OFFICE ORDER

Pursuant to the Bipartite settlement arrived at between the Management of NESCO Utility and various federal bodies of the Unions on dated 20.08.2018 (registered by Conciliation officer-cum-Jt. Labour Commissioner, Odisha, Bhubaneswar under Rule-65 of the Orissa Industrial Dispute Rules- 1959) and approval of CMD, GRIDCO-cum-Administrator, NESCO Utility, the management has been pleased to revise the existing wage structure of the non-executive employees w.e.f 01.4.2015 as per Annexure-I to this office order in line with OPTCL Office Order No- AW-LW-II-1/2016/- 13371/Dated 21.06.2018.

1. **Period of effectiveness:**

   These orders shall be deemed to have come into force from 01.04.2015 and shall be in operation for a period of 5 (five) years ending on 31.03.2020 and thereafter until modified, terminated and superseded by any other settlement.

2. **Coverage:**

   These orders shall be applicable to the followings:

   (i) All regular non-executive employees of NESCO Utility on roll as on 1.4.2015.

   (ii) All regular non-executive employees of NESCO Utility, who have retired, expired, taken voluntary retirement / terminated / resigned on or after 01.04.2015.

   However these orders shall not apply to:

   (i) NMR/ Casual Labour/ Contingent Workers and also employees engaged on contractual basis through Contractors.

   (ii) All Deputationists in workmen cadre.

   (iii) Employees enjoying Officer’s status.

   (iv) The executive/officers defined under the NESCO Officers’ Service Regulations and GRIDCO Officers’ Recruitment and Promotion Policy adopted by NESCO Utility.

3. **Definitions:**

   In this office order, unless the context otherwise requires,
(i) "Existing Basic Pay" means pay drawn in the prescribed existing Pay Band and Grade Pay including stagnation increment, personal pay granted to protect the total emoluments on account of loss of pay, advance increments granted, if any, but does not include any other type of pay like “special pay”;

(ii) "Existing Pay Band and Grade Pay" in relation to a pay band and grade pay of an employee, means the Pay Band and the Grade Pay applicable to the post held by the employee or, as the case may be, any personal pay in the Pay Band and Grade Pay applicable to him as on 31.03.2015 whether in a substantive or temporary capacity;

(iii) "Existing Pay Structure" in relation to an employee means the present system of Pay Band and the Grade Pay applicable to the post held by the employee as on 31.03.2015 whether in a substantive or officiating capacity.

Provided that the expressions “existing basic pay” and “existing Pay Band and Grade Pay” in respect of an employee who on 01.04.2015 was on deputation or on leave or on foreign service or on training or who would have on that date continued in one or more lower posts but for his officiating in a higher post, shall means such basic pay, pay band and grade pay in relation to the post which he would have held but for his being on deputation or on leave or on foreign service or on training or officiating in a higher post, as the case may be;

(iv) "Existing Emolument" means the sum of existing basic pay and existing dearness allowance allowed to the basic pay as on 31.03.2015.

(v) "Pay Matrix" means Matrix as specified in the Annexure-I, with Levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay.

(vi) "Level" in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay attached to the post / grade as specified in the Annexure-I;

(vii) "Pay in the Level" means pay drawn in the appropriate Cell of the Level as specified in the Annexure-I;

(viii) "Revised pay structure" in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing Pay Band and Grade Pay of the post unless a different revised Level is notified separately for the post;

(ix) "Basic Pay" in the revised pay structure means the pay drawn in the prescribed Level in the pay Matrix but does not include any other type of pay like special pay;

(x) "Revised Emoluments" means the pay in the Level of an employee in the revised pay structure,

(xi) "Cell" means the pay arranged vertically against the corresponding Pay Band and Grade Pay or Level of the Pay Matrix;
(xii) “Pay” means the pay as defined in clause (i) of sub-rule (a) of rule -33 of the Orissa Service Code in the existing scale and shall include-

(a) Adhoc increment granted in the shape of personal pay on account of stagnation at the maximum of the exiting Pay Band;

(b) Personal pay including reducible personal pay granted due to fixation of pay to protect the total emoluments on account of loss of pay;

(c) Advance increment granted, if any.

