

## **PAY AND PAY RELATED ALLOWANCES**

### **(NON - OFFICERS)**

#### **1.0 PAY SCALES :**

<b>Grade</b> (Ref, Pipelines, R&D)	<b>Scales of Pay</b>	<b>Grade</b> (Marketing / IBP)	<b>Scales of pay</b>
IX	20000 – 49200	VII	20000 – 49200
VIII	16000 - 43700	VI	16000 - 43700
VII	14800 - 40500		
VI	13800 - 38500	V	13800 - 38500
V	12800 - 35000	IV	12800 - 35000
IV	11900 - 32000	III	11900 - 32000
III	10800 - 29000		
II	10600 - 26500	II	10800 - 29000
I	10500 - 24500		
		I	10500 - 24500

#### **1.1 Pay fixation on promotion**

- (i) The promotional increment due in respect of promotions of workmen after 01.01.2007 shall be @ 3%.
- (ii) Workmen shall be granted one promotional increment and the Basic Pay so arrived rounded off to the next Rs.10/- 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**

1<sup>st</sup> 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 will be drawn @ 3% on Basic Pay. The pay of non-officer after grant of annual increment will be rounded off to next multiple of Rs.10/-.

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 will be allowed to draw a maximum of three stagnation increments one after every two years. The stagnation increment shall be payable at the rate of 3% of the Basic Pay. The first stagnation increment will be admissible after completion of two years from the date of reaching the maximum of the pay scale. The subsequent stagnation increment will be admissible after completion of two years from the drawal of the last stagnation increment. The stagnation increment shall be admissible provided the workman gets a performance rating of 'Satisfactory' or above. The pay of workman after grant of stagnation increment will be round off to next multiple of Rs.10/-

## 3.0 PAY RELATED ALLOWANCES

### 3.1 Dearness Allowance

**Non - Officers:** : 100% neutralization of cost of living over AICPI 126.33 is effective from 01.01.2007. AICPI is linked to 2001 = 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 <sup>st</sup> January
December, January & February	1 <sup>st</sup> April
March, April & May	1 <sup>st</sup> July
June, July & August	1 <sup>st</sup> October

### 3.2 House Rent Allowance (HRA)

**Non-Officers:**

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

Class of city	Rate % OF B.P.
X	30 %
Y	20 %
Z	10 %

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 unauthorized absence or for periods of extraordinary leave without pay.