

## 72. Secretariat

1. Administrative Secretariat			
	Chief Secretary	IAS	IAS
	Additional Chief Secretary	IAS	IAS
	Principal Secretary	IAS	IAS
	Secretary	IAS	IAS
	Special Secretary	IAS	IAS
	Additional Secretary	14000-18000 + 300sp	25400-33100 + 600sp <sup>#</sup>
	Joint Secretary	12600-15600 + 200sp	23200-31150
	Deputy Secretary	10000-15150 + 200sp	20700-26600
<sup>a</sup>	Under Secretary and Assistant Electoral Officer/Protocol Officer/Additional Protocol Officer	7800-12975 + 200sp	12930-20250
	Section Officer (HG)	7200-11400	11910-19350
	Designation	Existing scale of pay	Revised scale of pay
<sup>b</sup>	Section Officer/Cashier/Chief Reception Officer/Asst. Protocol Officer	6500-10550	10790-18000
	Assistant (Sel.Gr)	5800-9425	9590-16650
	Assistant (Sen.Gr)/Assistant Cashier	5500-9075	9190-15510
<sup>c</sup>	Assistant Gr I/Reception Officer/Accountant	4600-7125	7990-12930
	Assistant Gr II	4000-6090	
<sup>d</sup>	Language Expert	7800-12975	12930-20250
	Librarian (Sen.Gr).	10000-15150	16650-23200
	Personal Assistant (HG)	7450-11475	12250-19800
	Personal Assistant	7200-11400	11910-19350
	Cypher Assistant	5500-9075	9190-15510
	Office Superintendent	6500-10550	10790-18000
	Typist (Sel.Gr)	5800-9425	9590-16650

<sup>#</sup> Special pay in lieu of higher time scale of pay

<sup>a</sup>. The Under Secretary will be allowed higher grade in the scale of pay of Rs.16650-23200 in the ratio of 2:1 between Under Secretary and Under Secretary (HG).

<sup>b</sup>. The existing ratio of 1:1 between Section Officer and Section Officer (HG) will continue

<sup>c</sup>. The Grade II and I posts of Assistant are merged in to one and allowed the scale of pay of Rs.7990-12930. Here after the Assistants will be in three grades viz., Assistant, Assistant (Sen.Gr) and Assistant (Sel.Gr). Their ratio will be 1:1:1.

<sup>d</sup>. The present incumbent will be allowed to continue in the revised scale of Rs.16650-23200 as personal

	Typist (Sen.Gr)	5500-9075	9190-15510
	Typist Gr I	4600-7125	7990-12930
<sup>e</sup>	Typist Gr II	3590-5400	5930-9590
<sup>f</sup>	Assistant Security Officer	4600-8000	7990-12930
	Sergeant	4600-8000	7990-12930
	Security Guard,Chowkidar,Watchman (HG)	3350-5275	5930-9590
<sup>g</sup>	Security Guard,Chowkidar,Watchman	2750-4625	4990-7990
	Health Inspector Gr II	4600-7125	7990-12930
	Health Assistant	3050-5230	4990-7990
	Lift Supervisor	3350-5275	5510-8590
	Supervisor, Duplicator Machine Operator	3050-5230	4990-7990
	Clerical Assistant Gr I	3350-5275	5930-9590
<sup>h</sup>	Clerical Assistant Gr II	2750-4625	4510-7480
	<i>Designation</i>	Existing scale of pay	Revised scale of pay
	Attender	2650-4150	4400-6680
	Garden Supervisor	4600-7125	7990-12930
	Head Gardener	2750-4625	4510-7480
	Gardener	2650-4150	4400-6680
	Nottam	2650-4150	4400-6680
	Motor Cycle Orderly	2750-4625	4510-7480
	Messenger	2610-3680	4300-5930
	<b><i>Post held by Personnel of other Departments</i></b>		
	Officer on Special Duty	As In PD	As In PD
	Chief Security Officer (DYSP)	As In PD	As In PD
	Director, PPM Cell and Ex-Officio Addl. Secretary	As In PD	As In PD
	Project Economist	As In PD	As In PD
	Credit Specialist	As In PD	As In PD
	Water Management Specialist	As In PD	As In PD
	<b><i>O/o. the Resident Commissioner, New Delhi</i></b>		
	Resident Commissioner	IAS	IAS
	Confidential Assistant	6675-10550	11070-18450

