

 <p>KSEB കേരളസംസ്ഥാന വ്യവസ്ഥാപനം</p>	<p>KERALA STATE ELECTRICITY BOARD LIMITED (Incorporated under the Indian Companies Act, 1956) Reg. Office: Vydyuthi Bhavanam, Pattom, Thiruvananthapuram-695 004, CIN :U40100KL2011SGC027424, website: www.kseb.in Corporate Office (Audit) 5th Floor, Vydyuthi Bhavanam, Pattom, Thiruvananthapuram-695 004, Phone No. : 0471-2514347, 2514537 Fax : 0471-2448584 Email : cia@ksebn.net.com</p>
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No. Pay Fixation A6/Pay Revision 2016

Dated 16/03/2016

CIRCULAR No.2/Pay Revision 2013

Sub: - Revision of pay and allowances of Officers- fixation of pay- Guidelines- issued.

Ref: - 1. B.O. (DB).No.640/2016 (PSI/3764/2015 dated Tvpm 26.02.2016.
2. B.O. (FTD) No.746/2016 (PSI/3764/2015) dated Tvpm 03-03-2016.

1. Introduction

The Kerala State Electricity Board Limited (KSEBL) vide its Order referred (1) above has revised the pay and allowances of officers with effect from 01-07-2013. The following guidelines are issued in the matter of fixation of pay and sanctioning of allowances.

Revised pay as per the above pay revision will be effective only from 01-07-2013 to all officers in the regular service of the KSEBL as on 30-06-2013 and continuing in service on 01-07-2013. The benefit of the above Pay Revision Order will not be applicable to officers who are not in regular service of the KSEBL.

In the case of workmen who were drawing pay in the scale of pay of officers as on 31-07-2013, the benefit of pay revision will be available from 01-08-2013 only. The provisions governing the pay and allowances of officers wherever envisaged in the Pay Revision Order are applicable to the workmen also, who are drawing pay in the scale of pay of officers. Hence, in the case of workmen entitled to draw pay and allowances in the scale of pay of officers, stagnation increments will be limited to five numbers, the first four increments being annual and the fifth biennial as envisaged in Clause 4.6 (c), (i) Part I of Pay Revision Order 2016. The mode of payment described in Clause 6 of this Circular will be applicable to these workmen also.

Officers and workmen, who retired from service of the KSEBL as on 30-06-2013 or 31-07-2013, as the case may be, will not be entitled to this pay revision.

2. Service Weightage for Fixation of Pay.

2.1 Weightage

- a) Weightage for the past service will be allowed at the rate of 0.6% (Zero point six percentage) of the Basic Pay in the pre-revised scale of pay for each completed year of service as on 30-06-2013.
- b) In the case of officers having fraction of a year of service, weightage will be given at the rate of 0.05 % (Zero point zero five percentage) of the basic pay in the pre-revised scale of pay for each completed month.
- c) Clauses (a) & (b) above are subject to;
Minimum amount of Rs175/- (Rupees One hundred and seventy five) and Maximum of 15 % (Fifteen percentage) of the Basic Pay in the pre-revised scale.
- d) The weightage of service will be admissible only to the officers in regular service of the KSEBL as on 30-06-2013 and who were continuing in service as on 01-07-2013.
- e) For calculation of weightage, fraction of a rupee, if any, will be rounded off to the next higher rupee.

2.2 Services of regular officers reckonable for weightage.

- a) Qualifying period of service in KSEBL as on 30-06-2013
- b) Broken period of provisional service, if it has been counted for increments under the service of the KSEBL.
- c) Leave Without Allowance on Medical Certificate, Leave Without Allowance for 60 days taken in continuation of Maternity Leave. (B.O. (FB) No. 532/2007 (Estt.1/251/07) dated 07-03-2007).
- d) Officers who are appointed to higher posts in KSEBL service itself, by direct recruitment through Kerala Public Service Commission, the service put in by such officers in the KSEBL prior to appointment to the higher post.
- e) Former Government service prior to 01-07-2003 and reckoned by the KSEBL which is followed by the KSEBL service without break.
- f) In the case of former CLR/TLR/HR Workers who had applied in response to the Board's Notification of October 1975 and who were later appointed by the Board

to be Casual Workers pending their regularization as Mazdoors (Electricity Workers), their actual casual service pending regularization by the Public Service Commission from November 1978 will also be counted for weightage as per this Pay Revision order; if they have been regularized in the Board Service either by Board or by the Public Service Commission, on or before 30-06-2013.

