



West Bengal State Electricity Distribution Company Limited
(A Govt. of West Bengal Enterprise)

REVISION OF PAY & ALLOWANCES OF EMPLOYEES OF WBSEDCL

OFFICE ORDER NO: 1782

DATED: 22.02.2020

In order to evolve a proper pay package for the employees of West Bengal State Electricity Distribution Company Limited bringing some structural and procedural changes as may be appropriate in modification of existing Pay and Allowances for improving delivery mechanism and providing better services to the consumers and citizens' as well, the Company has adopted its revised Pay and Allowances for the employees of the Company.

Therefore, in exercise of power conferred by the Department of Power and NES vide no.79/PO/O/Cell-III/3R-29/2006 dated 05.03.08 and in pursuance of the decision of the Board of Directors of West Bengal State Electricity Distribution Company Limited (WBSEDCL) in its meeting held on 20.02.2020, the WBSEDCL's Revision of Pay & Allowances Rules, 2020 (ROPA, 2020) is hereby enunciated as follows:

1. Short Title and Commencement

- (1) These Rules are to be called "**West Bengal State Electricity Distribution Company Limited (Revision of Pay and Allowances) Rules, 2020**".
- (2) They shall deem to have come into force with effect from 1st day of January, 2016 unless otherwise specifically provided under these Rules.

2. Scale of pay

The revised pay in relation to its post/grade and its pre-revised corresponding Band Pay and Grade Pay has been specified in the Pay Matrix vide Annexure-I.

3. Applicability

- a) Every employee of the Company including those on deputation to other organizations shall be entitled to fixation of pay in the corresponding revised scale of pay as per Schedule-I with effect from 01.01.2016 or
- b) If he/she enters the Company's service on or after 01.01.2016 from the date of his/her joining the Company


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

NOTE: Re-appointment of an employee after break in service on or after 01.01.2016 shall for all purposes be treated as first appointment under the Company.

4. Definition


- (i) Existing Pay means pay drawn in the prescribed existing Band Pay and G.P., including stagnation increment(s), if any, but does not include any other type of pay like Special Pay.
- (ii) Existing scale in relation to an employee means the present scale applicable to the post held by the employee as on 1st day of January 2016, whether in a substantive or officiating capacity.
- (iii) Pay in the Revised Pay Structure means Pay drawn as on 01.01.2016 under Sl. No. 5(i) with multiplying factor of 2.57 and fixed suitably in the new scale but does not include any other type of pay like special pay, etc.
- (iv) The term Company shall mean WBSEDCL.
- (v) Employee means regular employees of WBSEDCL including those on deputation to other organizations.
- (vi) "Band Pay" and "Grade Pay" mean pay drawn in the existing Band Pay and Grade Pay as specified under Row 2 & 3 of Annexure-I.
- (vii) "Week" means Monday to Friday.
- (viii) "Working Hours" means 10-00 a.m. to 5-30 p.m. on each working day of the week.

5. Revised Working Days and Working Hours:

For the sake of improvement of work life balance of the employees of the Company the pattern of existing working days is amended to **five (5)** full working days in a week by eliminating the Saturdays from the list of working days.

However, to compensate the loss of hours by curtailing Saturdays from the list of working days, the working hour will be from **10 a.m. to 5-30 p.m.** daily instead of existing 10 a.m. to 5 p.m. daily and the time of operation of cash counters will be from **9-30 a.m. to 3-45 p.m.** instead of existing 9-30 a.m. to 3-30 p.m. This new arrangement will be effected on and from 01.04.2020.

6. Fixation of initial pay in the revised pay structure:


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

The initial pay of an employee to be governed by the revised pay structure notionally shall be fixed on and from 1st January 2016 or from the date of option or from the date of his/her joining, whichever is later in the following manner:

- i) The revised pay of an employee in the corresponding revised Pay Band will be determined by multiplying the existing Band Pay plus Grade Pay as on 01.01.2016 or on the date of his/her option or as on the date of his/her joining whichever is later, by the factor of 2.57 and the resultant figure be rounded off to the next multiple of 100 and fixed suitably in the slab equal to or just higher than the resultant figure in the said Pay Band (vide Annexure – I).
- ii) If the minimum of the Revised Pay is more than the amount arrived at as per (i) above, the Pay shall be fixed at the minimum of the Revised Pay Band.

7. Protection of Pay

Where during fixation of pay, the pay of an employee drawing pay at two or more consecutive stages in the existing scale gets bunched in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay band.

