	<p align="center">KERALA STATE ELECTRICITY BOARD LIMITED</p> <p align="center"><i>(Incorporated under the Indian Companies Act, 1956)</i></p> <p align="center">Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram-695 004, CIN :U40100KL2011SGC027424, website: www.kseb.in</p> <p align="center">Corporate Office (Audit)</p> <p align="center">5th Floor, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram-695 004, Phone No. : 0471-2514347, 2514537 Fax : 0471-2448584 Email : cia@ksebnnet.com</p>
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No. Pay Fixation A8/Pay Revision 2016/

Dated 04/03/2016

CIRCULAR No. I/LTS/2013

Sub:- Memorandum of settlement dated 17-02-2016 – Revision of wages and allowances of Workmen – 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.
3) B.O.(DF).No.747/2016 (PSI/3764/PR/2015) dated Tvpm 04-03-2016.

The Kerala State Electricity Board Limited (KSEBL) in its Order cited has revised the pay and allowances of workmen with effect from 01-08-2013 as per Memorandum of Settlement [commonly known as Long Term Settlement 2016 or LTS 2016] dated 17-02-2016.

These instructions/guidelines are issued to assist in fixing the pay of workmen in the revised scale of pay and other matters.

1. Introduction

The revised pay will be effective from 01-08-2013 and is applicable to all categories of workmen in KSEBL. The provisions relating to fixation of pay in the LTS 2016 are briefed below:

Article IV	Deals with scales of pay, weightage and rules for fixation
Article V	Deals with various allowances
Article VI	Deals with the date of effect and drawal of arrears
Article IX	Deals with the wage revision of PTC employees
Article X	Deals with various allowances of PTC employees

2. Weightage of Service 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 for each completed year of service as on 31-07-2013.

- b) In the case of workmen having fraction of a year of service, weightage will be given @ 0.05 % (Zero point zero five percentage) of the basic pay in the pre-revised scale 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 workmen in regular service of the KSEBL as on 31-07-2013.
- 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 workmen reckonable for weightage.

- a) Qualifying period of service in KSEBL as on 31-07-2013
- b) Broken periods 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) Workmen who are appointed to higher categories in KSEBL service itself, by direct recruitment through Kerala Public Service Commission, the service put in by such workmen in the KSEBL prior to appointment to the higher post.
- e) Former Government service followed by the KSEBL service without break prior to 01-08-2003 and reckoned by the KSEBL [“Clause (viii)” used in Article-IVB-b-vi has been corrected as “Clause (vii)” by modification in the LTS 2016].
- 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 settlement ; if they have been regularized in the Board Service either by Board or by the Public Service Commission, on or before 31-07-2008 (Clause B, sub clause b (viii) of Article-IV of Long Term Settlement 2016) (B.O. No.PS 1/1533/89 (22) dated 24-04-1990).

- g) The continuous provisional service rendered by the Provisional Lineman/ Meter Readers from February 1989.
- h) The actual period of CLR service of the workmen in the Board who were appointed under Compassionate Employment Scheme.
- i) PTC workmen in KSEBL who have been subsequently regularized as Full Time Workmen in the Board Service as on 31-7-2013 will be paid weightage for their service as PTC workmen as provided in Clause B, sub clause (b) of Article-IX of Long Term Settlement 2016.

Eg. A Full Time Workman, who has 6 years and 5 months service as PTC and 3 years and 9 months service as Full Time Workman as on 31-07-2013 will be eligible for weightage as follows.

- (i) For PTC Service : $6 \times 0.6 + 5 \times 0.05 = 3.6 + 0.25 = 3.85 \%$
 - (ii) For Full Time Service : $3 \times 0.6 + 9 \times 0.05 = 1.8 + 0.45 = 2.25 \%$
- Total weightage admissible [(i) + (ii)] = 6.10 %

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 (b) period of suspension treated as period not spent on duty (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 taken on personal ground, for taking up employment in India or abroad and for joining spouse, 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 workman who entered in KSEBL Service on or after 01-08-2003.