<sup>e</sup> The existing ratio of 1:1:1:1 between the four grades of Typists will continue

<sup>f</sup> Security Officer promoted from Assistant Security Officer will be placed in the scale of pay of Rs.9190-15510

<sup>g</sup> The existing higher grade ratio will be modified to 1:5

<sup>h</sup> The existing ratio between Gr I and II will be modified to 1:1

	Typist (Sen.Gr)	5500-9075	9190-15510
	Personal Assistant to Resident Commissioner	4600-7125	7990-12930
	Chauffeur Gr II	3050-5230	4990-7990
	Motor Cycle Despatch Rider	2750-4625	4510-7480
	Chowkidar	2610-3680	4300-5930
	Part-time Sweeper	Fix.Pay+DA	Fix.Pay+DA
	<b><i>Post held by Personnel of other Departments</i></b>		
	Administrative Officer	As In PD	As In PD
	Additional Resident Commissioner/Controller	As In PD	As In PD
	Assistant Engineer	As In PD	As In PD
	Law Officer	As In PD	As In PD
	Section Officer	As In PD	As In PD
	Assistant (Sen.Gr)	As In PD	As In PD
	Assistant Gr II	As In PD	As In PD
	Liaison Officer	As In PD	As In PD
	Assistant Liaison Officer	As In PD	As In PD
	Draftsman Gr II	As In PD	As In PD
	<i>Designation</i>	Existing scale of pay	Revised scale of pay
	Typist Gr II	As In PD	As In PD
	<b><i>Science Technology &amp; Environment Department</i></b>		
	Chairman	16300-18300	26600-33750
	Director	14300-18300	25400-33100
	Principal Scientific Officer	12600-15600	20700-26600
	Scientific Officer	10000-15150	16650-23200
	Research Assistant	6675-10550	11070-18450
	Deputy Secretary	As In PD	As In PD
	Under Secretary	As In PD	As In PD
	Financial Assistant	As In PD	As In PD
	Section Officer	As In PD	As In PD
	Assistant Gr II	As In PD	As In PD
	Typist Gr II	As In PD	As In PD
	Confidential Assistant	As In PD	As In PD
	<b><i>Bureau of Public Enterprises</i></b>		
	Director	As In PD	As In PD
	Under Secretary	As In PD	As In PD
	<i>Designation</i>	Existing scale of pay	Revised scale of pay
	Section Officer	As In PD	As In PD

	Assistant Gr II	As In PD	As In PD
	Typist Gr II	As In PD	As In PD
	Confidential Assistant	As In PD	As In PD
	<b>2. Finance Secretariat</b>		
	Principal Secretary	IAS	IAS
	Secretary	IAS	IAS
	Additional Secretary	14000-18000+300sp	25400-33100+600sp <sup>#</sup>
	Joint Secretary	12600-15600+200sp	23200-31150
	Deputy Secretary	10000-15150+200sp	20700-26600
i	Under Secretary	7800-12975+200sp	12930-20250
	Accounts Officer	7200-11400	As in CC
	Section Officer (HG)	7200-11400	11910-19350
	Designation	Existing scale of pay	Revised scale of pay
j	Section Officer	6500-10550	10790-18000
	Assistant (Sel.Gr)	5800-9425	9590-16650
	Assistant (Sen.Gr)	5500-9075	9190-15510
k	Assistant Gr I	4600-7125	7990-12930
k	Assistant Gr II	4000-6090	
	Personal Assistant	6675-10550	11070-18450
	Office Superintendent	6500-10550	10790-18000
	Typist (Sel.Gr)	5800-9425	9590-16650
	Typist (Sen.Gr)	5500-9075	9190-15510
	Typist Gr I	4600-7125	7990-12930
l	Typist Gr II	3590-5400	5930-9590
	Clerical Assistant Gr I	3350-5275	5930-9590
m	Clerical Assistant Gr II	2750-4625	4510-7480
	Attender	2650-4150	4400-6680
	<b>Data Processing Centre (DPC)</b>		

# Special Pay in lieu of higher time scale of pay

i . The Under Secretary will be allowed higher grade in (the proposed scale of pay of Rs.16650-23200) in the ratio of 2:1 between Under Secretary and Under Secretary (HG).