8. Dearness Allowance (DA) :

The Dearness Allowance admissible to all categories of employees of the Company shall be payable on the Revised Pay + Non Practicing Pay (NPP), if any, from the dates mentioned below at the following rates:-

Date from which payable	Rate of Dearness Allowance per month
From 01.01.2020	10% of the Revised Pay (plus NPP where applicable)

Henceforth, Dearness Allowance shall be admissible to the employees of the Company at such rate and from such date as may be decided by the Company keeping in view of rates as would be admissible to the employees of the State Government and Central Government from time to time.

9. House Rent Allowance:

House Rent Allowance will be allowed @16% of basic pay subject to maximum of Rs.16,000/-. However, employees drawing HRA higher than Rs.16,000/-, if any, in the pre-revised scale will continue to get that amount of HRA which will be protected at that limit only and will not be increased any further.

10. Electricity Allowance: Following will be the rate for different classes of employees


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

In the rank of	Admissible amount per month
Class – IV	Rs.800/-
Class – III & Class – II	Rs.1000/-
Class – I first level and above	Rs.1300/-

11. Medical Allowance:

- i) Medical allowance @ Rs.500/- per month will be paid uniformly to all categories of employees.
- ii) Further, reimbursement of expenses incurred for the following tests/medical examinations being outdoor/daycare treatment will be made to the employee concerned, for his/her spouse and dependant children (two numbers only) in addition to the existing ones as mentioned in earlier ROPA, 2009.
 - (a) MRI
 - (b) Blood Transfusion in Platelet disorders
 - (c) Injuries caused by animal bite
- iii) For the purpose of determination of dependency on the employee in respect of any family member the monthly income limit will be Rs.8500/- per month.
- iv) Each and every employee of the Company attaining the age of 40 years and above shall have to undergo an Annual Health Check up through the Hospitals/Nursing Homes/Medical Institutions/Pathological Laboratories as would be determined by the Company every year, the cost of which shall be reimbursed by the Company on production of valid and authenticated receipts along with details of tests done and report of the same, subject to maximum reimbursement limit of Rs.1800/-. Detail guidelines in this respect will be notified by the Company.

12. Rate of increment in the Revised Pay Structure:

The rate of increment in the revised pay structure will be 3% of the sum of the pay in the revised pay applicable, which will be rounded off to the next multiple of Rs.100/-. The amount of increment will be added to existing pay. The figure is available in the next index (slab) of the same level (column) as shown in the Pay Matrix as at Annexure – I.

13. Date of next increment in the Revised Pay Structure:

Existing system of granting Annual Increment as well as respective date of effect thereof will continue.


 Director (H.R.)
 W.B.S.E.D. Co. Ltd
 Bidyut Bhaban
 Kolkata-700 091

14. Stagnation Increment:

Existing system of granting Stagnation Increment will continue.

15. Mode of payment of arrears of pay:

- i) The revised pay of an employee will be fixed notionally from 01.01.2016 or any day for which the employee will exercise option but not beyond 01.01.2017. The pay so fixed shall be notional from 1st January 2016 to 31st December, 2019 and no arrear shall be paid for this period.

The arrear of revised pay and allowances to which an employee may be entitled in respect of the period from 01.01.2020 to 29.02.2020 shall be paid along with the salary of March, 2020 in the financial year 2020-21.

- ii) Salary Payment on the basis of revised pay structure will actually be disbursed from 02.04.2020.

16. Exercise of option:

All employees of the Company have to exercise an Option as per Format as to from which date within the period from 01.01.2016 to 01.01.2017 they have to opt for the benefit of revised pay. A separate Circular is simultaneously being issued for the purpose enclosing the Format. In the event of non-submission of the Option Form to the respective DDO within the time frame as would be mentioned in the Circular, it will be presumed that he/she has nothing to opt for, as such his/her revised pay would be calculated as per normal fixation by the respective DDO by default with effect from 01.01.2016.

17. Drawal of Pay and Allowances in the Revised Scales of Pay:

The detailed procedure relating to checking of Pay Fixation in the Revised Scales of Pay will be notified by the General Manager (F&A), Corporate Finance. As it would take time to complete the checking, the Drawing and Disbursing Officer (DDO) at their own responsibility shall draw pay in the Revised Scales of Pay and Allowances for the employees under their jurisdiction for disbursement and send the initial Pay Fixation Statement in triplicate in the format to be issued by G.M.(F&A), Corporate Finance. The DDO shall draw arrear Pay and monthly Pay of the employees under their jurisdiction on the basis of initial Pay Fixation Statements, but it should be made clear to the employees that such pay fixation in the revised scales is "provisional" and "overdrawal", if any, shall be recovered forthwith.