- g) The continuous provisional service rendered by the Provisional Lineman/ Meter Reader from February 1989.
- h) The actual period of CLR service of the employees in the KSEBL who were appointed under Compassionate Employment Scheme.
- i) War/Military service will count for service weightage, only if, that would count for civil pension.
- j) Continuous NMR (EW) service from 01-04-1957, continuous whole time contingent and Work Establishment Service followed by regularization. Even if the details of NMR service for a particular period from or after 01-04-1957 in respect of Electricity Workers who entered service prior to 01-01-1964 are not available/recorded in the service book, that will not be construed as a break of service but such period will be reckoned as continuous service for the purpose of weightage provided that the date of entry must have been noted in service book and no specific indication of any break in service is recorded in the service book. If the details of NMR services for the particular period from or after 01-01-1964 are not available in the service book, weightage will be given for that period only after furnishing certificate by the drawing officer in the service book to the effect that the service is continuous.
- k) Entire service in Cochin State Power and Light Corporation Ltd Ernakulam, (Ernakulam Licensee), Employees of former Mattancherry Licensee who have been absorbed by the erstwhile KSE Board (now KSEBL) with effect from 12-11-1979 and the entire service of the erstwhile Kottayam Electric Supply Licensee will also count for weightage.
- l) 50% of Municipal Service in respect of the employees who entered Electrical Department before 01-04-1957.
- m) 75% of the service of other licensees.

- n) 50% of service as Panchayat Executive Officer in respect of employees who entered Electrical Department before 01-04-1957.
- o) The Work Establishment service followed by regularisation.
- p) Entire Territorial Army Service as in the case of deputation in respect of the employees who joined Territorial Army while they were working in the K.S.E.Board.
- q) Entire provisional/temporary service of Madras State personnel. Entire provisional/temporary service of the Travancore Cochin State personnel, appointed direct or through employment exchange before 01-04-1957.
- r) The period of Training/apprentice before the date of regular appointment will count only in cases where the scale of pay of regular post had been allowed and the period counted for normal increments under the orders of competent authority.
- s) Any other service specifically ordered by the Board (now KSEBL) to be counted for weightage.
- t) Dies-non unless otherwise restricted will count for weightage.
- u) Entire Civilian and Military Service in Ex.Travancore Cochin State Force.
- v) 50% of service rendered by the allotted Health Inspectors as Health Assistant/ Sanitary Inspectors under Local Bodies prior to their recruitment to the Electrical Department.
- w) 50%of continuous service under the hereditary system of village establishments in Malabar area in case absorbed in the Electrical Service on the abolition of the above system.
- x) 50% continuous service in the Edavagai Establishments in the case of person worked in the above system and who have been taken over to Electrical Department service.

2.3 Services that will not count for weightage.

- i) Time spent on leave, not counted for normal increments
- ii) The period during which increment was barred with cumulative effect.
- iii) The period of suspension

- (a) not regularized (or)
 - (b) treated as period not spent on duty (or)
 - (c) regularized as Leave without Allowance.
- iv) Unauthorized absence even if subsequently regularized as Leave without Allowance. (B.O. (FB) No. 532/2007 (Estt.I/251/07) dated 07-03-2007).
- v) Leave without Allowance availed on personal ground, for taking up employment in India or abroad, for joining spouse and for study purpose, as governed by B.O. (FB) No.532/2007 (Estt.I/251/07)dated 07-03-2007.
- vi) Prior service in Government or elsewhere rendered by the officer who entered in KSEBL Service on or after 01-07-2003.

3. Fitment Benefit

All officers of the KSEBL who were in regular service as on 30-06-2013 and who were continuing in service on 01-07-2013 will be given an assured minimum benefit of Rs 2250/- or 12% of the Basic pay as on 30-06-2013 in the pre revised pay scale, whichever is higher.

4. Fixation of Pay in the revised scale

4.1 The Pay of an Officer in service on 01-07-2013 will be fixed observing the provisions contained in Clause 4.6 (a) of Pay Revision Order.

Add to the Basic Pay (BP) of the officer as on 30-06-2013 in the pre-revised scale, the following:-

- a) Assured fitment benefit of Rs.2250/- (Rupees Two thousand two hundred and fifty) or 12 % of the Basic Pay in the pre-revised scale, whichever is higher.
- b) DA - 84.253% of the Basic Pay.
- c) Weightage - Calculated as per Clause 2.1 above.