3. Fitment Benefit

Fitment benefit @ 12% of the Basic Pay as on 31-07-2013 will be allowed subject to a minimum of Rs 2250/-

4. Fixation of Pay in the revised scale

- 4.1** The Pay of a workman in service on 31-07-2013 will be fixed observing the provisions contained in Clause B, Sub-clause (c) of Article IV of Long Term Settlement 2016, as detailed below;

Add to the Basic Pay (BP) of the workman as on 31-07-2013 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.

Note: Basic pay mentioned above includes basic pay, stagnation increments and personal pay drawn in the pre-revised scale as on 31-07-2013.

Calculation of amount for fixation in the Revised Scale of Pay		
1	Basic Pay of the Workman as on 31-07-2013 (Basic pay + SI +PP)	
2	Assured Fitment Benefit @ 12 % of pre-revised Basic Pay as on 31-07-2013 or Rs 2250/-which ever is higher.	
3	DA @84.253 % of the pre-revised Basic Pay as on 31-07-2013	
4	Weightage (As per Clause (2.1) above).	
5	Total : (1) + (2) + (3) + (4)	

4.2 Fixation in the revised scales.

- a) If the amount arrived at as per Clause 4.1 above is less than the minimum of the revised 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(a) &1(b)]
- c) If the amount arrived at as per Clause 4.1 above is more than the maximum of the revised scale of pay but does not exceed admissible five Stagnation Increments, the Pay will be fixed at the next stage of the unavailed Stagnation Increment in the revised scale.[Illustration No.2(a) to 2(c)]
- d) If the amount arrived at as per Clause 4.1 above is more than the maximum of the revised scale of pay and admissible five Stagnation Increments, the Pay will be fixed at maximum of the scale plus five Stagnation Increments and the excess over 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.3]

- e) The pay arrived at as per Clause 4.2 a,b,c & d above as the case may be, shall be the pay as on 01-08-2013 in the revised scale of pay.
- f) If a workman reaches the maximum of the revised scale of pay applicable to him/her and thereby stagnates in the pay scale, he/she will be permitted to draw five more annual increments as stagnation increments, at the rate of last increment in the revised pay scale. [Illustration No.4]
- g) In case an amount which is equal to or more than five stagnation increments in the revised pay scale has to be used for fixation of pay, he/she will not be entitled to any further stagnation increments in the revised scale of pay. However, if less than five stagnation increments have been used for fixation of pay, he /she will be entitled to draw the balance number of unavailed stagnation increments.[Illustration No.5,6(a) to 6(c)]
- h) If any workman who is ineligible to draw any further increments in the revised pay scale on or after 01-08-2013, has drawn increments in the pre-revised scale from 01-08-2013 to the date of settlement, ie.17-02-2016, 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 settlement, whichever is earlier.
- i) If a workman 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 B, Sub-clause c-i (10-a) of Article-IV of Long Term Settlement 2016, the difference between the protected amount and the benefit granted by way of promotion/grade promotion will be protected.
This protected amount will not be counted for any other purpose including Dearness Allowance, Pension, Earned leave Surrender etc.

Note:- The protected amount as on 31-07-2013 allowed as per previous Settlements (LTS 2007 & LTS 2011) 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. 7]

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 a workman 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 by one increment with the actual pay drawn by him in the lower time scale of pay.

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 next stage 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.8]</p>

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 01-08-2013 to 31-01-2016 and exercised option (a/b) under Rule 28A Part I KSR, in the pre-revised scale, will be allowed re-option. The above re-option shall be exercised within three months of the date of this Circular in the form shown as Annexure-2.

4.5 Fixation of pay for those who were promoted/granted grade promotion prior to 01-08-2013 and exercised option (b) in the pre-revised scale on or after 01-08-2013.

