
F.R.26(a) --- All duty in a post on a time scale counts for increments in that time scale

Qualifying service for the purpose of increment means:

- All duty including public holidays & closed holidays
- All leave viz. EL, HPL, Commuted Leave, Leave not due, EOL on medical certificate, EOL without medical certificate for prosecuting higher technical studies in the interest of the department & EOL without medical certificate sanctioned in a situation beyond the control of the Government servant.
- All special kinds of leave viz. Paternity leave, Maternity leave, Child care leave, Special disability leave for injury intentionally inflicted or accidental injury, Hospital leave, Seaman's sick leave, Study leave etc.
- Service rendered in a higher post due to promotion.
- Service spent in another post due to promotion on ad-hoc basis;
- Service rendered in an excadre post, whether within the department or outside.
- Deputation and Foreign Service.
- Joining time.

Non Qualifying service means :

- EOL on domestic grounds
- Dies non
- Unauthorized absence either in continuation of authorized leave or where it stands alone and subsequently not regularized as leave of kind due and admissible.
- Periods of suspension if ordered that the period will not count as qualifying service by the competent authority.

With the implementation of Revised Pay Rules, 2008 the following changes took place for release of annual increments:

- All increments shall be released only on 01st July, every year;
- As an exception, Incentive increments can be released on the day they become due;
- The rate of increment is fixed as 3% of existing pay in pay band plus grade pay;
- The amount thus arrived shall be rounded off to next multiple of Rs.10 and added to pay in pay band;
- If the fraction thus arrived is less than one rupee to the nearest ten, the same may be ignored;
- Minimum service required for release of increment is 6 months as on 01st July.

An increment is automatic unless otherwise specifically withheld, in terms of FR.24. Every Government servant who had put in a minimum service of 6 months between 01st July of a year to 30th June of succeeding year will become eligible for one increment at a rate of 3 per cent of existing pay plus grade pay. If, however, the Government servant had not put in a minimum of 6 months of qualifying service, his increment gets postponed to 01st July of subsequent year. In effect, his increment gets postponed for a period of one year and the loss is permanent.

With the implementation of Revised Pay Rules, 2016 the following changes took place for release of annual increments:

- Increments shall be released only on 01st January or 01st July, every year;
- As an exception, Incentive increments can be released on the day they become due;
- The rate of increment is fixed as 3% of existing pay, rounded to nearest Rs.100;
- The amount thus arrived shall be rounded off to nearest multiple of Rs.100 and added to pay;
- Minimum service required for release of increment is 6 months as on 01st January or July, as the case may be;
- Those who are appointed between 02nd January to 01st July of a year, inclusive of both days will get their next increment on 01st January of next year;
- Similarly, those who are appointed between 02nd July to 01st January of next year, inclusive of both days will get their next increment on 01st July of next year;

Presicely, an increment will be released only on completion of 1 year of service which shall include atleast 6 months of qualifying service. An exception to 1 year was given in case of direct recruitments and in cases of promotion, as one-time measure.

Note : There is a wide spread notion that only 6 months service is sufficient for earning an increment. There is a difference between service and qualifying service. It is mandatory that an employee should complete 6 months of qualifying service to earn an increment on completion of one year of service, but for the exception stated above.

Let us work out some examples on increment regulation :

Example.1 : A Government servant was drawing a pay of Rs.37600 in Level.6 with effect from 01-07-2016. Regulate his pay from time to time and indicate his date of next increment (DNI).

Sol:

Period	Level.6	Remarks
01-07-2016 30-06-2017	37600	
01-07-2017 30-06-2018	38700	FR.26(a)
01-07-2018 onwards	39900	DNI

Example.2 : A Government servant was appointed to Level.4 on 01-02-2016 FN. Regulate his pay from time to time and indicate his date of next increment (DNI).

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Period	Level.4	Remarks
01-02-2016 31-12-2016	25500	
01-01-2017 31-12-2017	26300	FR.26(a)
01-01-2018 onwards	27100	DNI

Example.3 : A Government servant was appointed to a post carrying Level.8 on 12-07-2016 AN. Regulate his pay from time to time and indicate his date of next increment (DNI).