Notes:- (a) *Basic pay mentioned above includes basic pay, stagnation increments and personal pay drawn in the pre-revised scale of pay as on 30-06-2013.*

(b) *Fitment benefit and service weightage taken together shall not exceed Rs 13000/-*

(c) *Cadre pay as on 30-06-2013 will not be considered for calculation of basic pay in the revised scale of pay.*

Calculation of amount for fixation in the Revised Scale of Pay		
1	Pay of the Officer as on 30-06-2013 (Basic Pay + SI + PP)	
2	DA @ 84.253 % of the pre-revised pay as per column-1	
3	Assured Fitment Benefit @ 12% of the pre-revised pay as per column1 or Rs 2250/- whichever is higher	
4	Weightage as per Clause 2	
5	Total of Assured Fitment Benefit and weightage(column 3+4) or Rs 13000/- whichever is less	
6	Grand Total : (1+2+5)	

4.2 Fixation of pay in the revised scales.

- a) If the amount arrived at as per Clause 4.1 above is less than the minimum of the revised pay scale, the pay will be fixed at the minimum of the revised scale of pay.
- b) If the amount arrived at as per Clause 4.1 above does not exceed the scale maximum, the pay will be fixed at the next stage whether it represents a stage in the revised scale or not. [Illustration No.1]
- c) If during the period of operation of this pay revision or on fixation of pay as on 30-06-2013, an Officer except officers in the cadre of Chief Engineer and equivalent posts having same scale of pay of Chief Engineer, reaches the maximum of the revised scale of pay applicable to him/her and thereby stagnates in the scale, he/she will be permitted to draw four more annual increments and one increment biennially as stagnation increments, at the rate of the last increment in the revised scale of pay. [Illustration.2]
- d) In case an amount which is equal to or more than five stagnation increments in the revised scale of pay has to be used for fixation of pay as on 30-06-2013, an Officer except Chief Engineer and equivalent posts, will not be entitled to any further stagnation increments in the revised scale of pay. [Illustration No.3]
- e) If less than five stagnation increments have been used for fixation of pay as on 30-06-2013, his /her pay will be fixed at the next stage of the unavailed stagnation increment in the revised scale of pay and he/she will be entitled to draw the balance number of stagnation increments except in the case of Chief Engineer and equivalent posts.[Illustration No.4]

- f) In the case of Chief Engineer and officers in the equivalent posts having same scale of pay of Chief Engineer, only three stagnation increments will be granted annually at the rate of last increment in the revised scale after reaching the maximum of their individual time scale. i.e. Rs.1,16,080/-
- g) In the case of Chief Engineer and equivalent posts, if the maximum numbers of three stagnation increments have been used for fixation of pay as on 30-06-2013 itself, he/she will not be permitted to draw any further stagnation increment in the respective scale of pay. [Illustration No.5]
- h) In the case of officers in the cadre of Chief Engineer and equivalent posts, if an amount less than three number of stagnation increments have been used for fixation of pay, his/her pay will be fixed at the next stage of the unavailed stagnation increment in the revised scale of pay and he/she will be entitled to draw the balance number of stagnation increments. [Illustration No.6]
- i) If the amount arrived at as per Clause 4.1 above is more than the maximum of the revised scale of pay and admissible three stagnation increments in the case of Chief Engineers and equivalent posts and five in the case of other officers, the pay will be fixed at the maximum of the scale plus three/five Stagnation Increments, as the case may be, and the excess over three/five Stagnation Increments will be treated as 'Personal Pay'. This Personal Pay will be counted for all purposes, viz; subsequent fixation of pay (during promotion/grade promotion), leave salary, drawal of allowances including DA and Pension. [Illustration No.7]
- j) The pay arrived at as per Clause 4.2 (a) to (i) above as the case may be, shall be the pay as on 01-07-2013 in the revised scale of pay.
- k) If any Officer who is ineligible to draw any further increments in the revised scale, has drawn increments in the pre-revised scale between 01-07-2013 and the date of Pay Revision Order 2016(i.e 26-02-2016), such increments drawn in the pre-revised scale, together with the applicable DA already drawn will be protected to that extent, till the date of retirement or the date of next Pay Revision Order, whichever is earlier. **This protected amount will not be counted for any other purpose including Dearness Allowance, Pension, Earned leave Surrender etc.**

- 1) If an Officer is benefited by any amount greater than the protected amount by way of promotion/grade promotion the above protection will not continue. If the benefit due to promotion/grade promotion is less than the protected amount as in Clause 9 (i) of Pay Revision Order 2016, the difference between the protected amount and the benefit granted by way of promotion/grade promotion will be protected.

Note:- The protected amount as on 30-06-2013 allowed as per previous Pay Revisions will be continued to be given till their retirement or till the date of next settlement whichever is earlier. This protected amount will not count for any other purpose including DA, Pension, Earned Leave Surrender etc. [Illustration No.8]

4.3 Amendments to Rule 28A Part-I KSR

Fixation of pay on Promotion/Grade Promotion.