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.9]

- 4.6** Workman whose increment is withheld for want of declaration of probation on 31-07-2013 will be allowed the benefit of fixation of pay on the basis of the pay actually drawn as on 31-07-2013 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 31-07-2013, but withheld. The period during which increment was withheld will also be counted for service weightage now. 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.10(a) & 10(b)]
- 4.7** In the case of workmen who are under suspension on 31-07-2013, pay will be fixed as on the date of rejoining on duty on the basis of pay last drawn prior to 31-07-2013. [Illustration No.11]
- 4.8** In the case of workmen 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 01-08-2013 (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.12(a) &12(b)]
- 4.9** In the case of workmen 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 01-08-2013 (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.13]

4.10 In the case of workmen 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 01-08-2013 (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.14]

4.11 In the case of workmen 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 01-08-2013 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.15]

4.12 In the case of workmen who are continuing on LWA on 31-07-2013, 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.16]

4.13 Fixation of pay for new recruits

- a) The pay of the new recruits, who joined KSEBL's Service on or after 01-08-2013 will be at the minimum of the revised scale of pay applicable to the respective posts.
- b) Fixation benefits based on LTS 2016 will not be admissible to workmen who entered KSEBL service on or after 01-08-2013.

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 Wage Revision of PTC Employees

5.1 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 31-07-2013.
- b) In case of workmen having fraction of a year of service, weightage will be given @ 0.05 % (Zero point zero five percentage) per 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 of pay.

- d) The weightage of service will be admissible only to the workmen in regular service of the KSEBL as on 31-07-2013.
- e) For calculation of weightage, fraction of a rupee, if any, will be rounded off to the next higher rupee.

5.2 Services reckonable for weightage.

- a) Qualifying period of service in KSEBL as on 31-07-2013
- b) Broken periods 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).

5.3 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 (b) period of suspension treated as period not spent on duty (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 taken on personal ground, for taking up employment in India or abroad and for joining spouse, 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 workman who entered in KSEBL Service on or after 01-08-2003.

5.4 Fitment Benefit

Fitment benefit @ 12% of the Basic Pay as on 31-07-2013 will be allowed subject to a minimum of Rs 1250/-

5.5 The existing scales of pay of PTC Employees are revised as detailed below.

Area to be swept	Existing Scale of Pay	Revised Scale of Pay
Upto 300 sq.mts.	4100-85/7-4695-105/7-5430-140/7-6410-180/7-7670 (28 yrs)	8500-250/7-10250-290/7-12280-325/7-14555-360/7-17075 (28 yrs)
301sq.mts to 800 sq.mts.	4525-105/7-5260-140/7-6240-180/7-7500-225/7-9075 (28 yrs)	10250-290/7-12280-325/7-14555-360/7-17075-450/7-20225 (28 yrs)

5.6 Fixation of Basic Pay in the revised scale–Clause B,Sub-clause (c) of Article IX of LTS 2016

The pay of PTC Employees in service as on 01-08-2013 will be fixed by observing the provisions contained in Clause B,Sub-clause (c) of Article IX of Long Term Settlement 2016.

Add to the Basic Pay as on 31-07-2013 in the pre-revised scale, the following:-

- a) Assured fitment benefit of Rs 1250/- (Rupees One 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 5.1 above.

Calculation of amount for fixation in the Revised Scale of Pay		
1	Basic Pay of the Workman as on 31-07-2013	
2	Assured Fitment Benefit @ 12 % of pre-revised Basic Pay as on 31-07-2013 or Rs 1250/-which ever is higher.	
3	DA @84.253 % of the pre-revised Basic Pay as on 31-07-2013	
4	Weightage (As per Clause (5.1) above).	
5	Total : (1) + (2) + (3) + (4)	

5.7 Fixation in the revised scales.

- a) If the amount arrived at as per Clause 5.6 above is less than the minimum of the revised scale, the pay will be fixed at the minimum of the revised scale of pay.
- b) If the amount arrived at as per Clause 5.6 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 of pay or not. [Illustration No.17(a) & 17(b)]
- c) If the pay arrived at as per Clause 5.6 above is more than the maximum of the revised scale of pay but does not exceed admissible five Stagnation Increments, the Pay will be fixed at the next stage of the unavailed Stagnation Increment in the revised scale of pay.
- d) If the pay arrived at as per Clause 5.6 above is more than the maximum of the revised scale of pay and admissible five Stagnation Increments, the Pay will be fixed at the maximum of the revised scale of pay plus five Stagnation Increments and the excess over five stagnation increments will be treated as 'Personal Pay'. This Personal Pay will count for all purposes, namely subsequent fixation of pay, leave salary, drawal of allowances including Dearness Allowance and Pension.