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

18. Career Progression Scheme: (CPS):

The pay structure has been so devised as to provide a decent entry grade and smooth carrier progression without any stagnation. The existing assured promotion scheme, which provides two time bound promotions for Class-I officers within a span of 16 years and three assured promotions for officials, below Class-I in a span of 25 years will continue as it is without changing the contents and eligibility criteria of existing CPS.

19. Classification of Services:

The existing classification of services of the employees of the Company is hereby reclassified as below:-

Class	Existing Grade Pay	Revised Scale of Pay
I	Rs. 5,400/-	Rs. 56,100 – 1,60,500/-
	Rs. 6,600/-	Rs. 73,700 – 1,65,600/-
	Rs. 7,600/-	Rs. 96,800 – 1,81,200/-
	Rs. 8,100/-	Rs. 1,34,500 – 1,98,300/-
	Rs. 8,700/-	Rs. 1,38,700 – 2,04,400/-
	Rs. 8,900/-	Rs. 1,47,300 – 2,04,500/-
	Rs. 10,000/-	Rs. 1,56,500 – 2,10,800/-
II	Rs. 4,700/-	Rs. 37,400 – 1,08,200/-
III	Rs. 4,400/-	Rs. 36,800 – 1,06,700/-
	Rs. 3,900/-	Rs. 35,000 – 1,01,400/-
	Rs. 3,600/-	Rs. 29,000 – 84,500/-
	Rs. 2,600/-	Rs. 23,400 – 68,900/-
IV	Rs. 2,100/-	Rs. 20,400 – 60,500/-
	Rs. 1,700/-	Rs. 17,300 – 51,800/-

20. Induction in Service:

It has been realized that the manpower or the human resource in the organization is to be brought to centre stage for improving the performance and financial viability of the company and therefore, a well structured recruitment, induction, training, deployment and career progression policy has been adopted in consonance with skill and dignity of the employees in the context of modernization and changing requirement of the industry modifying the existing recruitment and promotion policy of the Company time to time considering the ground reality and true perspective.

- a) To provide a culture of excellence and the flair of competitiveness of the industry prevailing throughout the country the provision of lateral entry in different technical as well as non-


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

technical areas in Class-I posts shall remain as it was stipulated in under Sl.No.20(a) of ROPA, 2009 as well as under Para 3 of terms of reference No.4 herewith.

- b) Employees borne in the existing Pay Band of Band Pay Rs.37,400 + G.P. Rs.8,100/- after completion of 25 years of continuous service shall continue to get the existing benefit of **Special Service Linked Scheme** with some enhancement in the revised pay at Rs.1,34,500/-.
- c) The pay at induction level of Junior Engineers (previously designated as Sub-Assistant Engineers) recruited under Class-III category has been fixed at Rs.36,800/-.
- d) Similarly the pay scale at induction level of existing Office Executives whose promotional path has recently been specified vide Office Order No. MPP/Career Path/2019/41 dated 20.07.2019 and subsequent Order No. 59 dated 30.09.2019 has been fixed at Rs.29,000/-.

In the Office Order No. MPP/2012/10 dated 31.03.2012 read with Circular No. 03 dated 09.05.2012 the post Office Executive was introduced with Grade Pay of Rs.3600/- keeping the Band Pay same with that of Assistants at Rs.6300/-.

The Company after careful review of the issue has decided to consider the Band Pay and Grade Pay of Office Executive at Rs.7440 + 3600 w.e.f. the date, the cadre was created and to fix the pay of Office Executives at appropriate stage after accrual of annual increment @ 3% upto 01.01.2016 in pre-revised scale.

Pre-revised pay of Office Executives joined between 01.01.2013 and 31.12.2015 will be fixed accordingly following the above rationale.

However, no arrear payment for extending the above benefits will be allowed. But the revised pay of Office Executives who have joined on or after 01.01.2016 onwards will be fixed at Rs.29000/- p.m. corresponding to the Pay Band of Rs.7440+3600.

Further, the Company has modified the nomenclature of designation in the last stage of promotional path of Office Executives under CPS i.e. 3rd level promotion as **Assistant Manager (Office Operation)** instead of Assistant Manager (Office Administration).

