

ORISSA POWER TRANSMISSION CORPORATION LIMITED
REGD. OFFICE : JANPATH : BHUBANESWAR : 751 022

No.AW - LW - III - 04/2008 - **6401** / Dated, **20.04.2009**

OFFICE ORDER

Pursuant to the tripartite settlement arrived at between the Management of OPTCL and the employees represented through their Federation / Mahasangha on 20th April, 2009, the existing Scale of Pay of the regular Non-executive employees / workers of the OPTCL are hereby revised w.e.f 01.04.2005 as per Annexure - "A" appended herewith.

1. SALIENT FEATURES OF THE WAGE STRUCTURE :

(a) The management of OPTCL have been pleased to revise the existing pay structure of non-executive employees / workers of OPTCL in line with the 6th Pay Commission Report. Accordingly all the Non-Executive Employees / Workers of OPTCL except Unskilled Category have been placed in two distinct Pay Bands. The employees from Semi Skilled B to Highly Skilled 'B' come under the Pay Band - 1. The employees / workers Highly Skilled - A to Supervisory 'A' category come under Pay Band - 2. The Unskilled category of employees / workers are placed in S - 1.

(b) The minimum basic pay of the revised structure is fixed at Rs. 4,440/- (Rupees Four thousand four hundred and forty) only with a fixed Grade Pay of Rs. 1,750/- (Rupees One thousand seven hundred and fifty) only.

(c) The quantum of increment shall be the 3% of the sum of the revised basic pay and grade pay, which will be rounded off to the next multiple of ten. The amount of increment will be added to the pay in the pay band.

2. PERIOD OF EFFECTIVENESS :

This order shall be deemed to have come into force from 01.04.2005 and shall be in operation for a period of five (5) years ending on 31.03.2010 and thereafter until modified, terminated or superceded by an other settlement.

3. C O V E R A G E :

This Order shall cover :-

- a) All regular employees / workers of OPTCL;
- b) All regular employees / workers including Work-charged employees, if any, of OPTCL;
- c) All employees / workers at (a) and (b) above who had retired / expired / voluntarily retired / terminated / resigned etc. on or after 01.04.2005.

P.T.O

However, this Order shall not apply to :-

- i) NMR / Casual Labourer / Contingent Workers and also Employees / Workers who are engaged through the Contractors;
- ii) All deputationists in workmen cadre working in the erstwhile GRIDCO and now continuing in OPTCL;
- iii) Employees enjoying Officer's (Executive) status;
- iv) The Executives defined under GRIDCO Officers' Service Regulations and GRIDCO Officers Recruitment & Promotion Policy adopted by the OPTCL.

4. P A Y :

For the purpose of pay fixation "Pay" shall include

- i) Basic Pay drawn in the prescribed existing Scale of Pay
- ii) Personal Pay (P.P),
- iii) Reducible Personal Pay (R.P.P),
- iv) Stagnation Increment(s) and
- v) Advance Increment granted, if any,

but does not include any other type of Pay Like "Special Pay", etc.

5. AUTHORITY TO FIX UP PAY :

Pay shall be fixed in the Revised Pay Scale / Pay Band by :

- a) For Field personnel : Not below the rank of Manager in E - 5 Grade in charge of Division/ D.D.O
- b) For Corporate Office personnel : A.G.M (HRD), Non-Executive Establishment, Corporate Office of OPTCL

In case, where an employee / worker has worked in more than one Office or Accounting Unit, his arrear Pay and Allowances on account of Fixation of Pay in the Revised Pay Scale / Pay Band shall be drawn and disbursed by the Office to which he is presently working subject to obtaining the details of Pay and Allowances drawn by him in the Unit / Division / Circle where he worked previously.

6. FINANCE CONCURRENCE :

Pay fixation of the employees / workers are to be concurred in Finance Department before payment. Such concurrence shall be given by :-

- i) For Field Personnel : By the respective Finance Executive (not below the rank of E - 2 Grde) of the Division / Circle Office(s)
- ii) For Corporate Office Personnel : A.G.M (Finance),A&A

Where there is no Finance Executive in the Division, the pay fixation of the employees / workers may be concurred at the concerned Circle Office.