The method of fixation of pay contemplated under Rule-28A *ibid* in force prior to 28.02.2007 will be restored with effect from 01-02-2016. Accordingly when an officer is promoted/granted grade promotion/appointed to another post carrying higher time scale of pay, his/her initial pay in the higher time scale of pay shall be fixed at the stage next above the pay notionally arrived at in the lower time scale of pay by increasing the actual pay drawn by him/her in the lower time scale of pay by one increment.

A re-fixation of pay will be allowed whenever there is a change of pay in the lower time scale.

Fixation of pay will be done as above in respect of promotion/appointment/ higher grade promotion taking effect from 01-02-2016 onwards.

Rules of Fixation

Existing		Revised
Rule-28A Part-1 KSR w.e.f. 28/02/2007	Options	Rule-28A Part-1 KSR w.e.f. 01/02/2016
A promotee is given two options to elect the date on which his/her pay is to be fixed	<p><u>Option- (a)</u> Pay will be fixed in the higher time scale of pay on the date of promotion under Rule-28A</p> <p><u>Option- (b)</u> Pay will be initially fixed at the next stage in the higher time scale on the date of promotion. Re-fixation will be allowed on the date of increment in the lower post under Rule-28A</p>	<p>Promotees are given no option facility [Option- (a)/(b)].</p> <p>On the date of promotion, his/her initial pay in the higher time scale of pay shall be fixed at the stage next above the pay notionally arrived at in the lower time scale of pay by increasing the actual pay drawn by him/her in the lower time scale by one increment.</p> <p>A re-fixation of pay will be allowed whenever there is a change of pay in the lower time scale.[Illustration No.9]</p>

Note- *However, Rule 28A Part-I KSR will not apply to promotions/grade promotions to posts carrying higher scale of pay, the minimum of which exceeds Rs.57,220/-. In such cases fixation will be allowed under Rule 37(a), Part I KSR. [Illustration No.10]*

4.4 Re-option facility for option (a/b) under Rule-28A of K.S.R may be given for;

Those who were promoted/granted grade promotion from 01-07-2013 to 31-01-2016 and exercised option (a/b) under Rule 28A Part-I KSR, will be allowed re-option. The above re-option shall be exercised within three months of the date of this Circular in the form appended as Annexure-2.

4.5 Fixation of pay for those who were promoted/granted grade promotion prior to 01-07-2013 and exercised option (b) in the pre-revised scale of pay on or after 01-07-2013.

Fix his/her pay in the revised scale of the promoted post on the date of increment in the pre-revised lower scale at the stage next above the pay notionally arrived at in the promoted scale by increasing the actual pay drawn by him/her in that time scale by one increment [Illustration No.11]

4.6 Officers whose increment is withheld for want of declaration of probation on 30-06-2013 will be allowed the benefit of fixation of pay on the basis of the pay actually drawn as on 30-06-2013 and he will continue on that pay till the date of effect of declaration of probation. However, the period during which increment is withheld will not be reckoned for computation of service weightage. The pay so fixed will be revised on declaration of probation, notionally counting the increment accrued in pre-revised scale prior to 30-06-2013, but withheld. The period during which increment was withheld will be counted for service weightage for the above notional fixation. Monetary benefit of revised fixation will be admissible only from the effective date of declaration of probation. He will draw his next increment on the normal date.[Illustration No.12]

4.7 In the case of officers who are under suspension on 30-06-2013, pay will be fixed as on the date of rejoining on duty on the basis of pay last drawn prior to 30-06-2013. [Illustration No.13]

4.8 In the case of officers whose increment in the pre-revised scale is barred as punishment with cumulative effect, their pay in the revised scale will be fixed as on 01-07-2013 (if increment bar is in force on that date) on the basis of the pay they were drawing immediately before increment bar. They will be entitled to

the pay at the same rate till the expiry of the period of increment bar. The next increment in the revised scale will be sanctioned after the expiry of the period of increment bar. [Illustration No.14 & 15]