Period	Level.8	Remarks
13-07-2016 30-06-2017	47600	
01-07-2017 33-06-2018	49000	FR.26(a)
01-07-2018 onwards	50500	DNI

Example.4 : A Government servant was drawing a pay of Rs.56300 in a post carrying Level.9 w.e.f. 01-07-2016. He availed EL for 31 days from 18-09-2016 to 18-10-2016 followed by HPL for 36 days. Regulate his pay from time to time and indicate his date of next increment (DNI).

Period	Level.9	Remarks
01-07-2016 17-09-2016	56300	
18-09-2016 18-10-2016	<i>EL - Leave Salary – No Pay</i>	----
19-10-2016 23-11-2016	<i>HPL – Leave Salary – No Pay</i>	----
24-11-2016 30-06-2017	56300	Pay restored
01-07-2017 30-06-2018	58000	FR.26(a)
01-07-2018 Onwards	59700	DNI

In terms of FR.9(12), Leave Salary means the monthly amount paid by Government to a Government servant on leave.

In terms of Rule 40(1) of CCS Leave Rules, 1972 a Government servant who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

In terms of Rule 40(3) of CCS Leave Rules, 1972 a Government on half pay leave or leave not due is entitled to leave salary equal to half the amount admissible specified in sub-rule 40(1).

In terms of Rule 40(4) of CCS Leave Rules, 1972 a Government on commuted leave is entitled to leave salary equal to the amount admissible specified in sub-rule 40(1).

In terms of Rule 40(5) of CCS Leave Rules, 1972 a Government on extraordinary leave is not entitled to any leave salary.

Example.5 : A Government servant was drawing a pay of Rs.21700 in a post carrying Level.2 w.e.f. 01-07-2016. He availed EL for 20 days from 23-06-2017 followed by HPL for 18 days. Regulate his pay from time to time and indicate his date of next increment (DNI).

Period	Level.2	Remarks
01-07-2016 22-06-2017	21700	
23-06-2017 12-07-2017	EL - Leave Salary – No Pay	Increment released notionally w.e.f. 01-07-2017
13-07-2017 30-07-2017	HPL – Leave Salary – No Pay	----
31-07-2017 30-06-2018	22400	FR.26(a) *
01-07-2018 Onwards	23100	DNI

* The Government servant was on Earned leave while the increment accrued on 01-07-2017. Since definition of leave salary under Rule 40(1) of CCS Leave Rules preclude enhancement of Pay while on leave, his increment though released notionally on 01-07-2017 had its monetary effect only with effect from date of joining duty or suffixed holidays.

Example.6 : A women Government servant was drawing a pay of Rs.41100 in a post carrying Level.6 w.e.f. 01-07-2016. She availed Child Care Leave from 12-07-2016 to 18-11-2017 followed by EOL on medical certificate up to 10-08-2018, suffixing 11-08-2018 and 12-08-2018 as holidays. Regulate her pay from time to time and indicate the pay she will be eligible on joining duty.

Period	Level.6	Remarks
01-07-2016 11-07-2016	41100	
12-07-2016 18-11-2017	CCL - Leave Salary – No Pay	Increment released notionally w.e.f. 01-07-2017
19-11-2017 10-08-2018	EOL – No Leave Salary	Increment released notionally w.e.f. 01-07-2018
11-08-2018 30-06-2019	43600	FR.26(a) *
01-07-2019 Onwards	44900	DNI

* The Government servant was on CCL and EOL while her increments accrued on 01-07-2017 and 01-07-2018. Since definition of leave salary preclude enhancement of Pay while on leave, her increments though released notionally on 01-07-2017 and 01-07-2018 had their monetary effect only on her return to duty. During the entire course of leave (CCL) she will continue to draw leave salary equivalent to that of Rs.41100. Though she resumes back to duty on 13-08-2018, she will get her enhanced pay w.e.f. 11-08-2018, as they are suffixed holidays.

Example.7 : A Government servant was drawing a pay of Rs.55200 in a post carrying Level.7 w.e.f. 01-07-2016. He availed EOL from 27-06-2017 to 24-11-2017, for prosecuting higher technical studies in the interest of the department. He resumed back to his duties on 27-11-2017. Regulate his pay from time to time and indicate his date of next increment (DNI).

