to be submitted to Government of Kerala, Accountant General and Executive Committee of IHRD.



**Dr. J.Letha**  
**DIRECTOR**

To

1. All Head of the Institutions of Engineering College
2. All Additional Directors
3. Finance Officer /Administrative Officer
4. CA I, II, III
5. Finance section Superintendent
6. Finance B3 section
7. SF
8. OC