- 4.9** In the case of officers whose increment in the pre-revised scale is barred as punishment without cumulative effect, their pay in the revised scale will be fixed as on 01-07-2013 (if increment bar is in force on that date) in the revised scale on the basis of the pay notionally arrived at by counting increment, in the pre-revised scale, for every completed year of service which would have been counted for normal increment, but barred as punishment. The remaining period of increment bar will not be counted for accruing the next increment in the revised scale and the next increment in the revised rate will be sanctioned after the expiry of increment bar.[Illustration No.16]
- 4.10** In the case of officers whose pay in the pre-revised scale is reduced to a lower stage as penalty temporarily, their pay in the revised scale will be fixed as on 01-07-2013 (if increment bar is in force on that date) on the basis of the pay after reduction in the pre-revised scale. The next increment will be sanctioned only after the expiry of the remaining period of penalty. [Illustration No.17]
- 4.11** In the case of officers whose pay in the pre-revised scale is reduced permanently to lower stage as penalty with the effect of postponing of future increments, their pay in the revised scale will be fixed on 01-07-2013 on the basis of reduced pay in the pre-revised scale. They will have to remain in that pay till expiry of period of reduction. The next increment that will accrue in the revised scale will be sanctioned only after expiry of the remaining period of penalty. [Illustration No.18]
- 4.12** In the case of officers who are continuing on LWA on 30-06-2013, their pay will be fixed in the revised scale as on the date of return from leave on the basis of pay last drawn before entering on leave. [Illustration No.19]
- 4.13 Fixation of pay for new recruits**
- a) The pay of the new recruits, who joined KSEBL's Service on or after 01-07-2013 will be at the minimum of the revised scale of pay applicable to the respective posts.
 - b) Officers who joined KSEBL Service between 01-07-2013 and date of LTS 2016 (i.e.17-02-2016) will be given the benefit which is equivalent to that enjoyed by a

workman who joined in the service during the same period in the lowest scale of pay of the workman, due to revision of pay scales. This amount will be treated as 'Special Protected Amount'. This special protected amount will be continued to be paid until the next pay revision. This special protected amount will not be counted for any service benefits including D.A.[Illustration No.20]

For the purpose of sanctioning Special Protected Amount, the ARU Heads shall

- i) Obtain a written request from the concerned officer who joined newly in the service from 01-07-2013.
 - ii) The new entrant shall point out the workman who joined on the same date and enjoyed a benefit higher than him/her due to revision of pay scales.
 - iii) The ARU Heads shall issue an order sanctioning the special protected amount after confirming the service details of the concerned workman and officer.
 - iv) The entire service details (Date of joining and the details of Pay) of the workman and the officer with Employee Code shall invariably be mentioned in the order of sanctioning special protected amount.
 - v) The Order for sanctioning Special Protected Amount shall be pasted in Service Book of the Officer and its final approval shall be given by the Accounts Officer (Pay Fixation), Office of the Chief Internal Auditor.
- c) No Fixation benefits as envisaged in the Pay Revision Order will be admissible to officers who entered newly in the KSEBL service on or after 01-07-2013.

4.14 Next increment

The next increment in the revised scale of pay will be given on the date on which normal increment falls due, in the pre-revised scale of pay.

5. Allowances

- 5.1 Dearness Allowance** will be calculated as per Part II, Clause 1 of the Pay Revision Order 2016. The admissible rates of Dearness Allowance with effect from 01-01-2014 will be as follows.

Date	Rate of DA	Total DA %
01/01/2014	5	5
01/07/2014	4	9
01/01/2015	3	12
01/07/2015	3	15
01/01/2016	3	18

Note:- If the total Pay and Dearness Allowance (DA) admissible in the revised scale, by applying revised DA rates calculated based on AICPI(IW), is lower than the total of pay and DA drawn in the pre revised scale up to the date of this Order, the drop to that extent will be protected.

- 5.2 House Rent Allowance** will be as per Part II, Clause 2 of the Pay Revision Order 2016.
- 5.3 City Compensatory Allowance** at the rate of Rs.615/- per month is admissible only for officers working in offices located within the city limits of Thiruvananthapuram, Kollam, Kochi (including Kakkanad), Thrissur, Kozhikode and Kannur. Offices of KSEB Limited situated within a radius of three kilometers from Civil Station Kakkanad and in the case of other cities mentioned above, the offices located within one Kilometer from the city limit will also be considered as B2 Class city for the purpose of granting City Compensatory Allowance (Part II, Clause 3 of the Pay Revision Order).
- 5.4 Medical Allowance** is governed by Part II, Clause 4 of Pay Revision Order 2016. Medical Reimbursement Claims below Rs.200/- at a time will not be admitted with effect from 01-04-2016.
- Full re-imburement of medical expenses will be provided to officers for the accidents occurred during the course of employment including the re-imburement of expenses for food charged by the hospital for the patient and one bystander subject to a maximum of Rs 600/- per day. However the re-imburement of food expenses incurred by the bystander is restricted to a maximum of Rs.300/- per day.
- 5.5 Hydrel Area Allowance/Operation Allowance** will be paid @ Rs 750/- per month, to the officers working in the offices situated in notified places which are shown in Annexure A of the Pay Revision Order 2016 (Part II, Clause 5 of the Pay Revision Order 2016).
- This allowance shall be paid at a higher rate of 125% of normal rate on completion of three years of continuous service in Hydrel Project Areas & Generating Stations.
- a) Those officers engaged in BDPP and KDPP will also be eligible for Operation Allowance.
- b) Hydrel Area Allowance and Operation Allowance will not be paid together.
- 5.6 Hill Tract Allowance** is revised as per Clause 6, Part II of Pay Revision Order 2016. This allowance shall not be paid in areas where Project Allowance / Hydrel Area Allowance/ Operation Allowance is payable.
- 5.7 Project Allowance** will be paid to the officers working in the projects under construction. Project Allowance and Hydrel Area Allowance/Operation Allowance shall not be paid together (Part II, Clause 7 of the Pay Revision Order 2016).

