

**MOST IMMEDIATE**  
**COURT MATTER**

No.E.564680/F&PO(7)/2026/4766  
CHANDIGARH ADMINISTRATION  
FINANCE DEPARTMENT  
(ACCOUNTS BRANCH)

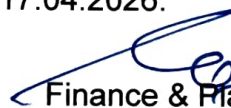
Chandigarh, dated the 07-5-26

To

All the Administrative Secretaries/  
Heads of Departments/Offices,  
Chandigarh Administration.

Subject: Clarification regarding methodology of pay fixation for the posts of Clerk & Steno-Typists in Chandigarh Administration in compliance of judgment dated 22.9.2023 passed by Hon'ble CAT, Chandigarh Bench, Chandigarh in OA No.193 of 2023-Mandeep Singh Topwal & Ors Vs. Chandigarh Administration & Ors and OA No.192 of 2023-Ravi Chauhan & Ors Vs. Chandigarh Administration.


I am directed to refer to the Order bearing Endst. No.E-560180-IH(11)-2026/69494 dated 18.03.2026 issued by the Department of Personnel, Chandigarh Administration in compliance of judgment dated 22.9.2025 passed by Hon'ble CAT, Chandigarh Bench, Chandigarh in OA No.193 of 2023-Mandeep Singh Topwal & Ors Vs. Chandigarh Administration & Ors and OA No.192 of 2023-Ravi Chauhan & Ors Vs. Chandigarh Administration and to state that the Finance Department has devised the methodology of pay fixation for the posts of Clerks & Steno-Typists in Chandigarh Administration and same is enclosed herewith for further necessary action as per directions of the Hon'ble CAT, Chandigarh Bench's judgment dated 22.9.2025. It may be ensured that benefits are released to the concerned officials within time limit laid down in the Hon'ble CAT, Chandigarh Bench's interim order dated 17.04.2026.

  
Finance & Planning Officer,  
For Finance Secretary,  
Chandigarh Administration.

Endst. No.E.564680/F&PO(7)/2026/4767

Chandigarh, dated the 07-5-26

A copy is forwarded to the Secretary Personnel, Chandigarh Administration w.r.t. their Endst. No.E-560180-IH(11)-2026/69494 dated 18.03.2026 for information.

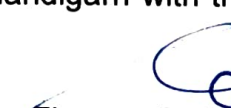
  
Finance & Planning Officer,  
For Finance Secretary,  
Chandigarh Administration

Endst. No.E.564680/F&PO(7)/2026/4768

Chandigarh, dated the 07-5-26

A copy is forwarded for information and necessary action to the followings: -

1. Joint Controller (F&A), Directorate of Finance & Accounts, Chandigarh Secretariat, Sector 9, Chandigarh.
2. Pay & Accounts Officer-I, Central Treasury, Sector-17, UT, Chandigarh.
3. Pay & Accounts Officer-II, Chandigarh Secretariat, Sector-9, Chandigarh.
4. Director, Information Technology, UT. Chandigarh with the request to update the same on the website.

  
Finance & Planning Officer,  
For Finance Secretary,  
Chandigarh Administration

**Illustration No. 1:** (Employees to whom the instructions dated 15.01.2015 are applicable)

A Clerk joined service on 08.06.2021 in the pay Level-2 under 7<sup>th</sup> CPC scales with entry pay of Rs.19,900/-. But in Department Recruitment Rules the pay scale of Clerk is Rs.10300-34800+3200GP.

**During Probation Period**

**Step No. 1:** Calculate the basic Pay on the basis of Departmental Rules (During Probation Period)

Salary During Probation (Amount in Rs.)	
Basic Pay	Rs.10300
	Or DC rate whichever is higher

**Step No. 2:** Calculate the new pay as per 7<sup>th</sup> CPC.

Clerk (Amount in Rs.)	
Basic Pay	Rs.19900
	Or DC rate whichever is higher

Since, the Gross pay in step No. 2 is higher as compared to Step No. 1. The incumbent will get the pay whichever is higher i.e. the pay at Step No.2.

**Step No. 3:** Calculate the Gross Pay on the basis of Departmental Rules by including DA excluding all other allowances as on 31.03.2022:

(Amount in Rs.)	
Basic Pay	10300
Grade Pay	3200
Total	13500
DA @203%	27405
Gross	40905

**Step No. 4:** Calculate the new pay as per "the Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023" notified vide notification dated 29.03.2023 as on 01.04.2022 as per the following methodology:-

Clerks (Amount in Rs.)	
Basic Pay	x
DA(@34%	.34x
Total	1.34x = 40905/-
Basic Pay	x = 40905/1.34=30526/-

The figure so arrived is to be located in Level 2 (7<sup>th</sup> CPC), if the same figure is not in the said level, the next higher cell will be the pay in the 7<sup>th</sup> CPC i.e. 31100(Level-2, Cell-16).

Now the New Gross Pay would be:-

Clerks (Amount in Rs.)	
Basic Pay	31100
DA(@34%	10574
Total	41674

Further, due increment (if any) is to be allowed according to 7th CPC as per the Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023.

**Illustration No. 2:** (Employees to whom the instructions dated 15.01.2015 are applicable)

A **Steno-Typist** joined service on 08.06.2021 in the pay Level-3 under 7<sup>th</sup> CPC scales with entry pay of Rs.21,700/-. But in Department Recruitment Rules the pay of Steno-Typist is Rs.10300-34800+3200GP. However, the starting pay of Steno-Typist shall be fixed by allowing one increment on the initial pay i.e. Rs.13910/-.

**During Probation Period**

**Step No. 1:** Calculate the basic Pay on the basis of Departmental Rules (During Probation Period)

Salary During Probation (Amount in Rs.)	
Basic Pay	Rs.10300
	Or DC rate whichever is higher

**Step No. 2:** Calculate the new pay as per 7<sup>th</sup> CPC.

Steno-Typist (Amount in Rs.)	
Basic Pay	Rs.21700
	Or DC rate whichever is higher

Since, the Gross pay in step No. 2 is higher as compared to Step No. 1. The incumbent will get the pay whichever is higher i.e. the pay at Step No.2.

**Step No. 3:** Calculate the Gross Pay on the basis of Departmental Rules by including DA excluding all other allowances as on 31.03.2022:

(Amount in Rs.)	
Basic Pay	10300
Grade Pay	3200
Total	13910 (with one increment)
DA @203%	28237
Gross	42147

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**Step No. 4:** Calculate the new pay as per "the Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023" notified vide notification dated 29.03.2023 as on 01.04.2022 as per the following methodology:-

Steno-Typist (Amount in Rs.)	
Basic Pay	x
DA(@34%	.34x
Total	1.34x
Basic Pay	$1.34x=42147/1.34=31452$

The figure so arrived is to be located in Level 3 (7<sup>th</sup> CPC), if the same figure is not in the said level, the next higher cell will be the pay in the 7<sup>th</sup> CPC i.e. 32000(Level-3, Cell-14).

Now the New Gross Pay would be:-

Steno-Typist (Amount in Rs.)	
Basic Pay	32000
DA(@34%	10880
Total	42880

Further, due increment (if any) is to be allowed according to 7th CPC as per the Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023.