j . The existing ratio of 1:1 between Section Officer and Section Officer (HG) will continue

k . The Grade II and I posts of Assistant are merged in to one and allowed the scale of pay of Rs.7990-12930. Here after the Assistants will be in three grades viz., Assistant, Assistant (Sen.Gr) and Assistant (Sel.Gr). Their ratio will be 1:1:1

l . The existing ratio of 1:1:1:1 between the four grades of Typists will continue

m . The existing ratio between Gr I and II will be modified to 1:1

	Director, Information Systems	As In PD	As In PD
	Assistant Director (Information Systems)	7200-11400	11910-19350
	<b><i>Post held by Personnel of other Departments</i></b>		
	Chief Technical Examiner	16300-18300	26600-33750
	Technical Officer	10000-15150	16650-23200
	Executive Engineer	10000-15150	16650-23200
	Assistant Executive Engineer	7450-11475	12250-19800
	Technical Assistant	7450-11475	12250-19800
	Assistant Technical Officer	7450-11475	12250-19800
	Assistant Engineer	6675-10550	11070-18450
	Divisional Accountant	6500-10550	10790-18000

	Designation	Existing scale of pay	Revised scale of pay
	<b>3. Law Secretariat</b>		
	Law Secretary	As In PD	As In PD
	Special Secretary (Law)	16300-18300	26600-33750
	Additional Secretary	14000-18000+300sp	25400-33100+600sp <sup>#</sup>
	Joint Secretary	12600-15600+200sp	23200-31150
	Deputy Secretary	10000-15150+200sp	20700-26600
<sup>o</sup>	Under Secretary	7800-12975+200sp	12930-20250
	Section Officer (HG)	7200-11400	11910-19350
<sup>p</sup>	Section Officer	6500-10550	10790-18000
	Legal Assistant (Sen.Gr)	5800-9425	9590-16650
	Legal Assistant Gr I	5500-9075	9190-15510
	Legal Assistant Gr II	4600-7125	8390-13270
	Librarian	6500-10550	10790-18000
	Librarian Gr III	4500-7000	7480-11910
	Personal Assistant	6675-10550	11070-18450
	Senior Tamil Translator (HG)	7800-12975	12930-20250
	Senior Tamil Translator	6500-10550	10790-18000
	Tamil Translator (HG)	5500-9075	9190-15510
	Assistant Tamil Translator	4500-7000	7480-11910
	Senior Kannada Translator (HG)	7800-12975	12930-20250
	Senior Kannada Translator	6500-10550	10790-18000
	Kannada Translator (HG)	5500-9075	9190-15510
	Assistant Kannada Translator	4500-7000	7480-11910
	Office Superintendent	6500-10550	10790-18000
	Typist (Sel.Gr)	5800-9425	9590-16650
	Typist (Sen.Gr)	5500-9075	9190-15510
	Typist Gr I	4600-7125	7990-12930
<sup>q</sup>	Typist Gr II	3590-5400	5930-9590
	Clerical Assistant Gr I	3350-5275	5930-9590
<sup>r</sup>	Clerical Assistant Gr II	2750-4625	4510-7480
	Attender	2650-4150	4400-6680

<sup>#</sup> Special Pay in lieu of higher time scale of pay

<sup>o</sup> The Under Secretary will be allowed higher grade in the scale of pay of Rs.16650-23200 in the ratio of 2:1 between Under Secretary and Under Secretary (HG).

<sup>p</sup> The existing ratio between Section Officer and Section Officer (HG) will continue

<sup>q</sup> The existing ratio of 1:1:1:1 between the four grades of Typists will continue

