

## WORK-RELATED ALLOWANCES/BENEFITS

### 1.0 Shift Allowance :

The Shift Allowance is admissible in respect of shifts actually worked. Employees working only one shift without rotating in other shifts are not entitled to Shift Allowance. The allowance is also not admissible for working in general shifts. The rates are as under:

#### a) Officers (w.e.f. 1.10.05)

Category	Rate per shift	
	Grade A&B	Grade C & above
Mor/Eve	Rs.80	Rs.100
Night	Rs.130	Rs.150

#### b) Workmen (w.e.f. 1.10.05):

Category	Rate per shift
Mor/Eve	Rs.65
Night	Rs.105

### 2.0 Washing expenses reimbursement (w.e.f 1.10.97):

Employees are paid Washing Allowance as per the following rates:

Category	Officers	Workmen
	Rs./p.m	Rs./p.m
Provided with Uniform / Protective clothing	105	85
Others	85	60

In case of officers, an amount of Rs.25 is being diverted to the SABF. In respect of workmen, Rs.14 is diverted.

Washing Allowance is payable during CL, EL & SL (not exceeding 30 days at a stretch). Not payable during EOLWP, Maternity Leave, Study Leave (without pay), Special Sick Leave etc.

### 3.0 Tea expenses reimbursement :

Locations	Officers Rs/pm	Workmen Rs/pm
At locations where subsidized canteen facilities exist.	40	40
At locations where subsidized canteen facilities do not exist.	400 (wef 1.10.05)	370 (wef 1.10.05)

In the case of officers Rs.25 is diverted to the fund where subsidised canteen facilities exist. In other cases Rs.35 is diverted.

In the case of workmen Rs.20 is diverted to the fund where subsidised canteen facilities exist. In other cases Rs.30 is diverted.

**4.0 Special Compensatory Off for Officers :(w.e.f 1.1.92)**

Officers working 48 hours per week schedule are entitled to Special Compensatory Off at the rate of 9 SCOs per quarter, which are compulsorily encashable at the beginning of next quarter.

**5.0 Patrolling Allowance for workmen:**

It is payable to workmen of Pipelines Division engaged in line patrolling @ Rs.1700 p.m w.e.f 1.10.05.

**6.0 Cash Handling Allowance :**

**6.1 Workmen engaged in disbursement of cash on regular basis:**

<b>Amount of Average monthly cash disbursed (Rs)</b>	<b>Rate of CHA per month ( w.e.f 1.8.08)</b>
Upto Rs.2.25 lac	235
Over Rs.2.25 lac & upto Rs4.50 lac	300
Over Rs.4.50 lac & upto Rs.8.00 lac	375
Over Rs.8.00 lac	470

CHA paid for handling cash on regular basis is treated as "pay" for all the purposes.

**6.2 Workmen who are required to handle Cash only on a particular day:**

<b>Amount of cash disbursed (Rs.)</b>	<b>Rate of CHA per day (w.e.f. 1.8.08)</b>
Upto Rs.40,000	85
From Rs.40,001 to Rs.90,000	105
From Rs.90,001 to Rs.1,50,000	125
From Rs.1,50,001 & above	165

The amount of CHA to an employee shall in no case exceed Rs.470 p.m.

**7.0 Tanker/Bunker (Refreshment Expenses ) reimbursement. (w.e.f. 1.10.05):**

Tanker/Bunker Expenses Reimbursement @ Rs.600/- for every block of 12 hours continuous duty is admissible to officers attending tanker discharge at the Jetty end, subject to laid down conditions.

**8.0 Conveyance Allowance to Blind & Orthopaedically Handicapped.**

Employees who are blind or Orthopaedically handicapped with the minimum prescribed disability & who generally require physical assistance for going to or coming from the place of their duty are entitled to the Conveyance Allowance at double the normal rate of Transport Assistance/Subsidy admissible to employees under the Rules.

**9.0 Transport Assistance for officers/ Transport Subsidy for workmen:**

Officers who have not availed Conveyance Advance and also do not claim reimbursement of Conveyance running and maintenance expenses or avail Company transport, are entitled to Transport Assistance.