Period	Level.7	Remarks
01-07-2016 26-06-2017	55200	
27-06-2017 24-11-2017	<i>EOL – No Leave Salary</i>	<i>Increment released notionally w.e.f. 01-07-2017</i>
25-11-2017 30-06-2017	56900	----
01-07-2018 Onwards	58600	DNI

* The Government servant was on Extra ordinary leave while the increment accrued on 01-07-2017. As per the definition of leave salary under Rule 40(5) of CCS Leave he will not receive any leave salary while on leave. Since, EOL for the prosecuting higher technical studies in the interest of the department counts as qualifying service, his increment though released notionally on 01-07-2017 had its monetary effect only with effect from date of joining duty or suffixed holidays.

Example.8 : A Government servant was drawing a pay of Rs.24200 in a post carrying Level.1 w.e.f. 01-07-2016. He availed EOL from 16-08-2016 to 13-02-2017, on domestic grounds. Regulate his pay from time to time and indicate his pay on return to duty and date of next increment (DNI).

Period	Level.1	Remarks
01-07-2016 15-08-2016	24200	
16-08-2016 13-02-2017	<i>EOL – No Leave Salary</i>	----
14-02-2017 30-06-2017	24200	<i>Pay restored</i>
01-07-2017 30-06-2018	24900	<i>FR.26(a)</i>
01-07-2018 Onwards	25600	DNI

* The Government servant was on Extra ordinary leave from 16-08-2016 to 13-02-2016. While calculating his eligibility for releasing increment on 01-07-2017 two aspects needs to be checked. (1) Service for one year; (2) Qualifying Service of 6 months.

He was in service for one year, hence criteria (1) gets satisfied.

The period of qualifying service from 01-07-2016 to 15-08-2016 = 1 month and 15 days and the period of qualifying service from 14-02-2017 to 30-06-2017 = 4 months and 15 days. Adding these two will give us 5 months and 30 days. In terms of definition of Calander month, 30 days is equal to one month thus the total period of qualifying service would be exactly 6 months, which will satisfy cirteria (2). As such the Government servant will become eligible for increment on 01-07-2017. His date of next increment would not undergo any change.

Example.9 : *In the above example, if EOL is up to 14-02-2017 then regulate pay and indicate DNI.*

Period	Level.1	Remarks
01-07-2016 15-08-2016	24200	
16-08-2016 14-02-2017	<i>EOL – No Leave Salary</i>	----
15-02-2017 30-06-2018	24200	Pay restored
01-07-2018 Onwards	24900	FR.26(a)

The period of qualifying service from 01-07-2016 to 15-08-2016 = 1 month and 15 days and the period of qualifying service from 15-02-2017 to 30-06-2017 = 4 months and 14 days. Adding these two will give us 5 months and 29 days. Hence criteria (2) doesn't satisfy. As such the Government servant will not become eligible for release of increment on 01-07-2017. He has to wait till 01-07-2018 for release of his increment.

*As per the spirit of RPRs 2016, an employee should not wait for more than 1 year, for release of increment in any case. But, orders were communicated, in letter, only in cases of Appointment and Promotions as exempted. Thus, if an increment was missed due to fault of Government employee then he has to wait for his normal date of next increment. His increment cannot be released on 01-01-2018, as no specific orders were communicated, yet, in this regard. **The loss of increment is permanent, once it was postponed due to reasons attributable to the Government servant.***

Example.10 : *A Government servant was drawing a pay of Rs.27100 in a post carrying Level.4 w.e.f. 01-07-2016. He availed EOL from 16-08-2016 to 14-12-2016, on domestic grounds. His absence for the period from 18-03-2017 to 21-05-2017 was ordered as dies-non, by the disciplinary authority. Regulate his pay from time to time and indicate his pay on return to duty and date of next increment (DNI).*

Period	Level.4	Remarks
01-07-2016 15-08-2016	27100	
16-08-2016 14-12-2016	<i>EOL – No Leave Salary</i>	----
15-12-2016 17-03-2017	27100	Pay restored
18-03-2017 21-05-2017	<i>Dies-non – No Leave Salary or allowances</i>	---
22-05-2017 30-06-2018	27100	Pay restored
01-07-2018 Onwards	27900	FR.26(a)

*The period of qualifying service from 01-07-2016 to 15-08-2016 = 1 month and 15 days, the period of qualifying service from 15-12-2016 to 17-03-2017 = 2 months and 34 days and the period of qualifying service from 22-05-2017 to 30-06-2017 = 1 month and 10 days. Adding these three periods we will give us 4 months and 59 days or effectively, 5 months 29 days. This will make him short of 1 day qualifying service and the increment due on 01-07-2017 stands **postponed, for life.***