<sup>r</sup> The existing ratio between Gr I and II will be modified to 1:1

	Designation	Existing scale of pay	Revised scale of pay
	<b><i>Post held by Personnel of other Departments</i></b>		
	Joint Secretary (Suits)	As In PD	As In PD
	Chauffeur Gr II	As In PD	As In PD
	<b>4. Legislature Secretariat</b>		
	Secretary	As In PD	As In PD
	Special Secretary	16300-18300	26600-33750
	Additional Secretary	14000- 18000+300sp	25400- 33100+600sp <sup>#</sup>
	Joint Secretary	12600- 15600+200sp	23200-31150
	Deputy Secretary/Estate Officer/Research Officer	10000- 15150+200sp	20700-26600
<sup>s</sup>	Under Secretary/Protocol Officer	7800- 12975+200sp	12930-20250
<sup>t</sup>	Section Officer (HG)	7200-11400	11910-19350
	Section Officer/Manager cum Superintendent/Cashier	6500-10550	10790-18000
	Assistant (Sel. Gr)	5800-9425	9590-16650
	Assistant (Sen.Gr)/Assistant Manager	5500-9075	9190-15510
<sup>u</sup>	Assistant Gr I/Assistant Manager	4600-7125	7990-12930
<sup>u</sup>	Assistant Gr II/Assistant Manager	4000-6090	
	Chief Editor	12600- 15600+200sp	20700- 26600+200sp
	Deputy Chief Editor	8250- 13650+200sp	13610- 20700+200sp
	Editor of Debates	7800-12975	12930-20250
	Sel. Gr. Reporter (HG)	7200-11400	11910-19350
<sup>v</sup>	Selection Grade Reporter	6500-10550	10790-18000
	Senior Grade Reporter	5800-9425	9590-16650
	Reporter Gr I	5500-9075	9190-15510
<sup>w</sup>	Reporter Gr II	4600-7125	7990-12930
	Personal Assistant	7200-11400	11910-19350
	Librarian	8250-13650	13610-20700

<sup>#</sup> Special Pay in lieu of higher time scale of pay

<sup>s</sup> The Under Secretary will be allowed higher grade in the scale of pay of Rs.16650 – 23200 in the ratio of 2:1 between Under Secretary and Under Secretary (HG).

<sup>t</sup> The existing ratio of 1:1 between Section Officer and Section Officer (HG) will continue

<sup>u</sup> The Grade II and I posts of Assistant are merged in to one and allowed the revised scale of pay of Rs.7990-12930. Here after the Assistants will be in three grades viz., Assistant, Assistant (Sen.Gr) and Assistant (Sel.Gr). Their ratio will be 1:1:1

<sup>v</sup> The existing ratio of 7:2:5:7 among selection, senior, Gr. I and Gr. II Reporters will continue

<sup>w</sup> 1/3rd posts of Reporter (Sel.Gr) are placed in the higher grade

	Designation	Existing scale of pay	Revised scale of pay
	Deputy Librarian	7450-11475	12250-19800
	Assistant Librarian Gr I	5800-9425	9590-16650
	Assistant Librarian Gr II	5500-9075	9190-15510
	Catalogue Assistant	5000-8150	8390-13270
	Office Superintendent	6500-10550	10790-18000
	Typist (Sel.Gr)	5800-9425	9590-16650
	Typist (Sen.Gr)	5500-9075	9190-15510
	Typist Gr I	4600-7125	7990-12930
x	Typist Gr II	3590-5400	5930-9590
	Clerical Assistant Gr I	3350-5275	5930-9590
y	Clerical Assistant Gr II	2750-4625	4510-7480
	Attender	2650-4150	4400-6680
	Photocopier Operator	3050-5230	4990-7990
	Chief Hostel Attendant	3050-5230	4990-7990
	Assembly Attendant	2750-4625	4510-7480
	Hostel Attendant	2650-4150	4400-6680
	Lady Attendant	2650-4150	4400-6680
	Head Telephone Operator	4600-7125	7990-12930
	Telephone Operator	3350-5275	As in CC
	Gardener	2650-4150	4400-6680
	Library Boy	2610-3680	4300-5930
	<b><i>Post held by Personnel of other Departments</i></b>		
	Chief Marshal (DySP/Asst. Commissioner)	As In PD	As In PD
	Deputy Chief Marshal	As In PD	As In PD
	Marshal Gr I (SI of Police)	As In PD	As In PD
	Sergeant (In the grade of Head Constable)	As In PD	As In PD
	Sergeant Assistant (In the grade of Police Constable)	As In PD	As In PD
	Personal Assistant to MLA	As In PD	As In PD
	<b>5. Governor's Secretariat</b>		
	Secretary to Governor	IAS	IAS
	Deputy Secretary	10000-15150+200sp	20700-26600