Note— A list of existing pay band and Grade Pay and their corresponding Level in the revised pay structure in the Pay Matrix is as specified in the Annexure-I.

4. **Introduction of Pay Matrix and date of its effect:**

The Pay Matrix, in replacement of the Pay Bands and Grade Pays as in force immediately prior to the issue of this Office Order, shall be as specified in Annexure-I. The revised pay structure shall be effective from 01.04.2015.

5. **Level of Posts:**

The Level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay as specified in the Pay Matrix.

6. **Drawal of Pay in the revised pay structure and Exercise of option:**

(i) All employees shall be deemed to have come over to the revised scales of pay with effect from 1st day of April, 2015 except where employees have opted for a date after 1st April, 2015 under the provisions of Revised Scales of Pay Rules.

(ii) An employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure.

Provided that in cases where an employee has been placed in a higher Grade Pay between 1st April, 2015 and the date of issue of this order on account of promotion or up-gradation, the employee may elect to switch over to the revised pay structure from the date of such promotion or upgradation, as the case may be;

**Explanation** – The option to retain the existing pay structure under the proviso to this order shall be admissible only in respect of one existing Pay Band and Grade Pay.

**Explanation** – The aforesaid option shall not be admissible to any person appointed to a post on or after the 1st day of April, 2015 whether for the first time or by transfer from another post and he/she shall be allowed pay only in the revised pay structure.
Explanation – Where an employee exercised the option under the provision to this order to retain the existing pay structure in respect of post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that pay structure under any rule of order applicable to that post, his substantive pay shall be substantive pay which he would have drawn had he retained the existing pay structure in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

(iii) The option under the provision shall be exercised in writing in the Form as specified in the Annexure-II so as to reach the concerned authority within three months from the date of publication of the Office Order of revised pay rules.

(iv) If the option is not received within the time period, the employee shall be deemed to have elected to be governed by the revised pay structure with effect from 1st day of April, 2015.

(v) No option shall however be exercised in case of direct recruits appointed on or after the date of implementation of the Revised Scale of Pay i.e. 1st day of April, 2015.

(vi) Option once exercised shall be final.

Provided that where an employee is under suspension on the 1st day of April, 2015, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this rule.

Note-1: Persons whose services were terminated on or after the 1st day of April, 2015 and who could not exercise option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or removal on disciplinary grounds shall be entitled to exercise option under sub rule (iii).

Note-2: Person who have died on or after 1st day of April, 2015 and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of April, 2015 or such later date as is most beneficial to their dependants if the revised pay structure is more favourable.

Note – 3: Persons who were on earned leave or any other leave on the 1st day of April, 2015 which entitled them to leave salary shall be entitled to exercise option under sub-rule(iii)

7. Fixation of initial pay in the revised pay structure. –

(1) The initial pay of an employee who elects, or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 1st day of April, 2015 shall be fixed in the following manner, namely:-

\[ \text{Initial Pay} = \frac{\text{Final Pay} \times 100}{\text{New Pay Scale}} \]
(i) The pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay (pay in Pay Band + Grade Pay) as on 31.03.2015 by a factor of 2.57 rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix. If an identical figure corresponds to any Cell in the applicable Level of the Pay Matrix is available, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level in the Pay Matrix.

(ii) If the first Cell in the applicable Level is more than the amount arrived at as per sub-para (i) above, the pay shall be fixed at the first Cell of that applicable Level.

(2) (i) An employee who is on leave/ study leave on the 1st day of April, 2015 and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st day of April, 2015 or the date of option for the revised pay structure,

(ii) An employee under suspension shall continue to draw subsistence allowance based on existing pay structure and his/ her pay in the revised pay structure shall be subject to the final order of the pending disciplinary proceedings;

(iii) Where the existing emoluments exceed the revised emoluments in the case of any employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay;

(iv) Where an employee is in receipt of personal pay on the 31st day of March, 2015, which together with his existing emoluments exceeds the revised emoluments, then the difference representing such excess, shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay;

(v) While determining the basic pay as on 31st March, 2015, the adhoc increment granted in shape of personal pay on account of stagnation at the maximum of the Pay Band will be reckoned to determine the emoluments in the revised pay structure.