The Company has also reviewed the service condition vis-à-vis work load of the functionaries at the higher level of the management and prevailing inadequate secretarial support and decided to provide necessary support to enable the Chief Engineers, General Managers, Executive Directors, Directors and equivalent level of officers to deliver their services at the desired level. While reviewing on this aspect the Company has observed that before 2009 the post of Stenographer was in existence which had been abolished through ROPA, 2009. The Company as such decided to restore the position of pre-existing cadre of Stenographer at the level of Corporate Head Quarter / Hydrel Head Quarter to assist the higher


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

level of managerial position by introduction of the new cadre equivalent to the level of Office Executive for Secretarial help.

The Company, therefore, revived the cadre of Stenographer to be recruited through open advertisement having qualification in graduation with 50% marks and proficiency in Computer Application vis-à-vis Stenography so that they may provide the necessary support at the level of Private Secretary in the following promotional path.

Level of Post	Name of Post	Revised Pay	Pre-revised Pay
Induction Level	Personal Assistant	Rs.29000/-	Rs.7440 – 3600/-
1 st Promotion	Sr. Personal Assistant	Rs.35000/-	Rs.8000 – 3900/-
2 nd Promotion	Private Secretary	Rs.37400/-	Rs.9300+G.P.4700/-
3 rd Promotion	Sr. Private Secretary	Rs.56100/-	Rs.15600+G.P.5400/-

Note:

- (1) The existing Stenographer, will be re-designated as Personal Assistant in the revised pay scale of Rs.29000/- corresponding to the pre-revised Pay Band of Rs.7440+ Grade Pay 3600 (P.B. 2) with effect from 01.01.2016.

The 3-tier promotion of Stenographers (being re-designated as Personal Assistant) will be followed as above reckoning their service seniority at the respective level as prescribed for consideration of 3-tier promotion under CPS.

21. Changes in the Organization Structure:

The proposed changes in the organization structure, Enterprise Resource Planning (ERP) implementation, Corporate performance monitoring system, institutionalizing key performance indicators and assessment system across the organization, re-designations at various levels, when developed and finalized will be suitably fitted in the revised pay and allowances with necessary improvement. All these changes will be an integral part of the compensation package now sanctioned.

22. Provident Fund:

Existing system of maintaining pension fund for those who opted for pension scheme under DCRB Regulation, 1985 upto 15.02.2009 will continue.


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 087

Further, the existing system of Contributory Provident Fund Scheme as enforced w.e.f. 16.02.2009 will also continue.

23. Reimbursement of Children Education Expenses:

To support children education in the context of present educational scenario in true perspective, expenses in the form of following manner will be reimbursed to an employee for a sum as indicated below per ward per employee subject to a maximum of two children.

- (a) Hostel Subsidy – maximum of Rs.12,000/- per child per annum.
- (b) The claim for reimbursement of hostel subsidy of one financial year is to be lodged once in a year in the month of April of the subsequent year supported with the certificate from the Head of the concerned School / College / Institutions / University with respect to the actual stay of the student in their hostels / approved student homes as well as authenticated receipt of the respective Institution against the hostel fees.
- (c) The children of those employees, who die or suffer permanent total disablement arising out of and in course of employment who were availing such hostel subsidy will continue to avail the same benefit till their stay in the hostel upto the end of the respective financial year or date of superannuation/incapacitation or death of the employee concerned whichever is later. The reimbursement is to be claimed in the same manner as above either by the surviving parent or by the incumbent himself.

24. Reimbursement of Professional fees etc:

To encourage the employees to improve their knowledge and professional competence during their service, professional fees etc. will be reimbursed in the month of March every year to an employee in the manner keeping specified relevance to the area of responsibilities in the Company. In case the relevant professional qualification is acquired on a subsequent date to this office order, such allowance will be admissible from the date of application by the employee informing acquisition of such qualification in writing. Director (HR) will be the competent authority to grant such allowances to the employees of Class-I only subject to the limit of Rs.3000/- per annum.