- e) The pay arrived at as per 5.7 a,b,c & d above as the case may be, shall be the pay as per 01-08-2013.
- f) If a workman reaches the maximum of the revised scale applicable to him/her and thereby stagnates in the revised scale, he/she will be permitted to draw five more annual increments as stagnation increments, at the rate of the last increment in the revised scale.
- g) 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 vide Clause B, Sub-clause c (3 & 5) of Article IX of Long Term Settlement 2016, he / she will not be entitled to any further stagnation increment in the revised scale of pay. However, if less than five stagnation increments have been used for fixation of pay, he / she will be entitled to draw the balance unavailed stagnation increments vide Clause B, Sub-clause c-i (3) of Article IX of LTS 2016.
- h) **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.

6. Rules of Fixation of the Special Group CLR Workers

- a) Add to the basic pay as on 31-07-2013 the following;
 - i) An assured fitment benefit of ₹ 2250/-
 - ii) Admissible DA as on 31-07-2013 (84.253% of basic pay as on 31-07-2013)
 - iii) Minimum weightage of ₹ 175/-
- b) The amount so arrived shall be fitted in the revised scale of Mazdoor.

7. Allowances for Regular Employees:

- 7.1** Serial No.2 under Article V pertaining to City Compensatory Allowance is modified and read as 2A.
- 7.2** **Dearness Allowance** will be calculated as per Article V, Clause 1 of the Long Term Settlement 2016.
- 7.3** **House Rent Allowance** will be as per Article V, Clause 2 of the Long Term Settlement 2016.
- 7.4** **City Compensatory Allowance** is admissible only for workmen 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 kilo meters 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 and above for the purpose of granting City Compensatory Allowance (Article V, Clause 2A of the Long Term Settlement 2016).

7.5 Medical Allowance is governed by Article V, Clause 3 of Long Term Settlement 2016. Medical Reimbursement Claims below Rs.200/- at a time will not be admitted with effect from 01-04-2016.

7.6 Hill Tract Allowance will not be paid in areas where Project Allowance / Hydel Area / Operation Allowance is payable.

7.7 Hydel Area Allowance and Operation Allowance will be paid to the workmen working in the offices situated in the notified places which are shown in Annexure II of the LTS 2016.

- a) This allowance shall be paid at a higher rate of 125% of normal rate for workmen on completion of three years of continuous service in hydel project areas & generating stations.
- b) Those workmen engaged in BDPP and KDPP will also be eligible for Operation Allowance.
- c) Hydel Area Allowance and Operation Allowance will not be paid together.

7.8 Project Allowance will be paid to the workmen working in the projects under construction. Project Allowance and Hydel Area Allowance shall not be paid together.

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

7.9 Investigation Allowance will be paid only to the workmen who are actually engaged in investigation duties in field. Investigation allowance will be eligible till the completion of the investigation duties and the submission of final reports.

7.10 Allowance to Office Attendants is governed by Article V, Clause 8 of Long Term Settlement 2016.

7.11 Spread Over Allowance will be extended to the Electricity Workers at the rate of Rs.220/month. For the Executive Staff up to Sub Engineers will be at the rates specified in the table as per the Clause 9 and also for those persons who are actually engaged in the EHT line maintenance work and who are members of the Breakdown wing.

- a) The allowance will be extended to the workmen posted for duty in the Communication Units, Relay Units, PET and for maintenance duty in Substations and Generating Stations.
- b) This allowance will not be payable where overtime wages are being paid to such categories.
- c) In Electrical Sections, staff under Break Down Wing has to attend the Spread Over Duty. Duty time of staff under Capital & Maintenance Wing and field staff under Revenue Wing has been limited from 8 AM to 5 PM. In case of exigencies they are bound to attend the duties assigned and Spread Over Allowance will be given on pro-rata basis. Certification by the Controlling Officer is to be ensured before claiming this allowance for those who work on exigency. Workmen in Independent Centres and Transformer Field Repairing Units are also eligible for this allowance.
- d) Sub Engineers / Sub Engineer Trainees in Electrical Sections where shift duty is not in vogue are also eligible for this allowance.

7.12 Extra Duty Allowance to Drivers is governed by Article V, Clause 10 of Long Term Settlement 2016.

7.13 Shift Duty Allowance is payable to those workmen who are required to work in shifts including night shifts at the rates given in the table under Clause 11 of Article V of LTS 2016.