(vi) In case of person who has availed RACP Scheme, the Level for fixation of pay will be reworked in line with the Modified Assured Career Progression Scheme (MACPS). However, the pay drawn by him as on 31.03.2015 will be revised for fixation of his pay in the level as arrived under MACP Scheme as per formula mentioned above. The applicable Level after fixation shall be the Level of the post one holds or his entitlement arrived at under the MACP Scheme whichever is higher.

(vii) The pay of an employee who is in receipt of Grade Pay of Rs. 4600/- as RACP as on 31.03.2015, his/ her pay shall be fixed accordingly in the appropriate level.
Note: Fixation of pay in the revised pay structure shall be made in the form appended to this order at Annexure-III.

8. **Fixation of pay in the revised structure of an employee appointed as fresh recruits on or after 01.04.2015:**

Pay in the revised structure of a newly appointed employee on or after 01.04.2015 is to be fixed in the following manner:

I. The pay in the revised pay structure of the employees appointed as fresh recruits on or after the 1st day of April, 2015 shall be fixed at the first Cell in the Level applicable to the post to which such employees are appointed.

II. Where the existing emoluments of an employee appointed on or after 1st day of April, 2015 happen to exceed the first Cell in the Level, as applicable to the post to which such employee is appointed on or after 1st day of April, 2015, such difference shall be paid as “Personal Pay” to be absorbed in future increments in pay.

9. **Rate of Increment:**

After fixation of pay in the appropriate Level in the Pay Matrix as specified in Paragraph-6 above, subsequent increment(s) in the Level shall be at the immediate next higher Cell in that Level.

10. **Date of Increment in the revised pay structure:**

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

11. **Fixation of pay on promotion on or after 1st April, 2015:**

The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely:-

I. One increment shall be given in the Level from which the employee is promoted and he/she shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he/she shall be placed at the next higher Cell in that Level. However, if the pay in the Level after adding an increment is less than the minimum Cell of the higher Level to which the employee is promoted, pay shall be stepped up to such minimum Cell of that higher Level.

II. In case where promotion is made in the same Level, the pay shall move to the next higher Cell of the same Level.

12. **Option to avail promotional pay:**

An employee on promotion to higher post may opt to avail promotional pay on the date of joining or at a later date i.e after accrual of increment in the lower
post. In case, the employee opts for promotional pay not on the date of joining but on the date of accrual of increment in the lower post, the pay drawn in the lower post shall immediately be placed at the appropriate Cell exact to the amount in the higher Cell attached to the promotional post on the date of joining, if no such Cell is available in the higher Level then, the pay shall be placed in the Cell next below of the pay drawn in lower post and the excess amount shall be drawn as “Personal Pay” up to the date of accrual of increment in the lower post. Thereafter, the pay shall be re-fixed again in the manner prescribed in Para-11 above after accrual of increment in the lower post. In case the pay of the employee in lower Level when placed in the promotional or upgraded Level on account of exercise of option becomes less than the minimum pay or first Cell of that promotional / upgraded Level, then the pay is to be placed at the minimum pay or the first Cell of that level. Such option shall be submitted within one month from the date of joining in the promotional post in the format as annexed at Annexure- IV.

13. **Stepping up benefit:**

I. Where in the fixation of pay under the revised pay structure, the pay of an employee, who, in the existing pay structure was drawing immediately before the 1st day of April, 2015 more pay than another employee junior to him in the same grade in the cadre, gets fixed in the revised pay structure in a Cell lower than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure at that of the junior,