Sl. No.	Specified Qualifications	Area of responsibility	Professional allowance payable per year
1.	Graduation Engineers/ Post Graduate/ Doctoral Degree in Engineering from recognized University/ Institutions	Working in Technical Wing.	Actual, subject to the limit of Rs.3000/-.
2.	Section (A) & (B) of associate Membership of Institution of Engineers	-do-	Same as above
3.	Post Graduation Degree/Diploma(2 years	Working in HR&A	Same as above


Director (H.R.)
W.B.S.E.D. Co. Ltd
 Bidyut Bhawan
 Kolkata-700 091

	duration) in social Welfare/Personnel management/ Industrial Relation/ MBA/ LAW from recognized University/Institute	wing/Legal Wing	
4.	Member of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India/MBA (Finance)	F&A Wing	Same as above
5.	Degree/Diploma in Journalism/Mass Communication of recognized professional body/ Institutes	Public Relation Wing	Same as above
6.	Graduate/Post Graduate Degree/Diploma in Medical Science	Medical Wing	Same as above
7.	Degree/Diploma in Law(LLB), Criminology, Public Administration	Vigilance/General Administration/ Legal Wing	Same as above
8.	Member of the Institute of Company Secretaries of India or Chartered Secretaries of U.K.	Board/Company affairs/Legal Wing	Same as above
9.	Post Graduate Diploma in Industrial Purchasing/ Materials Management(Not less than 2 years course)	Materials Wing	Same as above
10.	Diploma in Engineering	Technical Wing	Same as above


25. Public Relation Allowances:

Those holding independent charge of different units will be allowed Public Relation Allowance at the following rates:

Sl. No.	Name of the Post	Amount of charge holding allowance
1.	Station Manager	Rs.750/- per month
2.	Divisional Manager	Rs.900/- per month
3.	Regional Manager	Rs.1050/- per month
4.	Zonal Manager / Additional CE / Additional GM (Holding independent charge)	Rs. 1200/- per month
5.	Chief Engineer / General Manager / Company Secretary	Rs. 1350/- per month
6.	Executive Director/ Director	Rs. 1500/- per month

In case of dual charge, held by an officer he/she will be allowed higher rate of PR Allowance meant for the higher post as prescribed above. (Example: Project Manager of Jaldhaka Hydel Project holding charge of office of Chief Engineer (Hydel) will be allowed PR Allowance at higher rate meant for the higher post i.e. Rs 1350/- p.m.).

26. Other Allowances:

 Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaben
Kolkata-700 097

Basic Pay under this clause means Pay in the Revised Pay as per Pay Matrix as at **Annexure – I.**

The rates of various allowances are revised prospectively in the following manner:-

a) Charge Allowance:

5% of basic pay of the substantive post subject to maximum ceiling of Rs.1000/- per month for holding additional charge of equivalent post or higher rank.

b) Night Shift Allowance:

- (i) Rs.200/- per head per night shift duty (For Class-I & Class-II employees).
- (ii) Rs.150/- per head per night shift duty (For Class-III & Class-IV employees).

c) Difficult Area Allowance:

10% of Basic pay subject to maximum of Rs.5000/- per month.

d) Special Allowance:

Special Allowance will be admissible to all technical Class-I and Class-II employees who are on any shift duty including general shift in the Hydel Power Generating stations including PPSP having 48 hours working in a week cum 14 holidays in a year and who are not entitled to any over time allowance for extra hours of work.

The revised rates will be as follows:

Period of Attendance	Rates
Below 15 days	Nil
Between 15 – 19 days	Rs. 300/-
Between 20 – 24 days	Rs. 500/-
Above 24 days	Rs. 600/-

This **Special Allowance** is in addition to **Night Shift Allowance**

Special Allowance for compulsory stay at PPSP, Rammam, Jaldhaka & TCF HP Township – 50% of the H.R.A. subject to maximum of Rs.8000/-.

e) (i) Hill Compensatory Allowance:

5% of the revised basic pay subject to maximum Rs.1000/- per month.

(ii) Winter Allowance:

At the uniform rate of Rs.5000/- per annum to be paid @ Rs.1000/- per month from the month of October of the running year to the month of February of the following year.


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhasan
Kolkata-700 091

f) Construction/Project Allowance:

Project/Construction Allowance would be payable to the employees residing in project Township or within a radius of Two Kms. from the actual work site/Project area or to the employees residing within a radius of eight Kms. from the District or Sub-Division or Municipal Town. Daily commuters commuting from a distance to the site will not be eligible for this benefit. This allowance is applicable for the initial foundation period of ongoing/new projects sites only, @ 5% of Basic Pay subject to maximum of Rs.2500/- per month. However, the Company will notify time to time stipulating the date of operation of establishment activities of such projects for such a period as would be determined suitably.

g) Special Rammam Project Allowance:

10% of Revised Pay subject to maximum of Rs.8000/- per month.

h) Conveyance Allowance:

For Blind and orthopedically handicapped employees, Conveyance Allowance will be paid at the rate of Rs.800/- per month.

i) Tiffin Allowance:

Non-technical Class-IV employees rendering services at least for 02 hours beyond the normal office hours (for offices located within Kolkata Corporation area and Vidyut Bhavan) will be allowed Tiffin Allowance at the following revised rates:-

Rs. 35/- per head per day subject to the maximum limit of Rs.350/- per month.


j) Washing Allowance: This is allowable to the following employees at the following monthly rates.