Note: - Project Allowance shall be discontinued upon completion of the projects under construction. If the officer continues to work in the same hydel project after completion of the construction of the project, he/she will be eligible for Hydel Area Allowance.

5.8 Special Duty Allowance will be paid at the rates given in Table under Clause 8 of Part II of Pay Revision Order 2016.

This allowance will not be paid to those who are drawing Shift Duty Allowance irrespective of whether they are working in the Distribution, Transmission, Generation or any other wing.

5.9 Shift Duty Allowance is payable to those officers who are required to work in shifts including night shifts at the rates given in the Table under Clause 9 of Article II of Pay Revision Order 2016.

- a) This allowance at the above rates is payable to the officers working in Control Rooms and Supervisors working at Centralised Customer Care & Call Center.
- b) This Allowance is applicable only where three shifts are in operation except Moolamattom Power House, where four shifts are operated.

5.10 Technical Allowance is governed by Part II, Clause 10 of Pay Revision Order 2016.

5.11 Research/Design Allowance is governed by Part II, Clause 11 of Pay Revision Order 2016.

5.12 Permanent Conveyance Allowance is governed by Part II, Clause 12 of Pay Revision Order 2016.

- a) This allowance is intended to compensate the expenses of travel incurred in discharge of their duties in the respective areas of work within a distance of 8kms from the head quarters.
- b) This allowance is extended to Nodal Officers (Litigation) also.
- c) Assistant Engineers of Section Offices, Assistant Executive Engineers of Sub Divisions, to whom vehicle has been provided by KSEBL , shall not be eligible for this allowance.
- d) This allowance will not be provided to Officers for whom conveyance has been provided by KSEBL.

5.13 Isolated Area Allowance will be paid at the rate of Rs 2250/- per month to the officers working at the places specified in the Table under Part II, Clause 13 of Pay Revision Order 2016. This allowance will be paid at a higher rate of 125 % of normal rates on completion of 3 years of continuous service in the

above areas. This allowance will be paid only to those officers who are actually performing duty at the above places. Officers drawing Isolated Area Allowance are eligible for Project Allowance/Hydel Allowance/Investigation Allowance/Hydel Area/Operation Allowance, subject to conditions stated in Part II Clause 5 (4) and 7 of Pay Revision Order 2016.

5.14 Tunnel Allowance will be paid to Assistant Engineers posted to work in the Tunnel/Pressure Shaft Construction on a regular basis with full time duty in the underground construction site for a minimum period of 14 days in a month.

This allowance will also be paid to Assistant Engineers performing duties inside the underground power station at Moolamattom who work on regular basis with full time duties in the power station for a minimum period of 14 days in a month (Part II, Clause 14 of the Pay Revision Order 2016).

5.15 Warm Clothing Allowance is governed by Part II, Clause 15 of Pay Revision Order 2016. (Admissible to the places shown in Annexure-B of Pay Revision Order).

5.16 Teaching Allowance is governed by Part- II, Clause-16 of Pay Revision Order 2016.

5.17 Spectacle Allowance will be given once in five years @ Rs 1200/- (Part II, Clause 17 of the Pay Revision Order 2016).

- a) The officers who have availed the allowance for the first/second time, is however, eligible to claim this allowance 5 years after the previous claim.
- b) This allowance will be paid based on a declaration furnished by the officers along with the cash bill to the effect that the spectacle has been purchased for his own use. The present practice of entering the receipt of this allowance in the Service Book of the officer shall be strictly followed.

5.18 Hydel Allowance/Investigation Allowance will be paid only to the officers who are actually engaged in investigation work/working in Hydel Generating Stations and associative offices located in that place. The engagement of officers for investigation work has to be matched with the tour diary and that has to be certified by their respective Controlling Officers. Investigation allowance will be eligible till the completion of the investigation duties and the submission of final reports (Part II, Clause 18 of the Pay Revision Order 2016).

5.19 I T Allowance for Officers is governed by Part-II, Clause-19 of Pay Revision Order 2016. This allowance shall be paid based on the qualifications of officers engaged for IT related works.

This allowance is extended to those officers who are engaged in software testing also. The Controlling Officer shall ensure whether the prescribed qualifications are acquired by the officers before sanctioning this allowance.

