

**IMMEDIATE**

F.No.5/4/2005-CS.I(S)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training  
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2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market  
New Delhi, the 14<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

Subject: Grant of Non-Functional Scale to Section Officers of CSS – Clarification on fixation of pay - regarding.

The undersigned is directed to draw attention to this Department's OMs of even number dated 01.04.2014 and 21.04.2014 governing grant of NFS to Section Officers of CSS and fixation of pay thereon.

2. It has been brought to the notice of this Department that in a few cases, actual benefit of pay on grant of NFS to Section Officers, who were appointed against SO SL 2015 **from CSSS** on the basis of the results of Section Officers/Stenos (Gr.B/Gr.I) LDCE 2015 have allegedly been allowed w.e.f. 01.07.2019. The matter has been examined in consultation with Estt.(Pay) Division, DoPT. It is reiterated that in terms of FR 17(1), Section Officers of CSS cadre appointed to the aforesaid grade from CSSS cadre i.e. PS (Adhoc/ regular), were not holding the post of Section Officer as on the date of grant of NFS i.e. 01.07.2019, but were officers of CSSS holding post of PA/PS(Adhoc). Hence, the actual financial benefit is not admissible to them from 01.07.2019 but is admissible only from the date of their assumption of the charge of the post of Section Officer on regular basis.

3. Ministries/Departments/offices concerned are requested to review all such cases where actual pay benefits upon grant of NFS to Section Officers appointed against SO SL 2015 **from CSSS** on the basis of the results of Section Officers/Stenos (Gr.B/Gr.I) LDCE 2015 have been granted from 01.07.2019 and take immediate corrective action, if they are not in consonance with the existing instructions dated 01.04.2014 and 21.04.2014, under intimation to this Department.



(Rajeev Nayan)

Under Secretary to the Govt. of India

Ph:24624046

To

Ministries/Departments/offices  
participating in CSS (through DoP&T website)  
[Director/Deputy Secretary (Estt./Admn.)]

F.No.5/4/2005-CS.I(S)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training

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2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market  
New Delhi, the 1<sup>st</sup> April, 2014

**OFFICE MEMORANDUM**

**Subject: Grant of Non-Functional Scale to Section Officers of CSS –  
Clarification on fixation of pay - regarding.**

The undersigned is directed to refer to this Department's OMs No.21/36/03-CS.I dated 13.11.2003 and No.5/4/2005-CS.I dated 25.01.2006 on the subject mentioned above. Clarifications have been sought by various cadre units on the manner of fixation of pay of Section Officers upon granting NFS.

2. The matter has been examined in consultation with the Estt.(Pay) Division of this Department. It is clarified that Section Officers who have completed 4 years approved service in the grade may be granted NFS and their pay may be fixed notionally w.e.f. from the 1<sup>st</sup> July of the year in which they have completed the prescribed approved service with actual financial benefits w.e.f. from the date of assumption of duty in the post of Section Officer, whether on ad-hoc or regular basis.

  
(G.C. Rout)

Under Secretary to the Govt. of India  
Ph:24629413

All Cadre Units participating in CSS  
Ministry/Department of.....  
(Director/Deputy Secretary (Admn./Estt.))

F.No.5/4/2005-CS.I(S)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training

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2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market  
New Delhi, the 21<sup>st</sup> April, 2014

**OFFICE MEMORANDUM**

**Subject: Grant of Non-Functional Scale to Section Officers of CSS –  
Clarification on fixation of pay - regarding.**

The undersigned is directed to refer to this Department's OM of even number dated 01.04.2014 on the subject mentioned above and to say that the clarification issued therein was about the manner of fixation of pay of Section Officers of CSS upon granting NFS only.

2. It is emphasized that as per the prevailing instructions, only 'regular' Section Officers of CSS with four years approved service would be considered for grant of NFS subject to DPC/Vigilance Clearance.

3. The situations and manner under which NFS may be granted are explained in the following illustrations:

<b>Illustration 1:</b> The case when the person was holding the post of Section Officer on ad-hoc basis as on the 1 <sup>st</sup> July of the year in which NFS become due	SL Year of SO (SQ/LDCE) – 2009 Date of regular promotion – 01.10.2013 Date of grant of NFS with – 01.07.2013 actual benefits
<b>Illustration 2:</b> The case when the person was holding the post of Assistant/PA/PS as on 1 <sup>st</sup> July of the year in which NFS become due	SL Year of SO (SQ/LDCE) – 2009 Date of regular promotion – 01.10.2013 Date of grant of NFS (i) on notional basis - 01.07.2013 (ii) with actual benefits - 01.10.2013



(G.C. Rout)

Under Secretary to the Govt. of India  
Ph:24629413

All Cadre Units participating in CSS  
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(Director/Deputy Secretary (Admn./Estt.))