- a) This allowance at the above rates is payable to the workmen working in Control Rooms also
- b) Workmen are not eligible to draw Shift Duty Allowance and Spread Over Allowance together
- c) This Allowance is extended to Customer Relation Assistants working in Centralised Customer Care and Call Centre.
- d) This Allowance is applicable only where three shifts are in operation.

Note:- As the Foot Note (f) under Clause 11 of Article V of LTS 2016 stands deleted from the LTS 2016, the condition need not be applied in claiming the allowance.

7.14 Uniform Allowance will be paid every year to the following categories who have to wear uniform, subject to the conditions as shown in Clause 12 of Article-V of LTS 2016.

- a) An amount of Rs.500/- per year will be paid to workmen working in Transformer Maintenance Units in TMR Divisions as Shoe Allowance.
- b) The post of Scavenger is re-designated as Cleaning Assistant.
- c) Boiler Suit (one set per workman) will be provided for those working in the boiler room in BDPP/KDPP. One set of boiler suit will be retained in the Office for the use of supervisory staff.
- d) Uniform allowance will not be paid to those including drivers who are not wearing the prescribed uniform during duty hours.
- e) The payment will be made during July every year based on a certificate regarding wearing of uniform from the Controlling Officer.
- f) The Controlling Officers shall discontinue sanctioning of uniform allowance and recover the allowance sanctioned earlier, if a workman does not wear uniform during duty time.
- g) Drivers are also eligible for Uniform Allowance subject to conditions stated in (d), (e) and (f) above.

7.15 Night Duty Allowance will not be paid where shift duty allowance is paid. Eligible night duty allowance of workmen from 16th of previous month to 15th of current month will be preferred in the pay bill of the current month.

7.16 Cash Security Allowance is governed by Article V, Clause 14 of Long Term Settlement 2016.

7.17 Warm Clothing Allowance is governed by Article V, Clause 15 of Long Term Settlement 2016.

7.18 Line Construction Allowance will be paid to those workmen who are actually engaged in the construction / maintenance of Lines having voltage level of and above 33kV and to those working in Substation.

Workmen in receipt of Conveyance Allowance (as specified in Item No. 19 of Article V) or any other Construction Allowance will not be entitled to Line Construction Allowance.

7.19 Store Allowance will be paid only to the staff working in the store from 8 AM to 5 PM.

Heavy Duty Allowance now being paid to Electricity Workers in store is revised to ₹100/- month.

7.20 Technical Allowance is governed by Article V, Clause 18 of Long Term Settlement 2016.

7.21 Conveyance Allowance to the Electricity Workers and Executive Staff, including Meter Readers in the Distribution Sections, will be revised irrespective of the mode of conveyance used.

Senior Assistants of Regional Audit Offices, System Supervisors and Nodal Officers (Litigation) are also eligible for this allowance.

Except in the case of physically challenged regular workmen, the allowance is intended to compensate the expenses met for travel within a distance of 8 kilo meters from headquarters to discharge their duties in their respective areas of work.

7.22 Isolated Area Allowance will be paid to workmen on completion of three years of continuous service in the areas specified in Article V, Clause 20 of Long Term Settlement 2016. This allowance will be paid only to those workmen who are actually performing duty at the above places. Workmen drawing Isolated Area Allowance are eligible for Hydel Area Allowance, Project Allowance and Operation Allowance subject to Clause 5(d) and 6 of Article V of LTS 2016.

7.23 Spectacle Allowance will be given once in five years @ Rs 1200/-.

- a) The workmen who have availed the allowance for the first/second time, is however, eligible to claim this allowance 5 years after the previous claim. (Note (a) of Clause 21 of Article V of LTS 2016 is modified as above).
- b) This allowance will be paid based on a declaration furnished by the workman 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 workman will be strictly followed.

7.24 Tunnel Allowance will be paid to workmen 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 workmen 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.

7.25 Special Allowance to Workmen Engaged for duties in other posts is governed as per Clause 23, Article V of Long Term Settlement 2016. This allowance will be discontinued from the date of disengagement of workmen from above duties.