II. In case where an employee promoted to a higher post before the 1st day of April, 2015 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of April, 2015, the pay of the senior employee in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of promotion of the junior employee subject to the fulfilment of the following conditions, namely:-

a. Both the junior and senior employees should belong to the same cadre and the post in which they have been promoted should be identical in the same cadre;

b. The existing pay structure and the revised pay structure of the lower and higher post in which they are entitled to draw pay should be identical;

c. The senior employee at the time of promotion should have been drawing equal pay or more pay than the junior in the existing pay structure and the revised pay structure of both the employees before and after promotion should be identical;

d. The senior employee must be senior to the junior employee both in the lower post as well as in the higher post i.e. in the promotional post;
e. If in the lower post, the junior officer was drawing more pay in the pre-revised pay structure than the senior on account of pay protection, advance increment(s) and fixation of pay under the previous wage revision due to exercise of option, provision of this sub-rule need not be invoked to step up the pay of the senior officers;

III. Where the pay of an employee is fixed in the revised scale at a stage equal to the stage of another employee junior to him on 01.04.2015, but subsequently, the junior employee gets more pay than him due to grant of next increment in the revised structure after 01.04.2015 earlier than him, in such eventuality the increment of the senior shall be antedated or the pay shall be stepped up to that stage of the junior. The next increment of the senior after such antedation/stepping up of pay shall be on the date junior gets.

IV. Such stepping up benefit can be available to an employee only once.

14. **Modified Assured Career Progression (MACP) Scheme:**

Modified Assured Career Progression Scheme shall come into effect from the 1st day of April, 2015 with the implementation of these rules to address the stagnation of an employee. The Scheme is as follows:

(i) There shall be three financial up-gradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years of service respectively. An employee before getting MACP if avails first promotion, he shall not be considered for 1st MACP. Similarly, after availing 1st MACP, if he gets 1st promotion, this shall be covered as 1st financial up-gradation under the scheme. The second financial upgradation under MACP shall be 10 years after the 1st promotion or 20 years whichever is earlier. Second promotion prior to that, shall cover the 2nd MACP. The third financial upgradation will be further 10 years from 2nd promotion or 2nd MACP whichever is earlier. The 3rd MACP stands covered if the 3rd promotion availed prior to the above;

(ii) The MACPS envisages merely placement in the immediate next higher Level in the Pay Matrix, Thus, the Level at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher Level attached to the next promotion post in the hierarchy of the concerned cadre will only be at the time of regular promotion.

(iii) The financial up-gradations under the MACPS would be admissible up-to the EE-4 Level in the Pay Matrix;

(iv) There shall be a Screening Committee to decide the eligibility of the persons for up-gradation under MACPS. The Screening Committee shall follow a time schedule and meet twice in a financial year. Preferably in the first week of January and first week of July every year for advance processing of the cases maturing in that half year. Accordingly, cases maturing during the first-half, i.e. April to
September of a particular financial year shall be taken up for consideration by the Committee in the first week of January. Similarly, the Screening Committee meeting in the first week of July shall process the cases that would be maturing during the second-half, i.e. October to March of the same financial year. Authority empowered to constitute Screening Committee for RACPS shall also constitute Screening Committee for MACPS;

(v) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial up-gradation under the scheme. There shall, however, be no further fixation of pay at the time of regular promotion. Fixation benefits availed under Time Bound Advancement (TBA) Scale, Assured Career Progression (ACP) and Revised Assured Career Progression Scheme (RACPS) would be adjusted while considering financial up-gradation under MACPS;

(vi) Promotions earned in the post carrying same Level in the promotional hierarchy as per recruitment rules shall be counted for the purpose of MACPS. In cases, where the promotional post carries the same Level in their recruitment rules, then the employee in financial up-gradation under MACP scheme shall move to the next immediate higher Cell instead of next higher Level;

(vii) If a financial up-gradation under the MACPS is deferred and not allowed after 10 years in a Level, due to the reason of the employees being unfit or due to pendency of departmental proceedings, or judicial proceedings this would have consequential effect on the subsequent financial up-gradation which would also get deferred to the extent of delay in grant of first financial up-gradation. The approach would be same for similar eventualities arising at 20 or 30 years as the case may be;

(viii) In the matter of disciplinary or judicial proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall be regulated under the provisions of the OCS(CCA) Rules, 1962/ Standing Order as applicable and the laws under which the judicial proceedings are instituted, as the case may be;

