



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

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No. Pay Fixation A 7/Pay Revision 2021

Dated 10.03.2021

CIRCULAR No.2/Officers Pay Revision 2018

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

Ref: - 1.B.O (DB) No.133/2021 (PS1/2617/PR/2018) Tvpm dtd. 15.02.2021.

2.B.O (FTD) No.171/2001 (PS1/2617/PR/2018) dated Tvpm 26.02.2021.

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 01-07-2018. 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 01-07-2018 to all officers in the regular service of the KSEBL as on 30-06-2018 and continuing in service on 01-07-2018. 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 31-07-2018, the benefit of pay revision will be available from 01-08-2018 only. (See Illustration No.XI). 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 six numbers, the first four increments being annual and the fifth and sixth are biennial as envisaged in Clause 4.12 of Pay Revision Order 2021. The mode of payment described in

Clause 7 (under general) of this Circular will be applicable to these workmen also.

Officers and workmen, who retired from service of the KSEBL as on 30-06-2018 or 31-07-2018, as the case may be, will not be entitled to this pay revision.

2 Service Pay for Fixation of Pay.

2.1 Service Pay

- a. Service pay for the past service will be allowed to regular employees at the rate of 0.2% (Zero point two percentage) of the Basic Pay arrived as on 01.07.2018 in the revised scale for each completed year of service as on 30.06.2018.
- b. Clause (a) above is subject to;
Minimum amount of ₹100/- (Rupees One hundred only) and Maximum of ₹4000 (Rupees Four thousand only).
- c. For computing service pay, the actual effective service rendered in KSEBL will only be considered. Completed years of service will be computed based on the service completed as on 30.06.2018, ignoring fraction of a year, if any.
- d. Service pay will be admissible only to the employees in regular service of the KSEBL as on 30.06.2018 & continuing in service on 01.07.2018.
- e. Service pay will be treated as pay for the purpose of calculating Dearness Allowance, Earned Leave Surrender, Pension and Terminal Benefits only.
- f. Service pay will not be reckoned for fixation of pay due to promotion / Higher Grade Promotion or for claiming any other allowances.
- g. For calculation of Service pay, fraction of a rupee, if any, will be rounded off to the next higher rupee.
- h. The service pay will continue without any change till the next pay revision or retirement, which ever is earlier.

2.2 Services which are reckonable for Service pay

- a) Qualifying period of service in KSEBL only, as on 30-06-2018.
- 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 transfer appointment or 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) The continuous provisional service rendered by the Provisional Lineman/ Meter Reader from February 1989.
- f) The actual period of CLR service of the employees in the KSEBL who were appointed under Compassionate Employment Scheme.

2.3 Services that will not count for Service pay

- i) Time spent on leave, not counted for normal increments
- ii) The period during which increment was barred with cumulative effect & period of permanent reduction of pay.
- iii) The period of suspension
 - (a) not regularized (or)
 - (b) treated as period not spent on duty (or)
 - (c) regularized as Leave without Allowance, other than LWA on medical ground.
- iv) Unauthorized absence subsequently regularized as Leave without Allowance on other than medical ground. (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.

3. Fixation of Pay in the revised scale

- 3.1** The Pay of an officer in service on 01.07.2018 will be fixed by observing the provisions contained in clause 4.2 of Pay Revision Order 2021 as detailed below;

- a. Fix the Basic Pay on 01.07.2018 in the revised scale based on the Basic Pay (excluding stagnation increment) as on 30.06.2018, as provided in Annexure -I to the Officers Pay Revision Order 2021, the stage to stage fixation Table.
- b. Calculate the Service Pay as per clause 2.1 above and retain separately.

3.2 Rules for Fixation of Pay in the revised scale

- a) All officers who are in service on 01.07.2018 shall come over to the revised scale of pay with effect from 01.07.2018.
- b) There will be no option facility for this pay revision.
- c) Pay in the revised scale as on 01.07.2018 will be the corresponding pay stage of the pre revised pay as on 30.06.2018 as provided in Annexure-I to Officers Pay Revision Order 2021.

However if the corresponding pay stage is less than the minimum of the revised scale of pay of the post, the pay will be fixed at the minimum. In such cases where the minimum of the scale of pay of an officer is greater than the pay stage- eligible with effect from 01.07.2018, the date of next increment will be on completion of one year of service from that date ie on 01.07.2019.