5.20 Conveyance Allowance to Physically Challenged Officers is governed by Part-II, Clause-20 of Pay Revision Order 2016.

5.21 Education Allowance to parents of differently abled children is governed by Part-II, Clause-21 of Pay Revision Order 2016.

5.22 Hotline Allowance is governed by Part-II, Clause-22 of Pay Revision Order.

5.23 New Delhi Allowance is governed by Part-II, Clause-23 of Pay Revision Order 2016.

5.24 Funeral Expenses is governed by Part-II, Clause-24 of Pay Revision Order 2016.

5.25 Leave Travel Concession The scheme for granting Leave Travel Concession introduced by State Government is extended to the officers of KSEBL also. The guide lines/conditions regarding the admissibility, distance of travel, advance payment, mode of conveyance, reimbursement of fare etc specified in the G.O. (P).No.5/2013/Fin dated 02-01-2013 are applicable to the officers of KSEBL. The Government Order is appended as Annexure-4 (Part II, Clause 25 of the Pay Revision Order 2016).

5.26 Conditions for claiming allowances (Part II, Clause 26 of the Pay Revision Order 2016).

- a) Payment of allowances to officers will be limited to any of the two allowances only at their choice in addition to DA, HRA, CCA and Medical Allowance. In projects, Hydel areas and Isolated areas, Officers will be paid any of the three allowances at their choice in addition to DA, HRA, and Medical Allowance, subject to conditions under Note 4 of Clause 5, Note 1 of Clause 6 and Note 1 of Clause-7 of Part-II of Pay Revision Order 2016, pertaining to allowances.
- b) Conveyance Allowance to differently abled officers, Education Allowance to parents of differently abled children, Tunnel Allowance and other allowances payable annually/once or twice in service /once in five years are exempted from the restriction in (a) above.

c) A declaration from the Officer concerned expressing his/her choice of allowances shall be obtained and pasted in the Service Book. The Drawing Officer shall also record the total allowances so opted in the service Book of the officer.

6. Date of effect of Revision of Pay and Allowances and drawal of Arrears.

- 6.1** Pay, Dearness Allowance and Medical Allowance at the revised rate will be paid from 01-07-2013
- 6.2** All other allowances at the revised rates will be paid from 01-04-2016. Funeral expenses at the revised rate will also be admissible from 01-04-2016.
- 6.3** Arrears from 01-07-2013 to 31-12-2015 will be credited to respective GPF Account of the officer concerned.
- 6.4** No withdrawal other than final withdrawal will be allowed from the arrears of Pay and Allowances credited to the GPF Account before 30-04-2018.
- 6.5** Income Tax liability towards the arrears accrued for the period from 01-07-2013 to 31-12-2015 will be recovered from the arrear and the balance only will be credited to the GPF account. If an officer opts otherwise, the entire amount of arrear shall be credited to his/her GPF account and the Drawing and Disbursing Officers in such cases shall ensure the recovery of due amount of tax.
- 6.6** In the following cases, the arrears for the period from 01-07-2013 to 31-12-2015 will be paid in Cash.
- a) Officers who have already retired or relinquished KSEBL's service on or after 01-07-2013.
 - b) Officer who will be retiring or relinquishing service on or before 31-03-2016. (In the above cases, arrears will be paid after their retirement or relinquishment of service)
 - c) The officer in whose case it is not obligatory to maintain GPF account.
- 6.7** Arrears in the case of regular officer for whom GPF Account is mandatory shall be claimed only after getting the GPF Account Number.
- 6.8** A declaration in the format appended to this Circular as Annexure 3 is to be obtained from every officer before claiming the salary and allowances at the revised rates.

7. **Accounting**

The regular pay and allowances from the financial year 2016-2017 shall be booked in the respective account heads under employee cost (75 group) as now being done. The arrears of pay and allowances shall be accounted in the prior period expenses of officers cost as detailed below.

Period	Account Head
Salary of officers for the financial year- 2013-14	83.517
Salary of officers for the financial year- 2014-15	83.518
Salary of officers for the financial year- 2015-16	83.519

8. **Approval Process**

Revision/Fixation of pay of all officers will be permitted only through the HRIS package. Any revision/fixation of pay effected other than the above will be treated as invalid. All Drawing and Disbursing Officers shall ensure its compliance strictly.

The Chief Engineer (IT) will take necessary steps to provide the required module in the HRIS package at the earliest.

Revised salary and allowances of all officers who are drawing their salary from the Office of the Chief Engineer (HRM) [ARU No.952] shall be disbursed after getting approval from the AO/AAO, Pay Fixation Section, Office of the Chief Internal Auditor.