7. EXERCISE OF OPTION :

All the non-executive employees / workers shall be deemed to have come over to the revised scales of pay / Pay Bands with effect from **1st April, 2005** except where employees / workers have opted in writing in the Form appended herewith as **Annexure - B** within one month from the date of issue of this order for a date other than 01.04.2005.

Provided that an employee / worker under suspension on the 1st day of April,2005, the Option may be exercised within one month of the date of his return to his duty if that date is later than the date prescribed in the above para. Further in case of an employee / worker is on the date of such publication of the Order on leave or deputation or foreign service, the said Option shall be exercised in writing in the prescribed Form within one month of the date of his taking charge of his post and or within 3 months from the date of publication of this Order.

However, exercise of Option shall be limited to the date of increment in the existing scale falling due within a period of one year, i.e. from 01.04.2005 to 31.03.2006.

No option shall however be exercised in case of direct recruits appointed on or after the date of implementation of the Revised scale of pay / Pay Band . **Option once exercised shall be final.**

8. FITMENT PRINCIPLE :

(i) The pay in the pay scale / pay band will be determined by multiplying the existing basic pay **without special pay** as on 31.03.2005 or the date from which Revised Pay Scale / Pay Band is opted by a factor of 1.86 and rounding off the resultant figures to the next multiple of 10.

(ii) If the minimum of the Revised Pay Scale / Pay Band is more than the amount arrived at as per the above fitment principle, the pay shall be fixed at the minimum of Revised Pay Scale / Pay Band with corresponding Grade Pay.

(iii) Fixation of pay in the Revised Pay Scale / Pay Band of the Employees / Workers appointed on or after 01.04.2005 will be fixed at the minimum of the Revised Pay Scale / Pay Band.

In such event where the emoluments of an employee / worker in the Pre-revised Scale i.e Basic Pay plus Dearness Pay plus Dearness Allowance available at the time of Joining exceeds the sum of the pay fixed in the Revised Pay Scale / Pay Band and applicable Dearness Allowance thereon, the difference shall be allowed as “**Personal Pay**” which will be absorbed in future increment(s) in pay.

(iv) The pay in the Pay Band will be determined in the above manner. In addition to the Pay in the Pay Band, Grade Pay corresponding to the existing scale will be payable and such grade pay corresponding to the pay band will then be added and to be shown distinctly.

(v) In the event of promotion on or after 01.04.2005, the pay shall be fixed in Revised Pay Scale / Pay Band by adding one increment equal to 3% of the sum of pay in the Revised Pay Scale / Pay Band and existing Grade Pay shall be computed and round off to the next multiple of 10. This will be added in the existing pay in the Pay Band. The Grade Pay corresponding to the promotional post will thereafter be granted in addition to the pay in the Pay Band. In case where the promotion involves change in the Pay Band, the same methodology would be followed. However, if the pay in the Pay Band after adding the increment is less than the initial pay of the Pay Band, to which promotion is taking place, the pay in the Pay Band shall be stepped up to such minimum.

However, if an Employee / Worker exercises option to fix his promotional pay not from the date of joining in the promotional post but from the later date with accrual of one increment in the lower scale and to refix his promotional pay in the appropriate higher scale, in such eventuality, an employee / worker will continue in the lower Pay Band with Grade Pay in the promotion post till the re-fixation of his promotional pay in the promotional Pay Band. Such Option shall have to be exercised **within a month** from the date of joining in the promotional post in the prescribed format appended herewith. Further in case of persons who have already been promoted and their pay is to be refixed in the promotional Pay Band retrospectively, they may exercise option to avail promotional benefit in the pay **within fifteen days** as per the prescribed format appended herewith from the date of publication of this order. Otherwise, they will be deemed to have come over to the promotional scale in the Revised Scale of Pay / Pay Band from the date of joining in the promotional post.

Provided that :

(1) Where in the fixation of an Employee / Worker who in the existing scale was drawing immediately before 1st day of April, 2005 more pay than another

Employee / Worker junior to him in the same grade in the cadre and his pay gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised pay band as that of the junior.

(2) Where an employee / worker is in receipt of Personal Pay on the 1st day of April, 2005, which together with his existing emoluments exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such employee / worker as Personal Pay to be absorbed in future increases in pay.