- d) All appointments and promotion made on or after 01.07.2018 shall be deemed to have been made in the revised scale of pay, and pay will be regulated accordingly.
- e) Stagnation increment existing in the pre-revised scale of pay will not be reckoned for determination of pay stage in the revised scale. However the number of stagnation increment drawn in the pre-revised scale will be allowed in the revised scale at the rate of last increment in the revised pay scale.
- f) In the case of an officer enjoying personal pay in the pre-revised scale, personal pay will be retained in the revised pay scale by multiplying with a factor of 1.30 rounded to the next multiple of 10. If the amount so arrived is already multiple of 10 or 100 as the case may be, the amount will not be rounded of the next multiple: This personal pay will be absorbed in future increase in pay due to promotion and Higher Grade promotion, if any.

- g) If an officer is on deputation / on foreign service and has opted for the pay of the deputation post or under suspension as on 01.07.2018, his pay will be fixed on the date of his rejoining duty - on the basis of pay last drawn immediately before 01.07.2018.
- h. Maximum number of stagnation increment allowed in the revised scale of pay will be six, out of which four will be annual and 5th and 6th biennial. In the case of Chief Engineer and equivalent posts, three stagnation increment will be granted annually and fourth will be biennial at the rate of last increment of scale of pay.
- i. In the case of Officers who had drawn 5th Stagnation Increment on or before 01.07.2016 in the pre-revised scale he / she will be entitled to draw the 6th Stagnation Increment on 01.07.2018 in the revised scale and those who drawn the 5th Stagnation Increment after 01.07.2016 in the pre-revised scale he / she will be entitled to draw the 6th Stagnation Increment in the revised scale on the normal increment date only after completion of two years from the date of increment.
- j. Protected Amount (PA) and Special Protected Amount (SPA) as per previous pay revision orders will be discontinued as on 30.06.2018. However the Protected Amount and Special Protected Amount drawn upto February 2021 will not be recovered. (Illustration No.V)

Method of fixation in the Revised Scale of Pay		
1	Basic pay corresponding to pre-revised pay as per Annexure-I of the Officers Pay Revision Order -2021	
2	No.of stagnation increment drawn in the pre-revised scale.	
3	Eligible amount of revised stagnation increment as applicable based on Row-2 above.	
4	Personal pay, if any in the pre-revised scale multiplied by 1.30 [as per clause 3.2 (f)]	
5	Service pay @ 0.2% of the revised basic pay as per row-1 for each qualified & completed years of service in KSEB Ltd.	
Pay = Basic Pay+Stagnation Increment+ Personal Pay+Service Pay		

The pay arrived above shall be the pay as on 01-07-2018 in the revised scale of pay.

Note:-

- a. *Cadre pay as on 30-06-2018 will not be considered for fixation of basic pay in the revised scale of pay.*
- b. Basic pay, Stagnation Increment, Personal Pay and Service Pay shall be shown separately.

- 3.3.** If during the period of operation of this pay revision or on fixation of pay as on 01.07.2018, officers other than 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 stagnation increments annually and thereafter two stagnation increments biennially, at the rate of the last increment in the revised scale of pay.
- 3.4** In case an amount which is equal to six stagnation increments in the revised scale of pay has to be used for fixation of pay as on 01.07.2018, an Officer except Chief Engineer and equivalent posts, will not be entitled to any further stagnation increments in the revised scale of pay.
- 3.5** If an officer got less than six stagnation increments after revision of pay as on 01.07.2018, he/she will be entitled to draw the balance number of stagnation increments other than in the case of Chief Engineer and equivalent posts.
- 3.6** In the case of Chief Engineer and other officers in the equivalent posts having same scale of pay as that of Chief Engineer, only three stagnation increments will be granted annually and fourth will be granted biennially at the rate of last increment in the revised scale.
- 3.7** In the case of Chief Engineer and equivalent posts, if the maximum numbers of four stagnation increments have been used for fixation of pay as on 01.07.2018 itself, he/she will not be permitted to draw any further stagnation increment in the respective scale of pay.
- 3.8** In the case of officers in the cadre of Chief Engineer and equivalent posts, draws less than four stagnation increments after revision of pay as on 01.07.2018 he/she will be entitled to draw the balance number of stagnation increments accordingly. (Illustration No.I)

4.1 Rule 28A Part-I KSR

Fixation of pay on Promotion/Grade Promotion.

The method of fixation of pay contemplated under Rule-28A in force will be continued as such. 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.