(ix) On grant of financial up-gradation under the scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HRA, allotment of Government accommodation shall be permitted;

(x) The MACPS contemplates merely placement on personal basis in the immediate higher Level / grant of financial benefits only and shall not amount to actual functional promotion of the employees concerned. Therefore, no reservation orders shall apply to the MACPS. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to
associate members of SC /ST in the Screening Committee meant to consider cases for grant of financial up-gradation under the scheme;

(xi) Financial up-gradation under the MACPS shall be purely personal to the employee and shall have no relevance to his position of seniority in the grade. As such, there shall be no stepping up of pay / antedated of increment between senior and junior after regulation of pay under MACPS;

(xii) Pay drawn in the Level allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee;

(xiii) If a regular promotion in due course is refused by the employee before becoming entitled to a financial up-gradation, then there shall be no financial up-gradation under MACPS as the employee has not been stagnated due to lack of promotional opportunity. If, however, financial up-gradation has been allowed due to stagnation and the employee refuses the subsequent promotion, it shall not be a ground to withdraw the financial up-gradation. He shall, however, not be eligible to be considered for further financial up-gradation till he agrees to be considered for promotion again and the next financial up-gradation shall also be deferred to the extent of period of debarment due to such refusal. Similarly, refusal of MACP is automatically construed as refusal of promotion in the same manner;

(xiv) Employees on deputation need not revert to the parent Department for availing the benefit of financial up-gradation under MACPS if he is drawing pay admissible to his parent post;

(xv) Placement of an employee in the appropriate Level under MACPS depends upon the number of promotions and up-gradations under RACPS already availed. As such, the applicable Level for fixation of pay under these rules shall be the Level of the post the employee holds or his entitlement under MACPS whichever is higher;

(xvi) Up-gradation of post in a cadre shall not be considered as an up-gradation under the MACPS;

(xvii) There shall be no further financial up-gradation under MACPS, if an employee has already availed three financial up-gradation under RACPS / Promotion;

(xviii) If there is no fixation of pay on promotion on account of availing benefits under MACPS, the usual date of increment shall be retained;

(xix) All promotions within or across the cadre supported by Rules shall be considered as up-gradations under MACPS. An employee joining a post as an outsider will be counted afresh in that post for MACP benefits;

(xx) Financial up-gradation in favour of an employee under MACPS shall not be considered if he is found unsuitable for promotion or does not fulfill the conditions for promotion;

[Signature] 2/18/18
Note: The Revised Assured Career Progression scheme (RACPS) shall cease to operate with effect from 01.04.2015. The operation period of RACPS for an employee is from 01.01.2013 to 31.03.2015 or till the date he ceases to draw pay under pre-revised scale of pay.

15. Dearness Allowances:

Consequent upon revision of pay scale as per the revised pay structure with effect from 1st April, 2015, the Dearness Allowance from 01.04.2015 to 30.06.2016 shall be NIL. Subsequent DA from 01.07.2016 shall be regulated in the manner by the same principle as adopted by Government of Odisha/ OPTCL for their employees from time to time. The existing rate of Dearness Allowance on the revised pay will be as follows.

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<th>Date from which payable</th>
<th>Rate of D.A. in revised pay</th>
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<td>From 01.04.2015 to 30.06.2016</td>
<td>No D.A.</td>
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<tr>
<td>01.07.2016</td>
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<td>01.01.2017</td>
<td>@4% of Basic Pay</td>
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<td>@5% of Basic Pay</td>
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<td>01.01.2018</td>
<td>@7% of Basic Pay</td>
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However, the Dearness Allowance already drawn in the pre-revised scale of pay from 01.04.2015 will be adjusted while drawing pay in the revised rate and Dearness Allowance granted thereof.

16. House rent allowance:

The non-executive employees shall be entitled to House Rent Allowance at the existing rate of 18% / 20% as applicable in the revised pay to be paid prospectively from 21.04.2018.

17. Medical allowance:

The non-executive employees shall be entitled to Medical Allowance at the existing rate of 5% in the revised pay to be paid prospectively from 21.04.2018.