<b>Transport Assistance Rate p.m. w.e.f. 1.1.07</b>			
Gd.A	1000	Gd.E	1800
Gd.B	1200	Gd.F	1900
Gd.C	1300	Gd.G & above	2000
Gd.D	1700		

Workmen are entitled to Transport Subsidy as under:

<b>Transport subsidy Rate/p.m. (Rs.) w.e.f 1.1.07</b>	
Metro	715
Others	500

**10.0 Reimbursement of Conveyance Running & Maintenance Expenses:**

Officers who own a Car and utilize the same for official duties are reimbursed the expenses at the mileage rate of Rs.8.40 per km. for the distance, as per the annual ceilings given hereunder:

<b>Grade</b>	<b>Annual Km. Ceiling</b>
Gr.A	4500
Gr.B	7000
Gr.C	7100
Gr.D	8600
Gr.E	8800
Gr.F	10500
Gr.G	11000

Officers who maintain a Scooter/M.Cycle or Moped are paid conveyance maintenance expenses on monthly basis i.e. Rs.1506 for Scooter/M.Cycle and Rs.807 for Moped.

Workmen who own a conveyance are also paid monthly conveyance maintenance expense, which are reviewed and revised along with officers. The current rates are:

Mode	Gd.VI in Mkt. / IBP Divn Gd.VII & VIII in Ref, PL, AOD & R&D Centre	Gd. I to V in Mktg. / IBP Divn. Gd. I to VI in Ref, PL, AOD & R&D Centre
Scooter/M.Cycle	Rs.1123 p.m.	Rs.1007 p.m.
Moped	Rs.614 p.m.	Rs.548 p.m.

#### 11.0 Professional Updation Allowance (w.e.f. 1.1.2007):

With a view to facilitate officers to keep themselves professionally & technically updated, Professional Updation Allowance (inclusive of Newspaper / Magazine Allowance) is paid as follows.

Grades	Amount per month(Rs.)
O2	700/-
A	1000/-
B	1100/
C	1200/
D	1600/
E	1800/
F	2000/
G	2200/
H	2400/
I	2500/

#### 12.0 Rationalisation Adjustment Allowance:

##### a) Officers (w.e.f. 1.4.89)

The Rationalisation Adjustment Allowance to Officers (**upto Grade 'F' only**) is paid at the following rates:

Service period in regular scale	Of pay Rate per month (Rs.)
Less than 5 years	85
5 years & more but less than 12 years	110
12 years & more but less than 19 years	125
19 years & more	140

**b) Workmen (w.e.f. 1.1.07):**

Workmen are entitled to **Rationalization-Cum-Skill Updation** Expenses as under:

<b>Service range in regular scale</b>	<b>Rate per month (Rs.)</b>
Less than 5 years	500
5 years & more but less than 10 years	565
10 years & more but less than 15 years	675
15 years & more but less than 25 years	780
25 years & more	820

**13.0 Special Computer Allowance to Workmen (w.e.f 1.8.99):**

<b>Ref, PI, R&amp;D</b>	<b>Mktg.</b>	<b>Rate/pm</b>
Gr I, II and III	Gr I & II	2% of BP
Gr IV & V	Gr III & IV	3% of BP
Gr VI, VII, and VIII	Gr V & VI	4% of BP

**14.0 Newspapers/Periodicals/Magazines Allowance for workmen:**

Workmen are entitled to Newspaper/periodical/magazine allowance w.e.f. 1.4.04 as under.

<b>Mktg. Divn.</b>	<b>Other Divisions</b>	<b>Rate (Rs.) p.m.</b>
Gd. I & II	Gd. I to III	95
Gd. III & IV	Gd. IV & V	135
Gd. V & VI	Gd. VI to VIII	185

**15.0 Internet charges (w.e.f 1.1.04):**

Internet connectivity is a tool for upgrading knowledge & learning. It has been decided to introduce payment of Internet charges to employees in workmen category as per following ceilings on self-certification basis w.e.f. 1.1.04:

<b>Mktg. &amp; IBP Divns.</b>	<b>Other Divisions</b>	<b>Ceilings on reimbursement (Rs.) p.m.</b>
Gd. I & II	Gd. I to III	100
Gd. III & IV	Gd. IV to V	125
Gd. V & VI	Gd. VI to VIII	150

#### **16.0 Night-halt Allowance (w.e.f 1.10.05):**

The Night-halt Allowance is admissible for eligible workmen of Mktg. Divn. @ Rs.170 per night-halt. The allowance is admissible to Tank Truck Drivers/Jr. Operator (Field) when they go on tour with products. This is admissible along-with Overtime when on wheels. Daily Allowance is, however, not admissible in their case.

#### **17.0 Reimbursement of Lunch Expenses:**

In lieu of the practice of providing Lunch expenses reimbursement to the extent of Rs.10 per day while on duty at the station of posting, officers w.e.f. the month of July, 1995 have been extended the facility of reimbursement of expenses incurred on lunch within an annual limit. The provision for reimbursement applies only to officers at such of the locations, where the subsidized canteen facilities do not operate. The non-officer employees at such locations have also been extended the benefit.