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

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.82,400/-. In such cases fixation will be allowed under Rule 37(a), Part I KSR.*

4.2 The existing date of increment shall not undergo any change.

4.3 Officers whose increment is withheld for want of declaration of probation on 01.07.2018 will be allowed the benefit of fixation of pay on the basis of the pay actually drawn as on 30-06-2018 and he will continue on that pay till the date of effect of declaration of probation. (The period during which increment is withheld will not be reckoned for computation of service pay). The pay so fixed will be revised on declaration of probation, notionally counting the increment accrued in pre-revised scale prior to 01.07.2018, but withheld. Monetary benefit of revised fixation will be admissible only from the effective date of declaration of probation. He will be eligible to draw his next increment on the normal date. (Illustration No.VI)

4.4 In the case of officers who are under suspension on 01.07.2018, pay will be fixed as on the date of rejoining on duty (ie on reinstatement) on the basis of pay last drawn prior to 01.07.2018.

4.5 In the case of officers whose increment in the pre-revised scale is barred with cumulative effect, their pay in the revised scale will be fixed as on 01-07-2018 (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. Further increments will be continued at the normal increment dates as existed before increment bar is effected. (Illustration No.VII)

- 4.6** 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 01-07-2018 (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. Further increments will continue at the normal date of increment as existed before increment bar without cumulative effect. [Illustration No. IX (A) & IX (B)]
- 4.7** 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 01-07-2018 (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.
- 4.8** 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 01-07-2018 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.
- 4.9** In the case of officers who are continuing on LWA on 01-07-2018, 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.
- 4.10 Fixation of pay for new recruits**
The pay of the new recruits, who joined KSEBL's Service on or after 01-07-2018 will be at the minimum of the revised scale of pay applicable to the respective posts.

4.11 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 Cadre Pay

Cadre Pay at the revised rates will be paid as per clause 3 of Officers Pay Revision Order -2021 w.e.f 01.07.2018.

6. Allowances

1. Dearness Allowance

Dearness Allowance will be calculated as per part-II, Clause-1 of the Officers Pay Revision Order-2021. The admissible rates of DA w.e.f.01.01.2019 will be as follows:

Date	Rate of DA (%)	Total DA (%)
01.01.2019	3	3
01.07.2019	4	7
01.01.2020	4	11
01.07.2020	3	14

Dearness Allowance will be revised during the months of January and July of every year based on AICPI (IW).

2. House Rent Allowance

House Rent Allowance will be given as per part-II, Clause-2 of the Officers Pay Revision Order-2021.

3. Medical Allowance

This allowance is governed by part-II, Clause-3 of the Officers Pay Revision Order-2021. Medical Reimbursement claim below Rs.500/- at a time will not be admitted. Full reimbursement of medical expenses will be provided to officers of the Kerala State Electricity Board Limited for the accidents occurred during the course of employment including the reimbursement of expenses for food charged by the hospital for the patient and one bystander subject to a maximum of Rs.600/- per day. The reimbursement of food expenses incurred by the bystander is restricted to Rs.300/- per day.

4. **Hydel Area / Operation Allowance**

This allowance is governed by Part II, clause 4 of the Officers Pay Revision Order -2021 and will be paid at the rate of Rs.850/- per month to all officers working in the Hydel project area and to those officers in Generating Stations.

Note:

1. Hydel Area/Operation Allowance will be paid at a higher rate of 125% of normal rate on completion of 3 years of continuous service in Hydel Project Areas & Generating Stations.
2. Hydel Area Allowance will be paid to officers working in offices situated in places appended to Pay Revision order 2021 (Annexure II).
3. Officers engaged in KDPP will also be eligible for Operation Allowance.
4. Hydel Area Allowance and Operation Allowance will not be paid together.

5. **Hill Tract Allowance**

Hill Tract Allowance is revised as per part-II, Clause-5 of the Officers Pay Revision Order-2021.

Note:

1. This allowance will not be paid in areas where Project Allowance/ Hydel Area Allowance/Operation Allowance is payable.
2. Hill Tract Allowance is payable at the areas specified in Appendix-IX, KSR Volume-1.
3. The change in classification of places, if any, notified by the State Government from time to time will be applicable to KSEBL also.

6. **Project Allowance**

Project Allowance at the rate of Rs.3000/- per month will be paid to the officers working in projects under construction. (Part-II, Clause 6 of the Officers Pay Revision Order 2021)

Note:

1. Project Allowance and Hydel area/Operation Allowance shall not be paid together.
2. Project Allowance shall be discontinued upon completion of the project under construction.