(3) In case where a senior employee / worker promoted to higher post before the 1st day of April, 2005 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of April, 2005, the pay in the Pay band of the senior Employee / Worker should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. This stepping up should be done with effect from the date of promotion of the junior Employee / Worker subject to the fulfillment of the following conditions, namely: -

- (i) Both the junior and senior employee / worker should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;
- (ii) Pre-revised scale of pay and revised grade pay of the lower and higher post in which they are entitled to draw pay should be identical;
- (iii) The senior employee / worker at the time of promotion should have been drawing equal pay or more pay than the junior;
- (iv) If in the lower post the junior employee / worker was drawing more pay in the pre-revised scale than the senior by virtue of an advance increment granted to him, this provision need not be in vogue to step up the pay of the senior officer.

Fixation of pay in the revised scale shall be made in the form appended herewith as Annexure - C.

9. DATE OF INCREMENT :

The date of next increment shall be 12 months after the sanction of last increment. Where the pay is fixed at the minimum in the revised pay scale, the date of next increment shall be the anniversary of the date of coming over to the revised scale of pay.

10. STAGNATION INCREMENT :

Stagnation increment in the revised pay scales would be admissible to all

category of Employees / Workers in the Revised Scale of Pay / Pay Band , at the rate of 3% in the Revised Pay Scale / Pay Band at interval of 2 years after reaching the maximum of the pay band. Three such increments shall be allowed to be treated as personal pay. Employees / Workers against whom disciplinary cases are pending will, however, have to await the result of this disciplinary case before being considered for grant of this benefit.

11. STEPPING UP BENEFIT :

In case, a senior employee / worker is drawing more pay than his junior immediately before 1st day of April 2005, in the same grade and the senior's pay gets fixed at a stage lower than that of his junior then his pay can be stepped up to the stage of his junior and increment will accrue one year after that date. Such stepping up benefit can be available to an Employee / Worker only once.

12. ASSURED CAREER PROGRESSION (ACP) :

This will be applicable to all the Non-Executive Employees / Workers upto Supervisory - B w.e.f. 01.04.2005 in three stages i.e. 1st ACP on completion of 15 years, 2nd ACP after 25 years and 3rd ACP after 30 years of service, if they continue in one post/grade. The benefit of ACP will be given only after screening of each and every case by the Screening Committee to be constituted by the controlling Departments and all norms of promotion shall be taken into consideration for allowing ACP in different stages. The financial benefit to the extent of 3% of the Basic Pay plus Grade Pay will be added on availing ACP in different stages and next increment will accrue one year after. If the Employee / Worker has already availed both 1st and 2nd stage of Time Bound Advancement (TBA) scale under the existing provisions, he/she will not be again entitled to the ACP in the revised pay. However, the 3rd ACP after completion of 30 years of service shall be applicable as stated above.

13. DEARNESS ALLOWANCES :

Consequent upon revision of pay scale as per the revised pay structure w.e.f. 01.04.2005, the Dearness Allowance shall be regulated in the manner by the same principle as adopted by the Government of Orissa for their employees and the rate of dearness allowance will be as mentioned below.

<u>Date from which payable</u>	<u>Rate of D.A. per mensem</u>
01.4.2005 To 30.06.2006	NIL
01.07.2006	2% of Basic Pay Plus Grade Pay (but does not include Special Pay)
01.01.2007	6% of Basic Pay Plus Grade Pay (but does not include Special Pay)

01.07.2007	9% of Basic Pay Plus Grade Pay (but does not include Special Pay)
01.01.2008	12% of Basic Pay Plus Grade Pay (but does not include Special Pay)
01.07.2008	16% of Basic Pay Plus Grade Pay (but does not include Special Pay)

The D.A. and D.P. already sanctioned from the period 01.04.2005 and drawn within the said period will be adjusted while drawing the revised pay and revised rate of Dearness Allowance on issue of this Order implementing the Revised Pay Scale.

14. HOUSE RENT ALLOWANCE :

House Rent Allowance on the Revised Basic Pay and Grade Pay shall be payable at the existing rate i.e 20% and 18%, as the case may be, w.e.f 01.12.2008. No arrear shall be paid towards House Rent Allowance in the Revised Scale of Pay for the period from 01.04.2005 to 30.11.2008.