7.26 Education Allowance to parents of differently abled children is governed by Article V, Clause 24 of Long Term Settlement 2016.

7.27 I T Allowance for Programmers and System Supervisors is governed by Article V, Clause 25 of Long Term Settlement 2016. This allowance will be paid on the basis of different qualifications. The Controlling Officer shall ensure the qualifications before sanctioning this allowance.

7.28 The following allowances discontinued as per the Long Term Settlement dated 11-08-2000 will be continued to be paid to those workmen who are drawing the same as per the provisions of LTS 2007 and 2011 until they are relieved/ transferred from the existing post.

Law Allowance, Higher Qualification Allowance for Account Test (Higher) holders, Special Pay for Typists & Stenographers holding prescribed Higher Qualifications, Higher Qualification Allowance to Executive Staff, Headquarters Extra Duty Allowance and Special Allowance to:

- a) Stenographer attached to the Chairman, Full Time Directors, Secretary, Public Relations Officer, Chief Engineer (HRM) and Deputy Chief Engineer - (HRM-I).
- b) Office Attendants attending to Financial Adviser, Public Relations Officer and Chief Personnel Officer.

7.29 Hotline Allowance is governed by Article V, Clause 27 of Long Term Settlement 2016.

7.30 New Delhi Allowance is governed by Article V, Clause 28 of Long Term Settlement 2016.

7.31 Oil Allowance, Dust Allowance, Chemical Allowance and Thermal Allowance are governed by Article V, Clause 29 of Long Term Settlement 2016.

7.32 The following Allowances given as per the Long Term Settlement 2011 will be continued to be paid to those workmen who are drawing the same until they are relieved/ transferred from the existing post.

1. Heavy Duty Allowance for Mobile Crane, Heavy Truck, HEME and HCE Operators.
2. Special Allowance to Duplicator Operators/Blue Printers/Office Attendants.

3. High Speed Allowance for Typists & Stenographers.

The workmen who are claiming allowance at present as per serial No.1 & 2 above are permitted to draw the same only if they actually operate the equipment/machine.

7.33 Funeral Expenses is governed by Article V, Clause 31 of Long Term Settlement 2016.

7.34(a) Payment of allowances to workmen 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 workmen will be paid any of the three allowances at their choice in addition to DA, HRA, and Medical Allowance, subject to conditions under clauses 5(d) and 6 of Article V of LTS 2016.

(b) Conveyance Allowance, Spread Over Allowance, Night Duty Allowance, Tunnel Allowance, Headquarters Extra Duty Allowance to Drivers, Thermal Allowance and allowances payable annually or once/twice in service/ once in 5 years, and Educational Allowance to parents of differently abled children are exempted from the above restriction in (a) above.

7.35 A declaration from the Workmen 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 workman.

8. Allowances to PTC Employees

8.1 Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Hydel Area Allowance, Hill Tract Allowance and Conveyance Allowance to differently abled PTC Workmen are governed by Article-X Clause 1,2,3,5,7 & 10 respectively.

8.2 The medical re-imbursement scheme available to the family members of regular workmen is extended to the family members of PTC workmen also.

8.3 Uniform Allowance

- a) Uniform Allowance will be paid to those who are wearing the prescribed uniform during duty hours.
- b) The payment will be made every year based on a certificate regarding wearing of uniform from the Controlling Officer.
- c) Uniform Allowance at the above mentioned rate will be disbursed to all PTC workmen during July of every year.

- d) The Controlling officers shall discontinue sanctioning of uniform allowance and recover the allowance sanctioned, if the PTC workman does not wear uniform during duty time.

8.4 Spectacle Allowance will be given once in five years @ Rs 1200/-.

- a) The workmen who have not availed the allowance for the 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 workman along with the cash bill to the effect that the spectacle has been purchased for his/her own use. The present practice of entering the receipt of this allowance in the Service Book of the workman will be strictly followed.

8.5 Education Allowance to parents of differently abled children is governed by Article X, Clause 9 of Long Term Settlement 2016.