x The existing ratio of 1:1:1:1 between the four grades of Typists will continue

y The existing ratio between Gr I and II will be modified to 1:1



	Designation	Existing scale of pay	Revised scale of pay
z	Under Secretary	7800-12975+200sp	12930-20250
	Section Officer	6500-10550	10790-18000
	Assistant (Sel.Gr)	5800-9425	9590-16650
	Assistant (Sen.Gr)	5500-9075	9190-15510
a	Assistant Gr I	4600-7125	7990-12930
a	Assistant Gr II	4000-6090	
	Private Secretary to Governor	7800-12975	12930-20250
	Addl.Private Secretary to Governor	7800-12975	12930-20250
	Public Relations Officer	7800-12975	12930-20250
	Personal Assistant	7200-11400	11910-19350
	Tour Superintendent	6500-10550	10790-18000
	Cypher Superintendent	6500-10550	10790-18000
	Cypher Assistant	5500-9075	9190-15510
	Typist (Sel.Gr)	5800-9425	9590-16650
	Typist (Sen.Gr)	5500-9075	9190-15510
	Typist Gr I	4600-7125	7990-12930
b	Typist Gr II	3590-5400	5930-9590
	Telephone Operator	3350-5275	As in CC
	Motor Cycle Despatch Rider	2750-4625	4510-7480
	<b>6. Governor's Household</b>		
	ADC to Governor	IPS	IPS
	ADC to Governor	As In PD	As In PD
	Comptroller	10000-15150	16650-23200
	Medical Officer	7200-11400	11910-19350
	Staff Nurse	4500-7000	7480-11910
	Pharmacist Gr II	4000-6090	6680-10790
	Furniture Clerk	3350-5275	5510-8590
	Motor Section Clerk	3350-5275	5510-8590
	Garden Supervisor	3350-5275	5510-8590
	Housekeeping Assistant	3350-5275	5510-8590
	Head Butler	2750-4625	4510-7480
	Head Cook	2750-4625	4510-7480
	Head Gardener	2750-4625	4510-7480

z The Under Secretary will be allowed higher grade in the scale of pay of Rs.16650-23200 in the ratio of 2:1 between Under Secretary and Under Secretary (HG).

a The Grade I and II posts of Assistant are merged to Assistant and allowed the revised scale of pay of Rs.7990-12930. The ratio between Assistant, Assistant (Sen.Gr) and Assistant (Sel.Gr) will be 1:1:1

b The existing ratio of 1:1:1:1 between the four grades will continue

	Designation	Existing scale of pay	Revised scale of pay
	Personal Attendant	2650-4150	4400-6680
	Caretaker	2650-4150	4400-6680
	Tailor	2650-4150	4400-6680
	Cook	2650-4150	4400-6680
	Laundry Superintendent	2650-4150	4400-6680
	Head Dhobi	2650-4150	4400-6680
	Nursing Assistant	2610-3680	4300-5930
	Hospital Attendant	2610-3680	4300-5930
	Female Attendant	2650-4150	4400-6680

### **7. Kerala House**

	Controller	7200-11400	11910-19350
	Manager (Catering/Housekeeping)	6500-10550	10790-1800
	Reception Assistant	4600-7125	7990-12930
	Catering Supervisor	4000-6090	6680-10790
	Overseer	3590-5400	5930-9590
	Steno-Typist	3590-5400	5930-9590
	Telephone Operator	3050-5230	4990-7990
	House Keeping Supervisor	3050-5230	4990-7990
	Assistant House Keeper	3050-5230	4990-7990
	Store keeper	4000-6090	6680-10790
	Assistant Store keeper	3050-5230	4990-7990
	Chauffeur	3050-5230	4990-7990
	Butler/Steward	3050-5230	4990-7990
	Waiter/Bearer	2650-4150	4400-6680
	Room Boy/Room Attender	2650-4150	4400-6680
	Cook	2650-4150	4400-6680
	Peon	2610-3680	4300-5930
	Electrician	2750-4625	As in CC
	Plumber	2750-4625	As in CC
	Helper to Electrician	2610-3680	4300-5930
	Helper to Plumber	2610-3680	4300-5930
	Chowkidar	2610-3680	4300-5930
	Sweeper	2610-3680	4300-5930
	Lascar/Gardner/Scavenger/Kitchen helper	2610-3680	4300-5930
	Lift Operator	2750-4625	As in CC
	Head Mechanic	2610-3680	4300-5930
	A/C mechanic	2610-3680	4300-5930

	Designation	Existing scale of pay	Revised scale of pay
	Post held by Personnel of other Departments		
	Protocol Officer	As In PD	As In PD
	Under Secretary	As In PD	As In PD
	Assistant Protocol Officer	As In PD	As In PD
	Section Officer	As In PD	As In PD
	Assistant (Sr. Gr)	As In PD	As In PD
	Typist	As In PD	As In PD
	Assistant Gr I	As In PD	As In PD
	Assistant Gr II	As In PD	As In PD