3. In case of Hydel projects, if the officer continues to work in the Hydel project after completion of the construction, he/she will be eligible for Hydel Area Allowance.

7. Special Duty Allowance

Special Duty Allowance will be paid as per part-II, Clause-7 of Officers Pay Revision Order-2021.

Note:

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.

8. Shift Duty Allowance

Shift Duty allowance will be paid at the rate given in table under Clause-8, Part-II of the Officers Pay Revision Order-2021

Note:

- a) This allowance is payable to those officers who are required to work in shifts including night shifts.
- b) This allowance at the specified rates will be applicable to the officers working in Control Rooms.
- c) This allowance is applicable only where three shifts are in operation except Moolamattom Power House, where four shifts are operated.

9. Technical Allowance

Technical Allowance is governed by part-II, Clause-9 of the Officers Pay Revision Order-2021.

10. Research / Design Allowance

Research / Design Allowance is governed by part-II, Clause-10 of the Officers Pay Revision Order-2021.

11. Permanent Conveyance Allowance

This allowance is governed by part-II, Clause-11 of the Officers Pay Revision Order-2021.

Note:-

- a) This allowance is applicable to Nodal Officer (Litigation) also.
- b) This allowance will not be provided to Officers for whom conveyance has been provided by KSEBL.

- c) Assistant Executive Engineers of Electrical Sub Divisions to whom vehicle has been provided by KSEBL, shall not be eligible for Conveyance Allowance.
- d) The allowance is intended to compensate the expenses of travel incidental to the discharge of their duties in the respective areas of work within a distance of 8 kms from the head quarters. The other conditions for payment of this allowance will remain unaltered.

12. **Isolated Area Allowance**

Isolated Area allowance will be paid at the rate of Rs.3,000/- per month to the Officers working in places specified in the table under part-II, Clause-12 of the Officers Pay Revision Order-2021.

Note:-

- a) This allowance will be paid at a higher rate of 125 % of normal rates for officers on completion of 3 years of continuous service in the above areas.
- b) This allowance will also be applicable to the isolated areas which will be notified by the KSEBL from time to time.
- c) This allowance will only be paid to those officers who are physically present at the above places and performing duty.
- d) Isolated Area Allowance will be payable to officers who are drawing Project Allowance/Hydel Allowance/Investigation Allowance/Hydel Area Allowance/ Operation allowance, subject to conditions under Clause 25(i) of the Officers Pay Revision Order 2021.

13. **Tunnel Allowance**

Tunnel allowance is governed by Part II, clause 13 of the Officers Pay Revision Order -2021 and will be paid at the rate of Rs.325/- per month 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 working on a regular basis with full time duties inside the underground power station at Moolamattom for a minimum period of 14 days in a month.

14. **Warm Clothing Allowance**

This allowance will be paid at the rate of Rs.850/- for purchasing woollen blankets once in two years (Clause-14 of part-II of the Officers Pay Revision

Order-2021) to those who are working in designated areas as shown in Annexure-III the Officers Pay Revision Order 2021.

15. Teaching Allowance

Teaching Allowance is governed by part-II, Clause-15 of the Officers Pay Revision Order-2021.

16. Spectacle Allowance

The Spectacle Allowance is governed by part-II, Clause-16 of the Officers Pay Revision Order-2021 and will be given once in 5 years at the rate of Rs.3000/-.

- (a) This allowance will be paid based on a declaration furnished by the officer along with the cash bill to the effect that the spectacle has been purchased for his / her own use.
- (b) The present practice of entering the receipt of this allowance in the Service Book of the officer will be strictly followed.

17. Hydel Allowance / Investigation Allowance

Hydel Allowance / Investigation Allowance will be paid at the rate of Rs.2750/- per month and is governed by part-II, Clause-17 of the Officers Pay Revision Order-2021.

The conditions for payment of this allowance are given below:

- a) This Allowance shall be paid to the officers who are actually engaged in the field of investigation work / working in Hydel Generating Stations and associate offices located in that place.
- b) The engagement of officers for investigation work has to be matched with the tour diary and has to be certified by their respective Controlling Officers.
- c) Investigation Allowance will be eligible till the completion of investigation duties and submission of final report.

Note:

- i Investigation Allowance will be paid only to officers who are physically staying in the area and engaged in the field for investigation work.
- ii In the case of Hydel Allowance/ Investigation Allowance/ Project Allowance, an officer will be eligible for any one of the allowances only.

18. I T Allowance

IT allowance is governed by part-II, Clause-18 of the Officers Pay Revision Order-2021.