18. Shift allowance:

The Shift Allowance is enhanced from Rs.50/- per month to Rs.200/- per month to all such eligible non-executive employees working in “B” and “C” shift. Further, existing Night Shift Allowance is hereby discontinued from 21.04.2018. The revised Shift allowance shall be applicable prospectively to be paid from 21.04.2018.

19. Conveyance allowance:

The Conveyance Allowance is enhanced from Rs.600/- (Rupees Six hundred) per month to Rs.800/- (Rupees Eight hundred) per month to all eligible non-executive employees. The revised Conveyance allowance shall be applicable prospectively from 21.04.2018.
20. **All other allowances:**

The existing amount drawn in respect of all other allowances at present shall remain unchanged. No arrear in respect of any allowance pertaining to the period prior to 21.04.2018 shall accrue to the employees.

21. **Special Pay:**

The Special Pay allowed to the eligible non-executives shall stand withdrawn from 01.05.2018.

22. **Authority competent to fix up pay in the revised pay matrix:**

Pay shall be fixed in the Revised Pay matrix in the following manner:

a) For Field Personnel: Respective Heads of Division/Circle office.

b) For employees in Head Office: Head of HR, Head Office, NESCO Utility.

In case where an employee has worked more than one office or accounting Unit, his arrear pay and allowances on account of fixation of pay in the Revised Scale shall be drawn and disbursed by the office to which he is presently working subject to obtaining the details of pay and allowances drawn by him in the Unit/Division/Circle/Zone where he worked previously.

23. **Authority for Financial Concurrence:**

Pay fixation of pay of the non-executive employees are to be concurred by Finance Department of NESCO Utility before payment. Such concurrence shall be given by:-

a) For Field personnel: By the respective Finance Officers/DDO of the Division/Circle not below the rank of Asst. Manager.

b) For employees in Head Office: Sr. GM (Finance), Head office, NESCO Utility.

Wherever no Finance Officers / Executives is available in the Division in the said rank, the pay fixation of the employees may be concurred at the concerned Circle Office.

24. **Recovery of excess payment:**

Where in the course of fixation of pay under these rules, any amount drawn or received as pay by an employee under any rule is found to be in excess of the amount payable to him/her under these rules, the excess amount so drawn or received shall be recovered from such employee or from his /her recoverable terminal benefits for which he shall submit an undertaking. Format for giving such undertaking is annexed at **Annexure-V.**
25. Interpretation of Rules and Power to remove Anomalies:

All queries in relation to interpretation and clarification to the provisions of these orders and removal of anomalies thereof shall be referred to the HR-Head, NESCO Utility for decision who shall finalise in consultation with the Authorised Officer, NESCO Utility. Anomalies, if any, shall be brought to the notice of the undersigned within 06 months of issue of the office order.

This issue with the approval of the Competent Authority.

Memo No. 9948 /Dated, 21.8.18

Copy to all functional Heads of Corporate Office/Dy. General Manager (Fin)-Pre Audit/ D.D.O Corporate Office, NESCO Utility through mail for information and necessary action.

Memo No. 9949 /Dated, 21.8.18

Copy to all Superintending Engineers of Distribution Circles/ Executive Engineers of Distribution and Store Divisions of NESCO Utility through mail for information and necessary action.

Memo No. 9950 /Dated, 21.8.18

Copy to PS to Head of DMU, GRIDCO, Janpath, Bhubaneswar for kind information of Head of DMU/ PS to Authorized Officer, NESCO Utility for kind information of AO, NESCO Utility.

C.C : 1. D.M (IT), I.T Cell, NESCO Utility Corporate Office, Balasore for uploading the Office Order in NESCO Utility Website.
2. Non-Executive Establishment - HR Branch of Corporate office, NESCO Utility for necessary action.
3. Notice Board
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<th>Existing Skill Category</th>
<th>Un-Skilled</th>
<th>Semi Skilled-B</th>
<th>Semi Skilled-A</th>
<th>Skilled-C</th>
<th>Skilled-B</th>
<th>Skilled-A</th>
<th>Highly Skilled-B</th>
<th>Highly Skilled-A, B &amp; A</th>
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Application Form for exercising option to come over to the Revised Scales of Pay
[See Rule – 6]

1. I, ____________________________ holding the post of ____________________________ and drawing pay in the Pay Band and Grade Pay of ____________________________ do hereby elect the revised pay structure with effect from the 01.04.2015.

