

Pay and Pay Related Allowances

(Non - Officers)

1.0 Pay Scales: (pre-revised)

Grade (Ref, Pipelines, R&D)	Scales of Pay *	Grade (Marketing / IBP)	Scales of pay *
VIII	7400-14750	VI	7400-14750
VII	6700-13700		
VI	6300-13000	V	6300-13200
V	5800-11800	IV	5800-11500
IV	5400-10850	III	5400-10500
III	5000-9800	II	5000-9400
II	4800-8900		
I	4600-8400	I	4600-8400

* The pay scales are applicable for the period from 1.1.97 to 31.12.06 and these are due for revision from 1.1.07

1.1 Pay fixation on promotion

- (i) The promotional increment due in respect of promotions of workmen after 01.01.1997 shall be drawn at the rates as mentioned below (pre-revised):

On promotion from Grade		Promotional increment (% of BP)
Ref., PL and R&D	Marketing / IBP	
VIII	VI	6.0
VII		6.0
VI	V	6.0
V	IV	5.5
IV	III	5.5
III	II	5.0
II		5.0
I	I	5.0

- (ii) Workmen shall be granted promotional increment at the applicable rate and the Basic Pay so arrived at (after rounding off) shall be the Basic Pay in the promoted scale.
- (iii) If due to grant of Promotional Increment, the Basic Pay exceeds the maximum of the promoted scale, the amount of Promotional Increment shall be so reduced that the Basic Pay plus Promotional Increment does not exceed maximum of the relevant scale.

2.0 Annual Increments

2.1 Condition for grant of annual increment

An employee will continue to get his annual increment on the due date so long as there is no adverse report regarding his conduct and work from his Departmental Head, unless withheld by a specific order in writing to that effect. In a case where increment has to be stopped/postponed for reasons of unsatisfactory work or conduct, the concerned Departmental Head is required to inform the Personnel and Finance Departments two months in advance so that necessary action to stop or postpone the increment is taken in time.

2.2 Regulation of annual increments

1st January will be the common date of annual increment for all eligible employees. Newly appointed employees will be eligible for annual increment on 1st Jan., provided they have completed not less than six months of service as on preceding 31st December. In case of every fresh appointment and promotion the date of annual increment must be indicated in the Office Order.

2.3 Rate of Annual Increment

In respect of non-officers, the Annual increment (pre-revised) will be drawn at the following rates on Basic Pay.

Grade		Annual increment (% of BP)
Ref., PL and R&D	Marketing / IBP	
VIII	VI	4.0
VII		4.0
VI	V	4.0
V	IV	3.5
IV	III	3.5
III	II	3.0
II		3.0
I	I	3.0

If due to grant of Annual Increment, the Basic Pay exceeds the maximum of the scale, the amount of Annual Increment shall be so reduced that the Basic Pay plus annual increment does not exceed maximum of the relevant scale.

2.4 Stagnation Increments

Non-officers (pre-revised): On reaching the maximum of the scale of pay in their grades, employees will be eligible for grant of a stagnation increment on the next due date of annual increment. Pay will be rounded off to the nearest Rs.5/-. Maximum of three such stagnation increments will be granted.

3.0 Pay Related Allowances

3.1 Dearness Allowance

Non - Officers: (Pre-revised) : 100% neutralization of cost of living over AICPI 1708 is effective from 01.01.1997. AICPI is linked to 1960 = 100 (AICPI).

The periodicity of adjustment will be once in 3 months, as under:

Quarterly average for the months	DA payable from
September, October & November	1 st January
December, January & February	1 st April
March, April & May	1 st July
June, July & August	1 st October

3.2 City Compensatory Allowance (for non-officers)

The rates of City Compensatory allowance are as under:-

BP (Rs. p.m.)	A-1 (Rs. p.m.)	A (Rs. p.m.)	B-1 (Rs. p.m.)	B-2 (Rs. p.m.)
Below 4000	90	65	45	25
4001-5250	125	95	65	35
5251-6499	200	150	100	65
6500 & above	300	240	180	120

Note: CCA is admissible with reference to the place of duty and not the place of residence.

3.3 House Rent Allowance (HRA)

Non-Officers: (pre-revised)

House Rent Allowance is payable for various classes of cities as under:

Class of city	Rate % OF B.P.
Metro Cities	30
'A' Class	25
'B-1' Class	22.5
'B-2' Class	17.5
'C' Class	15
Unclassified	15

An employee may be allowed to draw HRA either related to the place of his residence or place of work, whichever may be beneficial to him subject to the conditions that:

- a) Such an employee resides with his family as one unit at a city nearby or in proximity to the place of duty, due to absence of basic facilities at the work location., and
- b) He has not retained his family at a station other than the place of posting because of his transfer.

Stoppage of payment of HRA

Payment of HRA shall be automatically stopped for :

- i) having been provided with the company-owned/leased accommodation; or
- ii) having declined to accept the company-owned/leased accommodation; or
- iii) any stipulated contingency on the occurrence of which an employee would normally lose his title to the HRA

Conditions for drawing of HRA : An employee shall not be entitled to HRA if

- i) he/she resides in accommodation allotted to his/her spouse or parents/son/daughter by the IOC.
- ii) he/she shares accommodation with an employee of the Corporation in a Refinery Township.

3.4 Special Allowance

Non-officer employees observing 48 hours per week duty schedule are paid Special Allowance @10% of their basic pay.

Special Allowance will count for computation of provident fund, bonus and overtime.

Special Allowance is payable for periods of leave with pay, but not for periods of unauthorised absence or for periods of extraordinary leave without pay.