Category	Rate
OSH/Drivers/Liftman	Rs. 70/-
Security Personnel	Rs. 120/-
Nurses	Rs. 120/-

k) Non-practicing Pay (For Doctor):

Non-practicing pay shall be paid at the following revised rates:

20% of the revised basic pay subject to maximum Rs.20,000/-. Dearness Allowance will be applicable on NPP.

 Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhavan
Kolkata-700 093

l) Cash/Store handling Allowance:

For Cashier/Store Keeper, Cash/Store Handling Allowance will be paid at the following revised rates:

Rs.50/- per day subject to maximum Rs. 1000/- per month.

m) Special Allowance operating Photo Copier, etc.:

Rs. 150/- per month

27. Funeral Expenses:

Funeral Expenses will be paid on application of the family member of the deceased employee at the rate of Rs.10,000/-.

28. Leave Encashment:

Existing Rules for granting Leave Encashment facilities of 20 days beyond 180 days of Earned Leave in a calendar year will continue.

The upper limit of accumulation of Earned Leave is enhanced to 320 days instead of existing limit of 315 days in view of the enhancement of encashment of leave per annum @ 20 days already notified by the Company.

29. Child Care Leave:

Child Care Leave (CCL) will be granted to women employees having minor children below the age of 18 years, for a maximum period of 2 years (i.e. 730 days) during the entire service, for taking care of up-to two children whether for rearing or to look after any of their needs like examination, sickness etc subject to the following conditions:

- i) Child care leave shall be admissible for 2 eldest surviving children only.
- ii) The leave account of Childcare leave shall be maintained separately and it shall be kept along with the Service Book of the employee concerned.
- iii) CCL cannot be demanded as a matter of right. Under no circumstances, can any employee avail of CCL, without prior proper approval of the leave by the leave sanctioning authority.
- iv) CCL is to be treated like the earned leave and sanctioned as such.
- v) Consequently Saturdays, Sundays, Gazetted Holidays falling during the period of leave would also count for CCL, as in the case of Earned Leave.
- vi) Child care leave should not be enjoyed less than 15(fifteen) days at a stretch.
- vii) Child care leave shall not be allowed to avail of more than 3 times in a year.


Director (HR)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091

- viii) Child care leave shall not be granted merely based on simple application.
- ix) In case of more than 60 days of Child care leave in a year the same may be referred to the appointing authority for sanction.

30. Maternity Leave:

Maternity Leave will be allowed up-to a maximum period of 182 days for two children only. The terms and conditions of sanctioning of leave will remain unaltered.

31. Paternity Leave:

Paternity Leave will be allowed maximum upto 30 days in respect of two minor children only for the following purposes:-

- (a) Sickness / ailment of the child
- (b) Examination or any education related issues of the child supported by documents.

However, the terms and conditions of sanctioning of Paternity Leave will remain unaltered as stipulated in the Office Order No.1505 dated 11.10.2018.

32. Terminal Benefits:

The existing terms and conditions regarding pension benefit as in DCRB, 1985 shall continue with the following modifications.

(a) Extension of Full Terminal Benefit in respect of employees covered under DCRB, 1985.

The length of required service for being entitled to full terminal benefit to the employees of this Company and covered under DCRB, 1985 shall be **28 (twenty eight) years** of satisfactory and continuous service. This will be effective on and from 01.01.2020.

(b) Minimum Pension: Minimum Pension/family pension shall be not less than Rs.8,500/- per month.

(c) Enhancement of Pension for the old pensioner/family pensioner –

The quantum of pension/family pension available to the old pensioners/family pensioners will be enhanced in the following manner –

- (1) From 80 years to less than 85 years – Additional 20% of revised basic pension/family pension.
- (2) From 85 years and above – Additional 30% of revised basic pension/family pension.