Note: This allowance will be applicable to officers engaged in software testing also. Controlling Officers shall ensure whether the prescribed qualifications are acquired by the claimant before sanctioning this allowance.

19. Conveyance Allowance to Physically Challenged Officers

This allowance is governed by part-II, Clause-19 of the Officers Pay Revision Order-2021.

20. Education Allowance to Parents of Differently Abled Children

This allowance is governed by part-II, Clause-20 of the Officers Pay Revision Order-2021.

21. Hotline Allowance

Hotline Allowance is governed by part-II, Clause-21 of the Officers Pay Revision Order-2021.

22. New Delhi Allowance

This allowance is governed by part-II, Clause-22 of the Officers Pay Revision Order-2021.

23. Funeral Expenses

It is governed by Part II, clause 23 of the Officers Pay Revision Order 2021. Funeral expenses amounting to Rs.10,000/- will be paid to family members of the officer who dies in harness which will not be recovered from any amount payable to his/her legal heirs.

24. Leave Travel Concession

The existing scheme for granting Leave Travel Concession will continue as such. The guidelines regarding the admissibility, distance of travel, advance payment, mode of conveyance, reimbursement of fare etc are specified as per G.O.(P) No.5/2013/Fin dated 02-01-2013. (Part II, clause 24 of the Officers Pay Revision Order 2021)

25. Conditions for claiming allowances

- (i) Payment of allowances to the officers will be limited to any of the two allowances at their choice in addition to DA, HRA 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 the conditions under Note 4 of Clause 4, Note.1 of Clause 5 and Note 1 of Clause 6 pertaining to allowances.
- (ii) Conveyance Allowance to physically challenged officers, Tunnel allowance and Education allowance to parents of physically / mentally challenged children and allowances payable annually/once or twice in service/once in five years are exempted from the restrictions in (i) above.
- (iii) A declaration from the Officer concerned expressing his / her choice of allowances should be obtained and pasted in the Service Book. The Drawing Officer shall record the total allowances so opted in the service Book of the employee.

7. General

1. The existing provision for granting time bound Higher Grade promotion for completed years of service for 10, 18 & 25 years will continue as such.
2. The benefit of fixation of pay as contemplated under Rule 28A Part 1 KSR was fixed in the last pay revision at the scale of pay; the minimum of which exceeds Rs.57,220/-. This limit will be enhanced to Rs. 82,400/- with effect from 01.07.2018. In those cases in which the above limit exceeds, fixation will be made under Rule 37 (a) Part 1 KSR.
3. The Special Pay now being paid to Chairman & Managing Director and Full Time Directors at the rate of Rs.7500/- per month is revised and enhanced to Rs.10,000/- per month.
4. The existing rate of Charge Allowance for holding Full additional charge is 4% of minimum of the scale of pay attached to the additional post and that for discharging current duties is 2% of the minimum of the scale of pay of additional post. The existing rates and conditions will continue in the revised scales.
5. The employees joined KSEBL service before 18.03.2007 will be allowed one more chance for submitting application for reckoning their prior service, subject

to the condition that the employee's pension contribution should be paid directly by the former employer itself. All applications in this regard shall be submitted to the Board on or before 31.07.2021. No applications in this regard will be entertained after 31.07.2021. The above service rendered in Government Department will be reckoned for pensionary benefits only.

6. In the case of treatment for heart ailments, Pariyaram Medical College (Sahakarana Hrudayalaya), Kannur and Malabar Institute of Medical Sciences, Kozhikode are also included among the list of hospitals such as Sree Chitra Tirunal Institute of Medical Sciences and Technology Thiruvananthapuram, Sree Uthradam Tirunal Hospital Thiruvananthapuram, Amrutha Institute of Medical Sciences Kochi etc. for reimbursement of medical expenses at the rate admissible at Sree Chitra Tirunal Institute of Medical Sciences and Technology Thiruvananthapuram.
7. Those Officers working in isolated areas as specified in Clause-II (12) and occupying KSEBL quarters will be given House Rent Allowance applicable at those places, provided that the rent applicable to those quarters will be recovered from them. The revised rates of HRA will be given only from the date on which the recovery of rent commenced.
8. Conditions of giving allowances as provided in Officers Pay Revision -2021 shall be strictly followed by the Controlling Officers & Drawing and Disbursing Officers concerned, before admitting the allowances. The Controlling Officers & Drawing and Disbursing Officers concerned will be personally responsible for any deviation from the conditions or provisions in the Officers Pay Revision Order 2021/ Audit Circular.
9. The fixation as per Officers Pay Revision Order -2021 shall be approved only after clearing the objections of all pay revisions prior to this settlement from the Pay Fixation Section, Office of the Chief Internal Auditor.
10. The Drawing Officers will be responsible for fixation and drawal of pay and allowances as per Officers Pay Revision Order 2021, if previous pay revision fixations are not got approved by the Accounts Officer, Pay Fixation, Office of the Chief Internal Auditor.
11. A declaration in the format appended to this Circular as Annexure-2 is to be obtained from every employee and the same is to be countersigned by the ARU Head before claiming the salary and allowances at the revised rate.