In the case of other ARUs, the Drawing and Disbursing Officer shall give provisional approval for the pay revision. The required entries regarding the pay revision are to be made in the Service Book of the officers. The statement of fixation and declaration in the prescribed form shall be pasted in the Service Book. The above fixation will be treated only as provisional till obtaining final approval from the AO/AAO, Pay Fixation Section, Office of the Chief Internal Auditor.

A programme for audit will be chalked out by the Accounts Officer (Pay Fixation) Office of the Chief Internal Auditor for the final approval of pay fixation in ARUs outside Corporate Office, Thiruvananthapuram.

Drawing Officers not below the rank of Executive Engineers and Accounts Officers only be permitted to give provisional approval for pay fixation.

9. Junior/Senior Fixation

- i) If an Officer draws his next increment in the revised scale as per Clause 4.14 above and thereby becomes eligible for higher pay than his senior whose next increment falls due on a later date, the pay of such senior will be stepped up equal to the pay of the junior from the date on which the junior becomes entitled to higher pay.
- ii) In case where a senior officer promoted to higher post/granted grade promotion before 01-07-2013 draws less pay in the revised scale than his junior promoted to the higher post/ granted grade promotion after the said date, the pay of the senior officer will be stepped up to the level of the pay of the junior with effect from the date on which the junior draws more pay.
- iii) Clauses- 9(i) and 9(ii) above are subject to the following conditions;
 - a) The senior and the junior officer shall belong to the same category and shall have been promoted to the same category of post
 - b) Both the pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay shall be identical.
 - c) The senior officer at the time of promotion/grade promotion has been drawing equal or more pay than the junior.
 - d) The anomaly shall have arisen directly as a result of the introduction of the revised scale of pay.
 - e) The anomaly shall not have arisen due to any advance increment granted to the junior in the lower post or due to increased service weightage to the junior.
- iv) In case where pay of an officer is stepped up in terms of Clause 9(i) &(ii) above, the next increment shall be granted after completing the required service of one year in the new scale from the date of stepping up of pay.
- v) If, in the pre-revised scale in the lower post, the junior officer was drawing more pay than the senior, the senior to such junior will have no claim over the pay of the junior.

Application for rectification of such anomaly shall be submitted to the Chief Engineer (HRM) who will issue necessary proceedings in this regard after examining each case with the concurrence of the Chief Internal Auditor.

Requests for junior/senior step up of pay will be considered only if the pay of the junior and senior are approved by Pay Fixation Section of the Chief Internal Auditor.

10. Grade Promotion

The existing provisions for granting time bound grade promotion for completed service of 10, 18 and 25 years will continue as such.

11. General

- a) Cadre pay will be reckoned as part of pay having eligibility for DA, HRA, other allowances and pensionary benefits. However, no junior- senior fixation will be allowed on the basis of Cadre pay.
- b) The special pay to Chairman & Managing Director and Full Time Directors is revised and enhanced to Rs 7500/- per month.
- c) The officers who had joined the service of KSEBL before 01-07-2003 will be allowed one more chance for submitting application for reckoning prior service rendered elsewhere, subject to the condition that the employees' pension contribution should be paid directly by the concerned former Government Department itself. The above service rendered in Government Departments will be reckoned for pensionary benefits only.
- d) The post of Divisional Accountant is re-designated as Divisional Accounts Officer.
- e) In the Case of treatment for heart ailments, Pariyaram Medical College (Sahakarana Hrudayalaya), Kannur & Malabar Institute of Medical Sciences, Kozhikode are included among the list of hospitals such as Sree Chitra Tirunal Institute of Medical Sciences and Technology, Thiruvananthapuram, Sree Uthradom Thirunal Hospital, Thiruvananthapuram, Amrita Institute of Medical Sciences, Kochi etc. for re-imburement of medical expenses at the rate admissible at Sree Chitra Tirunal Institute of Medical Sciences and Technology, Thiruvananthapuram.
- f) All officers who were in service as on 30-06-2013 shall come over to the revised scale of pay with effect from 01-07-2013. There will be no **Option** to continue in the pre-revised scale after 01-07-2013.
- g) The pay of all workmen who are drawing pay in the scale of Officers shall be fixed based on this Circular. However the date of fixation in their case will be 31-07-2013.

The Accounts Officer (Estt.), O/o the CE (HRM).
All Deputy Chief Engineers.
All Executive Engineers (Ele. & Civil).
All Regional Audit Officers
All Account Rendering Units.

Copy to:-

The TA to Chairman & Managing Director/ P.A. to Director (Finance)
The T.A. to Director (Distribution & Safety)/ T.A. to Director (Generation & HRM)
The T.A. to Director (Transmission & System Operation)
The T.A. to Director (Corporate Planning & Supply Chain Management).
The General Secretaries of Recognized Trade Unions.
Library & Office File.