15. MEDICAL ALLOWANCE :

Medical Allowance on the Revised Basic Pay and Grade Pay shall be payable at the existing rate w.e.f 01.12.2008. No arrear shall be paid towards Medical Allowance in the Revised Scale of Pay for the period from 01.04.2005 to 30.11.2008.

16. MODE OF PAYMENT :

Salary in Revised Scale of Pay shall be drawn in the pay bill of April'2009 to be paid in May '2009 and onwards. Arrears for the period from 01.04.2005 to 31.03.2009 shall be paid after drawal of pay in the Revised Scale / Pay Band for the month of April'2009.

N.B :- Arrear due and admissible on the Revised Scale / Pay Band shall be calculated and disbursed subject to recovery of additional contribution towards Provident Fund / House Rent.

17. RECOVERY OF EXCESS PAYMENT :

Where in the course of fixation of pay under these rules, any amount drawn or received as Pay by any employee / worker under any rule is found to be in excess of the amount payable to him under these rules, the excess amount so drawn or received shall be recovered from such employee / worker or from his / her recoverable terminable benefits for which he shall submit an undertaking.

18. INTERPRETATION & REMOVAL OF ANOMALIES :

All queries in relation to interpretation and clarification to the provisions of these orders and removal of anomalies thereof shall be referred to the Office of the Sr. General Manager (HRD) for decision.

This issues with the approval of the Competent Authority.

SR. GENERAL MANAGER (HRD),I/c

Memo No. **6402 (120)** / Dated, **20.04.2009**

Copy to all functional Directors / All Chief General Managers / Company Secretary / All Sr. General Managers / All General Managers / All Dy. General Managers / All Asst. General Managers / All Managers / Dy. Manager (HRD),E.E, Dy. Manager (HRD),N.E.E / Manager (Finance) General / A.G.M (Finance) A&A / D.G.M (Finance) CIAC of Corporate Office / D.D.O (Head Qrs) for information and necessary action.

SR. GENERAL MANAGER (HRD),I/c

**REVISED SCALE OF PAY / PAY BAND OF THE NON-EXECUTIVE
EMPLOYEES / WORKERS OF OPTCL W.E.F 01.04.2005**

Sl. No.	Category	Existing Scale of Pay	Revised Scale / Pay Band	Pay Band	Grade Pay
1.	Unskilled	Rs. 2,620 - 4,926/-	Rs. 4,440 - 10,200/-	S - 1	Rs. 1750/-
2.	Semiskilled - B	Rs. 2,840 - 5,124/-	Rs. 5,200 - 20,200/-	PB - 1	Rs. 1900/-
3.	Semiskilled - A	Rs. 3,210 - 5,501/-	Rs. 5,200 - 20,200/-	PB - 1	Rs. 2100/-
4.	Skilled - C	Rs. 3,500 - 6,702/-	Rs. 5,200 - 20,200/-	PB - 1	Rs. 2400/-
5.	Skilled - B	Rs. 3,670 - 7,079/-	Rs. 5,200 - 20,200/-	PB - 1	Rs. 2500/-
6.	Skilled - A	Rs. 4,090 - 7,942/-	Rs. 5,200 - 20,200/-	PB - 1	Rs. 2800/-
7.	Highly Skilled - B	Rs. 4,470 - 8,528/-	Rs. 5,200 - 20,200/-	PB - 1	Rs. 3300/-
8.	Highly Skilled - A/ Supervisory - C	Rs. 4,830 - 9,870/-	Rs. 9,300 - 34,800/-	PB - 2	Rs. 4200/-
9.	Supervisory - B	Rs. 5,420 - 10,862/-	Rs. 9,300 - 34,800/-	PB - 2	Rs. 4200/-
10.	Supervisory - A	Rs. 6,070 - 10,995/-	Rs. 9,300 - 34,800/-	PB - 2	Rs. 4200/-

FORM FOR EXERCISE OF OPTION

I _____ holding the post of _____ in the scale of Rs. _____ do hereby elect to come under the Revised Pay Structure / Pay Band with effect from the 1st day of April, 2005.