9. Date of effect of Revision of Pay and Allowances and drawal of Allowances.

9.1 Pay, Dearness Allowance and Medical Allowance at revised rate will be paid from 01-08-2013

9.2 All other allowances at the revised rates will be paid from 01-04-2016.

9.3 All ratio promotions revised as per Long Term Settlement 2016 will have effect from 01-04-2016.

9.4 Arrears from 01-08-2013 to 31-12-2015 will be credited to the respective GPF Account of the workman concerned.

9.5 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.

9.6 Income Tax liability towards the arrears accrued for the period from 01-08-2013 to 31-12-2015 will be recovered from the arrear and the balance only will be credited to the GPF account. If a workman 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.

9.7 In the following cases, the arrears for the period from 01-08-2013 to 31-12-2015 will be paid in Cash.

- a) Workmen who have already retired or relinquished KSEBL's service on or after 01-08-2013.

- b) Workmen 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 workmen in whose cases it is not obligatory to maintain GPF account.

9.8 Arrears in the case of regular workmen for whom GPF Account is mandatory shall be claimed only after getting the GPF Account Number.

9.9 A declaration in the format appended to this to this circular as Annexure 3 is to be obtained from every workman before claiming the salary and allowance at the revised rates.

10. Accounting

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

Period	Account Head
Salary of workmen for the financial year- 2013-14	83.523
Salary of workmen for the financial year- 2014-15	83.524
Salary of workmen for the financial year- 2015-16	83.525

11. 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 be permitted to give provisional approval for pay fixation.

12. Junior/Senior Fixation

- i) If a workman 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 the case where a senior workman promoted to higher post/granted grade promotion before 01-08-2013 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 workman 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- (12.i) and (12.ii) above are subject to the following conditions;
 - a) The senior and the junior workman 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 workman 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 (a) If, in the pre-revised scale of the lower post, the junior employee was drawing more pay than the senior, the senior to such junior will have no claim over the pay of the junior.

- (b) In case where pay of an employee is stepped up in terms of Clause 12(i) & (ii) above, the next increment in the revised scale shall be granted after completing the required service of one year from the date of stepping up of pay.

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

Requests for the 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.

13. Grade Promotion

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

14. Leave Travel Concession

The scheme for granting Leave Travel Concession introduced by State Government is extended to the workmen of KSEBL also. The guide lines 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. The G.O is appended as Annexure-4.

15. General

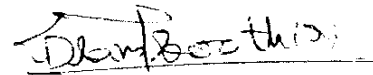
- a) In the Case of treatment for heart ailments, Pariyaram Medical College (Sahakarana Hrudayalaya), Kannur & Malabar Institute of Medical Sciences, Kozhikode are included among the list of hospitals such as Sree Chitra Tirunal Institute of Medical Sciences and Technology, Thiruvananthapuram, Sree Uthradom 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. (The words "one hospital from Malabar area namely" in Clause B 4 under Article XI stands deleted as modification in the LTS 2016).
- b) All workmen who were in service as on 31/07/2013 shall come over to the revised scale of pay with effect from 01/08/2013. There will be no Option to continue in the pre-revised scale after 01-08-2013.

- c) The pay of the workmen who are drawing pay in the scale of pay of Officers at the time of revision shall not be fixed based on this Circular.
- d) Conditions of giving allowances as provided in this Long Term Settlement shall be strictly followed by the concerned Controlling Officers, Drawing and Disbursing Officers before admitting the allowances. The concerned Controlling Officers, Drawing and Disbursing Officers will be personally responsible for any deviation from the conditions or provisions in the Long Term Settlement 2016/ Audit Circular.
- e) The Drawing Officers will be responsible for fixation and drawal of pay and wages as per this settlement, if previous pay revision fixations are not got approved by the Office of the Chief Internal Auditor.
- f) The fixation as per Long Term Settlement-2016 shall be approved only after getting the approval of all pay revisions prior to this settlement from the Pay Fixation Section, Office of the Chief Internal Auditor.
- g) Further clarifications, if any required, on the provisions of this Long Term Settlement shall be sought from the Pay Revision Cell, Personnel Department, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram, and Pin-695 004.

15. 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.



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 IG of Police (V & S) / LA & DEO / Special Officer (Revenue).
The Financial Adviser / Public Relations Officer.
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.
The General Secretaries of Recognized Trade Unions.

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).
Library & Office File.