The present annual ceiling w.e.f. 1.7.2009 has been fixed at Rs.7044/- (average Rs.587 p.m.) with the condition that the amount of reimbursement will not exceed Rs.600 in a particular month.

Employees not attending duty for a continuous period of 1 month are not entitled to claim reimbursement for that month. However, they are not debarred from claiming the reimbursement within the prescribed annual and monthly limits during the course of the year (i.e. from July to June).

#### **18.0 Deputation Allowance for Officers posted to Joint ventures:**

As per extant policy, Deputation Allowance is paid to officers on secondment to JVs who opt to draw IOC salary and deputation allowance as against compensation package offered by the respective JV.

Deputation Allowance is paid @15% of BP to officers on deputation with JVs and PII, w.e.f 1.1.07.

#### **19.0 Deputation allowance for officers posted to PPAC/PCRA/CHT/OISD**

The rate of Deputation allowance admissible to Officers posted to PPAC/PCRA/CHT/ OISD is 10% of Basic Pay per month, w.e.f. 1.1.07.

#### **20.0 Compensation to officers performing additional/extended duty**

Officers when required and called upon to perform additional or extended duty in the following situations may avail compensatory off and/or compensation at the applicable rate towards transportation/out-of-pocket expenses:

- a) official duties on holidays/closed days and weekly rest days.
- b) extended duties on regular working day.
- c) emergency duty after office hrs. when called from home.

No compensation is admissible for attending duties upto 2 hours (for 48 hrs category) and upto 4 hours (for 36-1/4 hrs category) on holidays/closed days and weekly rest days.

Officers observing 48 hrs./week schedule, if required to attend on their weekly off day, which falls on a holiday, get the compensation as per admissible rate in addition to the normal benefit of one compensatory holiday.

Officers observing 36.25 hrs./week schedule, if required to attend duty on all the 7 days of the week including on a holiday falling during the week, are entitled, to one compensatory weekly-off in addition to compensation towards transportation and out of pocket expenses as normally admissible. This is irrespective of duration of duty on the 7<sup>th</sup> consecutive day. This compensatory weekly-off has necessarily to be availed within 3 days in the next week, failing which the same shall lapse. The week for the purpose means Monday to Sunday. It has been clarified that officers engaged on preparation of Balance Sheet, if not allowed CO within 3 days may avail the same within the same month or following two months.

The compensation rates, last revised w.e.f 1.4.2008, are as under:

S. No.	Situation	Admissible Benefits		
		Comp-Off	Meal/out-of-pocket expenses	Transport expenses
<b>I.</b>	<b>For performing duty on holidays/closed days/weekly rest day</b>			
<b>a) For 48 hours category of officers:</b>				
1	2 hrs & more but less than 4 hrs	One	Rs.250	-
2	4 hrs & more but less than 8 hrs	One	Rs.500	-
3	8 hrs & more but less than 16 hrs	One	Rs.700	-
4	For double shift duty (Total 16 hrs.)*	One	Rs.1400	-
<b>b) For 36.25 hours category of officers:</b>				
3	4 hrs & more but less than 8 hrs. #	-	Rs.500	Rs.310
4	8 hrs & more #	-	Rs.700	Rs.310
<b>II</b>	<b>For performing extended duty on regular working days:</b>			
<b>a) For 48 hrs. category of officers:</b>				
1	2 hrs & more but less than 4 hrs	-	Rs.250	-
2	4 hrs & more but less than 8 hrs	-	Rs.500	-
3	8 hrs i.e. double shift duty (total 16 hrs)	One	Rs.700	-
4	Continuous duty of 12 hrs on planned rota	One (for 2 such duties)	Rs.500	-
<b>b) For 36.25 hours category of officers:</b>				
1	2 hrs & more but less	-	Rs.250	-

	than 4 hrs			
2	4 hrs & more but less than 8 hrs	-	Rs.500	-
3	8 hrs & more	-	Rs.900	-
<b>III</b>	<b>For performing emergency duty after office hours when called from home:</b>			
	For all categories of officers (48 hrs./36.25 hrs.)			
	- Minimum	-	Rs.300	-
	- Emergency duty of 4 hrs. or more	-	Rs.500	-

\* with prospective effect

# In these situations, out-of-pocket and transport expenses are clubbed and paid together.

Note: Performing 12 hours continuous duty on planned rota is different than performing extended hours of duty of 4 hours on a working day. Planned rota is a notified working arrangement for a specified duration / period, like planned shutdown maintenance.

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