12. Further clarifications, if any required, on the provisions of Officers Pay Revision 2021 shall be sought from the Pay Revision Cell, Personnel Department, Vydyuthi Bhavanam, Pattom, Thiruvananthapuram, and Pin-695 004.

8 Date of Effect of Revision of pay and allowances and Drawal of Arrears

8.1 Date of Effect of Revision of pay and allowances.

- a) Pay (including Stagnation increments, Cadre Pay, Personal Pay and Service Pay), Dearness Allowance and Medical Allowance at the revised rates will be paid from 01.07.2018.
- b) The revised pay and allowances at the revised rates will be paid from 01.04.2021 with the salary of March 2021.
- c. All other revised allowances will have effect from March-2021 onwards.
- d. City Compensatory Allowance now being paid will be discontinued with effect from 01.03.2021.

8.2 Drawal of Arrears

- i. The arrears from 01.07.2018 to 31.12.2020 will be credited to the respective GPF account of officers in four instalments each at 25% on 01.06.2021, 01.01.2022, 01.06.2022 and 01.01.2023.
- ii. The arrears from 01.01.2021 will be paid in cash.
- iii. The Pay revision arrears pertaining to officers who retire before crediting any of the pending instalments to be credited to the GPF account will be disbursed in cash after deducting Income Tax Liability at a spell of three months from the date of retirement.

Eg:- If an officer retires from Board Service after crediting his 1st Instalment of Pay Revision Arrear in his /her GPF account, remaining three instalments will be disbursed in cash at a spell of three months each from the date of his / her retirement.

- iv Those officers who have already retired or relinquished KSEBL service after 01.07.2018 will be paid the entire arrears in cash in 4 instalments each at 25% during May 2021, September 2021, December 2021 and March 2022, after deducting Income Tax liability from each instalment.

- v The employees in whose cases it is not obligatory to maintain GPF account will be paid the entire arrears in cash in 4 instalments each at 25% during May 2021, September 2021, December 2021 and March 2022, after deducting Income Tax liability from each instalment.
- vi. Income tax liability towards the arrears accrued will be recovered from the instalment of pay revision arrears and the balance only be credited to the GPF Account. If the employee opts otherwise, the entire amount of instalment will be credited to the GPF account.
- vii. No withdrawals other than the final withdrawal will be allowed from the arrears of pay and allowances thus credited to the GPF account till 01.04.2025.

9. Accounting

The regular pay and allowances from the financial year 2020-21 onwards 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.

Account Code	Nomenclature
83.517	Employee cost relating to past years - Salary of Officers (Pay Revision)

10. Approval Process

Revision/Fixation of pay of all workmen 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 workmen including PTC employees who are drawing their salary from the Office of the Chief Engineer (HRM)[ARU No.952] shall be disbursed after getting pay fixation 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 employee. 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 are only permitted to give provisional approval for pay fixation.

11. Duration of Pay Revision

The duration of the Pay revision is fixed as 5 Years from 01.07.2018.

12 Person to be contacted for clarifications

The ARU Officers can contact the Accounts Officer (Pay Fixation), Office of the Chief Internal Auditor, in the following telephone numbers, for any procedural and operational clarifications.

Phone Nos:- 0471-2514328, 0471-2514347, 0471-2514567.

Lekha
CHIEF INTERNAL AUDITOR

To

The Secretary (Administration), K.S.E.B.Limited.
The Chief Engineer (HRM), K.S.E.B.Limited.
All Chief Engineers
The Chief Personnel Officer/Chief Engineer(IT & CR).
The Accountant General (Audit), Kerala.
The Chief Vigilance Officer / LA & DEO / Special Officer (Revenue).
The Financial Adviser / Public Relations Officer.
The Deputy Chief Engineer (HRM-II).
The Senior Accounts Officer (Admn.), O/o the CE (HRM)
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.