OR

I _____ hereby elect to continue on the existing scale of pay of my substantive/officiating post _____ until, date _____ (i.e. the date of my next increment).

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date : _____

Signature : _____

Designation : _____

Office : _____

Signed before me _____

Head of Office/ Any Gazetted Officer or
Any Officer of OPTCL with designation

Received the above declaration.

Date : _____

Signature : _____

Head of Office/Competent Authority
(with seal)

N.B. : Delete which is not applicable at Para-1

FORM FOR EXERCISE OF OPTION

(In the event of fixation of Pay on Promotion to the next Higher Grade / Post)

I _____ holding the post of _____ in the pay scale of Rs. _____ and drawing pay of Rs. _____ do hereby elect to get my pay fixed in Pay Band _____ with grade pay _____ under the Revised Scale of Pay / Pay Band on _____ i.e. the date of my joining in the promotional post/ the date of accrual of my next increment .

2. The Option hereby exercised is final and will not be modified at any subsequent date.

Date : _____

Signature : _____

Designation : _____

Office : _____

Signed before me _____

Head of Office/ Any Gazetted Officer or
Any Officer of OPTCL with designation

Received the above declaration.

Date : _____

Signature : _____

Head of Office/Competent Authority
(with seal)

**FORM FOR PAY FIXATION IN THE REVISED SCALE OF PAY / PAY BAND
OF OPTCL NON-EXECUTIVE EMPLOYEES / WORKERS**

1. Name :
2. Designation :
3. Place of Posting :
4. Pre-revised Scale : Rs.
5. Revised Scale / Pay Band and Grade Pay : Rs.
6. Date from which Opted to come over to the Revised Scale of Pay / Pay Band : 01.04.2005 / _____
7. Existing Pay as on 31.03.2005 or on _____
 - i) Basic Pay (which includes Pay,PP,RPP,Stagnation Increment(s) & Advance Increment) : Rs.
 - ii) D.P : Rs.
 - iii) D.A as on : Rs.

Total emoluments (i to iii) : Rs.

8. Pay Fixed in the Revised Scale of Pay / Pay Band on :
 - (a) Pay is to be fixed as per the provisions stipulated in Sl. 8 (i) & (ii) of the Office Order : Rs.
 - (b) Pay is to be fixed as per the provisions stipulated in Sl. 8 (iii) of the Office Order : Rs.
 - (c) Grade Pay to be applied corresponding to the Pay Band as per Annexure - A : Rs.
9. Personal Pay, if any as per the provisions stipulated in the Office Order which will be adjusted in future increment(s) : Rs.
10. Stepped up pay (if applicable as per provisions stipulated in the Office Order) Name and Pay of the Junior also to be indicated distinctly

11. Revised emoluments after fixation as on 01.04.2005 or on _____ :

i) Pay in the Revised Scale / Pay Band : Rs.

ii) Grade Pay : Rs.

iii) Personal Pay, if required : Rs.

12. Date of Next Increment :

13. Subsequent Revision :

Sl. No.	As on	Revised Scale / Pay Band	Pay Fixed	Grade Pay
1.	. . 2005 (Increment) . . 2005 (Promotion/APS/ACP if any)			
2.	. . 2006 (Increment) . . 2006 (Promotion/APS/ACP if any)			
3.	. . 2007 (Increment) . . 2007 (Promotion/APS/ACP if any)			
4.	. . 2008 (Increment) . . 2008 (Promotion/APS/ACP if any)			
5.	. . 2009 (Increment) . . 2009 (Promotion/APS/ACP if any)			

His Next Increment Falls due on _____.

Signature of Finance Executive
Name & Designation

Signature of the Divisional /
Circle Head / AGM (HRD)NEE
Name & Designation

Prepared By
Name & Designation

UNDERTAKING

I hereby under take that consequent upon fixation of pay in the Revised Pay / Pay Band effective from 01.04.2005, any amount drawn or received as Pay by me under any rule is found to be in excess of the amount payable to me under the rules envisaged in Office Order No. 6401 dated 20.04.2009, the excess amount so drawn or received shall be recovered from my salary or from recoverable terminable benefits, as the case may be.

Date :

Place :

Signature of the employee

Name : _____

Designation : _____

Emp. Code No. _____