



THE CHILDREN'S HOME: SAIKOT

Societies Regn. No. 3116 of 1980; 194160003 of 1985 (FCRA);
12A Regn. No. 573/12A/CA/8485; 80G Regn. No. AAAAT7247D25KL02
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A world of equal opportunity where orphans, destitute and underprivileged children live with respect and dignity

THE CHILDREN'S HOME SAIKOT PAY RULE - 2024

1. Staff Grade and Post:

GRADE	Post
I	1. Manager
II A	1. Program Coordinator 2. Hostel Superintendent
II – B	1. Accountant (Graduate Trained) 2. Field Coordinator
III – A	1. Office Assistant/Documentation, (Graduate) 2. Counselor/ Warden/Matron/House Mother (Graduate) 3. GNM/Pharmacist 4. Instructor (Graduate)
III – B	1. ANM/Logistic 2. Instructor (UG) 3. Warden/Matron
III – C	1. Driver/Warden/Matron
IV	1. Support Staff (Peon/Watchman/Cook/Sweeper/Night & Day Janitor)

2. Children's Home Staff STANDARD SCALE of Pay and an increment a staff may enjoy.

1. ACTIVE WORKERS PAY SCALE

Years		10		5		5		5		5		5		5		Maximum Scale
Sl. No.	Grade	Scale I (1-10 yrs)		Scale II (11-15 yrs)		Scale III (16-20 yrs)		Scale IV (21-25 yrs)		Scale V (26-30 yrs)		Scale VI (31-35 yrs)		Scale VII (36-40 yrs)		
		Scale	Inc.	Scale	Inc.	Scale	Inc.	Scale	Inc.	Scale	Inc.	Scale	Inc.	Scale	Inc.	
1	I	9,700	330	10,185	350	10,796	370	11,552	390	12,476	410	13,599	430	14,959	450	25,000
2	II – A	9,000	310	9,450	330	10,017	350	10,718	370	11,576	390	12,617	410	13,879	430	23,500
3	II – B	8,700	290	9,135	310	9,683	330	10,361	350	11,190	370	12,197	390	13,417	410	22,400
4	III – A	8,200	270	8,610	290	9,127	310	9,765	330	10,547	350	11,496	370	12,645	390	21,100
5	III – B	7,700	250	8,085	270	8,570	290	9,170	310	9,904	330	10,795	350	11,874	370	19,800
6	III – C	7,200	230	7,560	250	8,014	270	8,575	290	9,261	310	10,094	330	11,103	350	18,500
7	IV	6,800	190	7,140	210	7,568	230	8,098	250	8,746	270	9,533	290	10,487	310	16,500

Notes:

1. Pay Scale calculations:

1. Starting or Scale I = Pay Scale of 2017 + ₹ 1200/- in all the Scale.

2. Scale II = Scale I + 5 % of Scale I

3. Scale III = Scale II + 6 % of Scale II

4. Scale IV = Scale III + 7 % of Scale III

5. Scale V = Scale IV + 8 % of Scale IV

6. Scale VI = Scale V + 9 % of Scale V

7. Scale VII = Scale VI + 10 % of Scale VI

8. Maximum Scale = Scale I + increment of Scale I – VII x No of years in each Category.

E.g. Grade IV B = (6800+(190x10) +(210x5) +(230x5) +(250x5) +(270x5) +(290x5) +(310x5) = 16,500

2. Annual Increment = Scale I of 2017, Scale II to Scale VII (Previous increment + ₹ 20 = Next Scale increment)

2. PENSIONERS & FAMILY PENSION PAY SCALE

Sl. No.	Grade	PENSIONERS		FAMILY PENSION	
		Scale	Increment	Scale	Increment
1	I	12,500	180	6,875	100
2	II – A	11,750	160	6,463	90
3	II – B	11,200	140	6,160	80
4	III – A	10,550	120	5,803	70
5	III – B	9,900	100	5,445	60
6	III – C	9,250	90	5,088	50
7	IV	8,250	80	4,538	40

Notes:

1. The pension rate equals **50% of an active worker's** maximum pay scale.
2. The family pension scale is set at **55% of the pensioner's scale**.