(d) Pensioners who retired/died in harness before 01.01.2016:


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 001

1. The existing basic pension in respect of all past pensioners who retired prior to 01.01.2016 shall be multiplied by **2.57**, which shall be the revised basic pension on and from 01.01.2016. As the revised basic pension is inclusive of already commuted portion of pension, the commuted value of pension, already paid, shall be deducted from the revised pension for monthly disbursement of pension.
2. The fixation of pension will be subject to the provision that the revised pension, in no case, shall be lower than fifty percent of the minimum of the pay in the revised pay corresponding to the pre-revised pay scale (Pay Band + G.P.) from which the pensioners had retired.

(e) Pensioners who retired/died in harness on or after 01.01.2016:

For the pensioners retired/died in harness on or after 01.01.2016 the benefit shall automatically be re-calculated on the basis of the revised pay taking effect from 01.01.2016.

These pensioners shall be entitled to commute 40% of the revised pension for which they have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision in pay/pension which has to be paid to them by the pension sanctioning authority.

A separate Circular is simultaneously being issued for the purpose enclosing the Format. In the event of non-submission of the Option Form to the AGM (F&A)/TC, Bidyut Bhavan within the time frame as would be mentioned in the Circular, it will be presumed that he/she has nothing to opt for, as such his/her revised basic pension will be calculated as per normal fixation by the Corporate Pension Cell on default.

(f) Arrear Pension:

Arrear Pension for the period 01.01.2020 to 29.02.2020 will be paid in the financial year 2020-21 as early as possible.

(g) Dearness Relief:

10% of Dearness Relief on revised pension shall be admissible to the pensioners' w.e.f. 01.01.2020. Subsequent increase in dearness relief shall be made admissible to the pensioners from the same date and at the same rate at which D.A. is sanctioned to the employees of the Company.


Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhavan
Kolkata-700 091

(h) Medical Allowance:

- (i) Rs.500 per month will be payable to the retired employees with pension like regular employees of the Company.
- (ii) Group Medical Insurance coverage of the pensioner and his/her spouse through recognized Insurance Company as would be selected by the Company observing formalities would be of **Rs.2,00,000/-** w.e.f. the date of fresh notification after expiry of the existing coverage benefit. The cost of premium for the same as would be quoted by the accepted bidder (Insurance Company) would be borne in the following manner:
 - (a) The annual Medical Allowance (payable to the pensioner) in full.
 - (b) The balance be paid by the Company as subsidy.

33. Gratuity:

The ceiling of gratuity as revised vide Office Order No. 1552 & 1553 both dated 31.12.2018 shall continue until further order.

In cases of retirement/death of the employee on or after 01.01.2016 the amount of Gratuity and Pension may be enhanced due to revision of pay. In that case the enhanced amount of retiring/death Gratuity have to be paid to the retired/legal heir of the deceased employees.

34. Overriding effect of Rules:

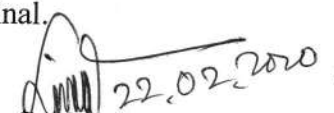
All previous Rules/Regulations/Orders relating to Revision of Pay and Allowances made by the Company save or otherwise provided in these Rules, will stand repealed.

35. Power to relax

Where the Chairman & Managing Director is satisfied that the operation of all or any of the recommendations cause(s) undue hardship or creates anomaly in any particular case, he may, by order, dispense with or relax the requirement of that recommendation to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

36. Interpretation:


If any question arises relating to the interpretation of any of the provisions provided in these Rules, it shall be referred to the Director (HR) whose decision will be final.