OR

I, ____________________________ holding the post of ____________________________ and drawing pay in the Pay Band and Grade Pay of ____________________________ do hereby elect to continue on the existing Pay band and Grade Pay until the date ____________________________ (i.e. the date of my next increment / promotion or up-gradation of the post / vacate or cease to draw pay in the existing pay structure).

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

Date: ______________

Signature: ____________________________

Designation: ____________________________

Office: ____________________________

Signed before me ____________________________

Head of Office/ any Officer of NESCO Utility

Signature: ____________________________

Head of Office / Competent Authority

With Seal

Date: ______________

N.B.: Delete whichever is not applicable at Para-1
<p>| | |</p>
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<td>Employee I.D</td>
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<td>2</td>
<td>Name of the Employee and present designation.</td>
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<td>3</td>
<td>Present place of posting</td>
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<td>Post held by the employee as on 31.03.2015</td>
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<tr>
<td>6</td>
<td>Existing Pay Band and Grade Pay of the post as on 31.03.2015</td>
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<td>7</td>
<td>Corresponding Level (No) in the Pay Matrix of the pay Band and Grade Pay of the post as on 31.03.2015</td>
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<td>Entry Grade and its corresponding Level in Pay Matrix</td>
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<td>Existing Pay Band and Grade Pay in which pay is drawn as on 31.3.2015 (As per RACPS, if availed)</td>
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<td>Number of RACP availed before promotion</td>
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<td>14</td>
<td>Existing Basic Pay as on 31.03.2015 (Pay + Grade Pay)</td>
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<td>Pay to be fixed in the Level of Pay Matrix (Attached to the post or as per MACPS entitlement)</td>
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<td>Date from which option exercised to come over to revise pay structure</td>
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|17 | Emoluments in the existing Pay band and Grade pay on the date from which revised pay is opted.  
(a) Pay (including personal pay)  
(b) Grade Pay  
(c) D.A. as on 31.03.2015  
(d) Total emolument (a to c) |
18. Pay fixed in the revised pay structure by multiplying the existing basic pay (Sl. No. 14) by a factor of 2.57 and rounded off to the nearest rupee.

19. The Pay Cell in the appropriate Level in which the amount arrived at Sl. No. 18 is exactly fitted, if no such Cell exact to the amount is available then the next above Cell in that Level

OR

If the amount so arrived is less than the first Cell in the Level then the pay is fitted at the first Cell of the Level.

(Cell No. and the amount of pay be mentioned)

20. Date of next increment

21. Any other relevant information

Pay in the Cell in the Level after increment

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Date:

Office:

Signature & Designation of Finance Executive

Signature & Designation of Respective Head of Division/Circle/Zone office/ HR-Head

24/5/18
FORM FOR EXERCISING OPTION ON THE EVENT OF FIXATION OF PAY ON PROMOTION / FINANCIAL UPGRADEATION UNDER MACPS

[See Rule – 12]

1. I, ________________ holding the post of ___________________ in the Level _______________ in Pay Matrix and drawing Pay of Rs. _______________ in the Cell no. _______________ do hereby elect to get my pay fixed in the Level _______________ under the Revised Pay Structure on _______________ i.e. the date of my joining in the promotional post or the date of financial up-gradation / the date of accrual of my next increment.

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

Signature________________________

Designation_______________________

Office____________________________

Signed before me__________________

Head of Office______________________

[Signature]

29/8/18
UNDERTAKING

[See Rule – 24]

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to NESCO Utility either by adjustment against future payments due to me or otherwise.

Signature __________________________

Name: __________________________

Designation: __________________________

Date: __________________________

Place: __________________________

[Signature]

24/8/10