3. Allowances staff may enjoy:

1. Grade I – II B employees **will receive a Post Allowance (PA)** calculated based on their basic pay.
 1. Manager 85 %
 2. Senior Accountant. 60 %
 3. Hostel Superintendent 60 %
 4. Accountant (G/T)/Coordinators 50%

4. Grade III A – IV employees **will receive a Post Allowance (PA)** calculated based on their basic pay.

1. Children's Home/Hostel 30 %

5. Dearness Allowance (DA) Grade I to IV (% from basic pay)

GRADE	GROUP A	GROUP B	GROUP C
I	50%	47%	45%
II	52%	49%	47%
III	54%	51%	49%
IV	56%	53%	51%

6. Grade I to IV employees **will receive 50% Station Allowance** calculated based on their basic pay.

7. Pensioner taksa Kum 75 chungtieng hai Old Age Allowance (Scale a inthawk 10%) hm<ng an tih.

8. Pensioners taksa kum 75 chungtieng Old Allowance (Scale a inthawk 10%) hmu ph^k hai chu family pension la hai kuoma p>k sunzawm ning an tih. Pensioner kum 75 tlingphaklohai chu family pension hun a Old age allowance hi hmu thei naw ni hai. (Hi po hi ei delete el ding?)

9. Staff Welfare Fund (SWF) – Employees **are eligible for** benefits from the Staff Welfare Fund (SWF) in accordance with the **HR Policy**.

10. **A House Rent Allowance (HRA) of 40% of basic pay** will be paid only to employees who do not reside in organizational quarters or buildings

11. Employees residing in their own homes **are entitled to** a House Rent Allowance (HRA) of **20% of their basic pay**.

12. If **two employees** belong to the same family, **only one** is entitled to receive HRA benefits.

2. General rules:

1. The Children's Home Pay Rules apply to **Group I-IV staff** employed at the Children's Home.
2. Salaries for **contract staff** shall be **determined by** the Children's Home Authority.
3. For professionals or experts hired for a **short-term** period, salaries will be paid according to the **Memorandum of Understanding (MOU)** or **Terms of Reference (ToR)**.

4. Thawktu Group A & B l^i a mi kohran sin \<lna leia transfer/sin siemr>l a um hai, disciplinary action a ni ngawt naw chun, Basic ins^ng lem lo la tah a ni chun an Basic sawm an ta, annual increment le allowance dang hai chu a post thar a mi l^ng a tih. Chun, scale inhnuoi lem a an um leia an hlaw po po belch^wm (total emolument) p^ngngai a hlaw ph^k ta naw chun, annual advance increment (kumtina hlaw pungna pek l^wk) p>k ning a tih. Hlaw pungna p>k l^wka

(advance) a um s<ng chu, annual increment p>k thei ni naw ni hai. Hi d^ⁿ hin Elected post le term neia Synod in appointment a p>khai huom naw nih.

5. Pay fixation thawsuol a uma, thawktu'n a hlaw ding b^k a lo l^k chun rul nawk a tih. A l^k ding ang a l^k kim naw chun p>k kim ning an tih.

6. Disciplinary Action le inzawma thawktu hlaw siem r>l d^ⁿ ding chu HR Policy a mi ang ning a tih.

7. Pastor Contract a Kohran in a lo sawr, pension ta hai hlaw pek dan ding chu Pastor Scale a inthawk in 75% pek ning an tih. Annual increment ruok chu hmu thei naw ni hai.

8. Pay rule hi Synod thuneina in sukdanglam thei ning a tih.

9. Annual Increment hi appointment in p>k date dungzuiin siem ning a tih.

1. January to June s<nga appointment hai July a increment p>k ning an tih.
2. July to December s<nga appointment hmu hai a kumn^wk January a increment p>k ning an tih.

**THE CHILDREN'S HOME SAIKAWT
PAY COMMISSION
THE 16TH JANUARY, 2024**



(Upa Lalthlamuon Joute)
Chairman



(Pu Vanlalrem)
Secretary



(Rev. Saithanglur Joute)
Member



(Pu Lts Daniel Khawbung)
Member



(Pu Moody Lalropui)
Member



(Pu Samuel Lalropar)
Member