(Sujay Sarkar)
Director (HR)
WBSEDCL

Pay Matrix

ANNEXURE - I


Class	IV		III				II
Pay Band	PB 1		PB 2				PB 3
Scale	4900-9200		6300-20200				9300-34800
Grade Pay	1700	2100	2600	3600	3900	4400	4700
Index	Level						
	1	2	3	4	5	6	7
1	17300	20400	23400	29000	35000	36800	37400
2	17900	21100	24200	29900	36100	38000	38600
3	18500	21800	25000	30800	37200	39200	39800
4	19100	22500	25800	31800	38400	40400	41000
5	19700	23200	26600	32800	39600	41700	42300
6	20300	23900	27400	33800	40800	43000	43600
7	21000	24700	28300	34900	42100	44300	45000
8	21700	25500	29200	36000	43400	45700	46400
9	22400	26300	30100	37100	44800	47100	47800
10	23100	27100	31100	38300	46200	48600	49300
11	23800	28000	32100	39500	47600	50100	50800
12	24600	28900	33100	40700	49100	51700	52400
13	25400	29800	34100	42000	50600	53300	54000
14	26200	30700	35200	43300	52200	54900	55700
15	27000	31700	36300	44600	53800	56600	57400
16	27900	32700	37400	46000	55500	58300	59200
17	28800	33700	38600	47400	57200	60100	61000
18	29700	34800	39800	48900	59000	62000	62900
19	30600	35900	41000	50400	60800	63900	64800
20	31600	37000	42300	52000	62700	65900	66800
21	32600	38200	43600	53600	64600	67900	68900
22	33600	39400	45000	55300	66600	70000	71000
23	34700	40600	46400	57000	68600	72100	73200
24	35800	41900	47800	58800	70700	74300	75400
25	36900	43200	49300	60600	72900	76600	77700
26	38100	44500	50800	62500	75100	78900	80100
27	39300	45900	52400	64400	77400	81300	82600
28	40500	47300	54000	66400	79800	83800	85100
29	41800	48800	55700	68400	82200	86400	87700
30	43100	50300	57400	70500	84700	89000	90400
31	44400	51900	59200	72700	87300	91700	93200
32	45800	53500	61000	74900	90000	94500	96000
33	47200	55200	62900	77200	92700	97400	98900
34	48700	56900	64800	79600	95500	100400	101900
35	50200	58700	66800	82000	98400	103500	105000
36	51800	60500	68900	84500	101400	106700	108200

 Director (H.R.)
 W.B.S.E.D. Co. Ltd
 Bidyut Bhaban
 Phone-700 170

Pay Matrix

ANNEXURE - I

Class	I						
Pay Band	PB 4			PB 5			
Scale	15600-39100			37400-67000			
Grade Pay	5400	6600	7600	8100	8700	8900	10000
Index	Level						
	8	9	10	11	12	13	14
1	56100	73700	96800	134500	138700	147300	156500
2	57800	76000	99800	138600	142900	151800	161200
3	59600	78300	102800	142800	147200	156400	166100
4	61400	80700	105900	147100	151700	161100	171100
5	63300	83200	109100	151600	156300	166000	176300
6	65200	85700	112400	156200	161000	171000	181600
7	67200	88300	115800	160900	165900	176200	187100
8	69300	91000	119300	165800	170900	181500	192800
9	71400	93800	122900	170800	176100	187000	198600
10	73600	96700	126600	176000	181400	192700	204600
11	75900	99700	130400	181300	186900	198500	210800
12	78200	102700	134400	186800	192600	204500	
13	80600	105800	138500	192500	198400		
14	83100	109000	142700	198300	204400		
15	85600	112300	147000				
16	88200	115700	151500				
17	90900	119200	156100				
18	93700	122800	160800				
19	96600	126500	165700				
20	99500	130300	170700				
21	102500	134300	175900				
22	105600	138400	181200				
23	108800	142600					
24	112100	146900					
25	115500	151400					
26	119000	156000					
27	122600	160700					
28	126300	165600					
29	130100						
30	134100						
31	138200						
32	142400						
33	146700						
34	151200						
35	155800						
36	160500						

 Director (H.R.)
W.B.S.E.D. Co. Ltd
 Bidyut Bhaban
 Khatra-700

ANNEXURE - II**Corresponding Levels of Existing Pay Band and Grade Pay**

Sl. No.	EXISTING			Level in Pay Matrix
	Pay Band	Scale	Grade Pay	
1	PB 1	4900-9200	1700	Level - 1
2	PB 1	4900-9200	2100	Level - 2
3	PB 2	6300-20200	2600	Level - 3
4	PB 2	6300-20200	3600	Level - 4
5	PB 2	6300-20200	3900	Level - 5
6	PB 2	6300-20200	4400	Level - 6
7	PB 3	9300-34800	4700	Level - 7
8	PB 4	15600-39100	5400	Level - 8
9	PB 4	15600-39100	6600	Level - 9
10	PB 4	15600-39100	7600	Level - 10
11	PB 5	37400-67000	8100	Level - 11
12	PB 5	37400-67000	8700	Level - 12
13	PB 5	37400-67000	8900	Level - 13
14	PB 5	37400-67000	10000	Level - 14



Director (H.R.)
W.B.S.E.D. Co. Ltd
Bidyut Bhaban
Kolkata-700 091