

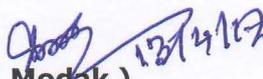
Dated, 13<sup>th</sup> April, 2017

**MEMORANDUM**

**Subject: Questionnaire for PSUs/Corporation /Statutory Bodies/ Autonomous Bodies/Apex Cooperative Societies/ Cooperative Banks/ Boards etc.**

The undersigned is directed to inform that Pay & Pension Revision Committee constituted by the State Government for giving recommendations for revision of pay scales and other related matters for the employees of State Government has also been entrusted with the task of recommending the revised pay structures for PSUs / Corporations/ Statutory Bodies/ Autonomous Bodies /Apex Cooperative Societies/ Cooperative Banks / Boards etc. keeping in view the financial condition of each organization to pay its revised salaries and liabilities. For accomplishment of the task entrusted upon the Committee, views/suggestions are invited from the respective Organization through their concerned Administrative Department in the following questionnaire. The responses **(in hard copy as well as soft copy)** may reach in the Office of the Chairman, Pay & Pension Revision Committee located at Room No. 3201, 2<sup>nd</sup> Floor of the Civil Secretariat, New Capital Complex, Kunjaban, Agartala 799006 by 19<sup>th</sup> April, 2017. The questionnaire is also available in the State Government's website [www.tripura.gov.in](http://www.tripura.gov.in).

**Encl: As stated.**

  
( D. Modak )  
Secretary

Pay & Pension Revision Committee

To

All Principal Secretaries/PCCF/Secretaries/ Special Secretaries

Department.

**QUESTIONNAIRE FOR THE AUTHORITIES OF  
PSUs/CORPORATIONS /STATUTORY  
BODIES/AUTONOMOUS BODIES/APEX  
COOPERATIVE SOCIETIES / COOPERATIVE  
BANKS/BOARDS ETC.**

**I. ON PAY STRUCTURE & RELATED ISSUES**

1. **Name of the PSUs / Corporations/ Statutory Bodies/ Autonomous Bodies/Apex Cooperative Societies/ Cooperative Banks / Boards etc.:-**

2. What in your opinion should be the considerations on which the minimum salary in case of the lowest functionary and the maximum salary in case of a highest level officer may be determined and what should be the reasonable ratio between the two; keeping in view the financial position of the concerned PSUs/Corporations /Statutory Bodies

/Autonomous Bodies /Apex Cooperative Societies / Cooperative Banks/ Boards etc. and its working capital, profitability and liability?

3. Do you think that the financial condition of the concerned organization is an important guiding factor in the revision of pay structure?
4. What measures are proposed / suggested for effecting economy in expenditure, prevention of wasteful expenditure and mobilization of additional resources for meeting the extra expenditure likely to be incurred in case of revision of the pay by concerned organization?
5. Whether the concerned Organization has earned profit or attained break-even position or incurred loss as per Balance Sheet during last five years? In case of profit or break-even, please indicate the year-wise figures and also suggest the measures for consolidating this achievement and for further improvement of the position? In case of loss, please indicate the year-wise figures and also suggest the measures for eliminating/reducing the loss for achieving at least break-even position within a targeted period.
6. How much of share capital and other grants has been provided to the concerned Organization by the Government during the last five years including 2016-17? What returns have been provided so far to the Government against the said investments?
7. If the concerned Organization is loss making, what is the quantum of accumulated loss upto year 2016-17. Please indicate whether the accumulated loss has surpassed the paid-up capital. If so, what are your suggestions to improve the position of the Organisation?
8. What is the status of finalization of Balance Sheet and Profit & Loss account of the concerned Organization?
9. Please give suggestions on the following points:
  - (a) Ways/Methods to improve work culture among the employees of the concerned Organisations,
  - (b) Ways/Methods to improve efficiency of the employees of the concerned Organisations, and
  - (c) Ways/Methods to ensure accountability of the employees of concerned Organisations?
10. What measures may be taken for improvement of professional efficiency of the employees working in the concerned Organization? Please give suggestions.
11. Please indicate number of employees under different categories.
12. Please indicate pay band, grade pay or pay scale-wise and designation-wise number of regular employees available in concerned Organisation.

Name of post	Pay band/ Scale of Pay	Grade Pay	Number of regular employees

13. Please indicate designations of post/posts which exist in the concerned Organization but have become redundant in the present context. How many of such posts can be abolished/re-designated/converted into other posts? Please give details.
14. Please identify the categories of posts in the concerned Organization where further rationalization, simplification of designations may be effected for the sake of efficiency and avoidance of anomalies? Please give details.
15. Please give views/ suggestions for streamlining/rationalizing the existing categories of posts?
16. On the recommendations of the 7<sup>th</sup> Central Pay Commission, Central Government has introduced Pay Matrix. Would it be suitable in the context of PSUs / Corporation/ Statutory Bodies/ Autonomous Bodies /Apex Cooperative Societies/ Cooperative Banks / Boards etc.?

## **II. ON ALLOWANCES, BENEFITS, ETC.**

1. Please name the allowances and their rates which are currently provided to the employees of the concerned PSUs / Corporation/ Statutory Bodies/ Autonomous Bodies /Apex Cooperative Societies/ Cooperative Banks / Boards etc.
2. Keeping in view financial health of the concerned Organization, what are the suggestions for revision of existing allowances?

## **III. ON RETIREMENT BENEFITS ETC.**

1. Please mention the retirement benefits presently being provided to the employees of the concerned PSUs / Corporation/ Statutory Bodies/ Autonomous Bodies /Apex Cooperative Societies/ Cooperative Banks / Boards etc.?
2. Do the benefits which are being provided now, conform to the provisions of relevant Labour Acts & Rules?
3. Whether the financial health of the concerned Organization permits providing of the existing benefits? If not, what are your suggestions?

## **IV. ON MISCELLANEOUS POINTS:**

1. Please mention any other related issue that may be addressed by the Pay & Pension Revision Committee.