

Utility Powertech Limited

(A JV of Reliance Infra. Ltd. & NTPC Ltd.)

'UPL House' W-24, Sector-11

NOIDA - 201301 (U.P.)

Ref. No: UPL : HO : HR : CIRCULAR : 2016

Date: 28.07.2016

HR CIRCULAR: 01/2016

Subject: Policy on Pay / Perks applicable to Executives / Non-Executives engaged on Contract basis for UPL

- 01 In order to streamline the system for engagement of Executives & Non-Executives on contract basis, a policy has been formulated.
- 02 This new policy includes the guidelines for Pay Structure / Perks, Annual Increment, Entitlement of Leave, Daily Allowance / Travelling Allowance, Joining TA related to engagement of Executives & Non-Executives on contract basis to meet the requirement of the company is placed at Annexure-A (9 pages).
- 03 This Policy comes into force with effect from 01.04.2016
- 04 This issues with the approval of the Competent Authority.


= 28/7/16
(Keshaw Kumar)
AGM (HR)

Encl: as above

DISTRIBUTIONS:

1. Chief of (Contract & Commercial), H.O.
2. All HoDs at Head Office
3. All RMs/ Site In-charge
4. Coordinator, CEO Secretariat: for kind information of CEO please
5. Policy File

POLICY FOR PAY / PERKS OF EXECUTIVES ON CONTRACT BASIS FOR UPL

1.1 OBJECTIVE:

This Policy has been made to streamline the Pay Structures / Perks, Annual Increment and Entitlements in respect of Executives engaged on contract basis for internal requirement of UPL.

1.2 DEFINITION:

In order to streamline system for Pay / Perks of executives on contract basis and also to maintain the parity, this Policy has been formulated so that there should not be any disparity. Any minor modification / amendment / clarification will be done with approval of the Chief Executive Officer.

1.3 APPLICABILITY:

This Policy comes into force with effect from 01.04.2016 and shall be applicable to executive category employees on rolls of UPL as on 01.04.2016 and to be engaged after 01.04.2016 on contract basis.

1.4 PAY STRUCTURE:

S.No.	Grade	Designation	Pay Band in (₹)
1	C-1	Asstt. Engineer /Asstt. Officer	12,000 – 27,000
2	C-2	Engineer / Officer	14,000 – 29,000
3	C-3	Sr. Engineer /Sr. Officer	16,000 – 31,000
4	C-4	Dy. Manager	18,000 – 33,000
5	C-5	Addl. Manager	20,000 – 40,000
6	C-6	Manager	22,000 – 42,000
7	C-7	Sr. Manager	24,000 – 44,000
8	C-8	Dy. General Manager	28,000 – 53,000
9	C-9	Addl. General Manager	32,000 – 57,000
10	C-10	General Manager	40,000 – 65,000

1.5 SPECIAL FEATURES FOR EMPLOYEES ON ROLLS OF UPL AS ON 01.04.2016:

To encourage and motivate executive category employees engaged on contract basis, onetime special increment of ₹ 1,000/- (Rupees One Thousand only) in their current Basic Pay is to be paid. Further, those executives who are getting less than the minimum basic pay in their proposed grade, their Basic Pay will be fixed at minimum level of the Pay Scale subject to an increment of ₹ 1,000/- minimum.

1.6 MEDICAL ALLOWANCE:

Monthly Medical Allowance (for OPD) shall be paid to all executives @ 10% of Basic Pay subject to maximum of ₹ 1,250/- per month. This Medical Allowance is not applicable to superannuated employees of NTPC or Maharatna CPSU, who are already getting this facility under PRMS (Post Retirement Medical Scheme) from their previous organisation.

1.7 CONVEYANCE REIMBURSEMENT:

S.No.	Grade	Conveyance Reimbursement (Cost in ₹ equivalent to Petrol)	Maintenance Charges in (₹)
1	C-1 to C-2	40 Ltrs.	0
2	C-3 to C-5	60 Ltrs.	0
3	C-6 to C-7	80 Ltrs.	800.00
4	C-8 to C-10	100 Ltrs.	1,000.00
5	Resident Manager or Site In-charge will get additional	25 Ltrs.	250.00

1.8 HOUSE RENT ALLOWANCE:

House Rent Allowance (HRA) will be paid @ 10/20/30 percent of Basic Pay, as per classification of cities; if the company accommodation is not provided.

1.9 EX-GRATIA:

Ex-Gratia @ 8.33% of Basic Pay will be paid to all executives, subject to maximum of ₹ 20,000/- (Rupees Twenty Thousand only) per annum.



S.No.	Grade	Mobile Reimbursement in (₹)
1	C-1 to C-2	1,100
2	C-3 to C-7	1,500
3	C-8 to C-10	2,000

1.11 ENTERTAINMENT & HOSPITALITY ALLOWANCE: (FOR RMs / Site In-charge)

Entertainment & Hospitality Allowance shall be paid to all Resident Manager / Site In-charge @ Rs. 2,000/- (Rupees Two Thousand only) per month.

1.12 ANNUAL INCREMENT (ON RE-ENGAGEMENT):

S.No.	Grade	Designation	Annual Increment (on Excellent Rating) in (₹)	Annual Increment (on Very Good Rating) in (₹)	Annual Increment (on Good Rating) in (₹)	Annual Increment (on Un-Satisfactory Rating) in (₹)
1	C-1	Asstt. Engineer / Asstt. Officer	1,500	1,000	500	0
2	C-2	Engineer / Officer	1,500	1,000	500	0
3	C-3	Sr. Engineer / Sr. Officer	1,500	1,000	500	0
4	C-4	Dy. Manager	1,500	1,000	500	0
5	C-5	Addl. Manager	2,000	1,500	1,000	0
6	C-6	Manager	2,000	1,500	1,000	0
7	C-7	Sr. Manager	2,000	1,500	1,000	0
8	C-8	Dy. General Manager	2,500	2,000	1,000	Contract Closed
9	C-9	Addl. General Manager	2,500	2,000	1,000	Contract Closed
10	C-10	General Manager	2,500	2,000	1,000	Contract Closed

1.13 ENTITLEMENT OF LEAVE:

All executive category employees working on contract basis shall be entitled to avail 2 days leaves per month (Max. 24 leaves during one year contract), which will not be carried forward. Unavailed leave(s) to the extent of 50% of the total entitled leave(s) i.e. maximum 12 leaves can be encashed at the end of their contract period. No other leave shall be admissible.

1.14 DAILY ALLOWANCE / ENTITLEMENT OF TRAVEL MODE / HOTEL TARIFF (WHILE ON OFFICIAL TOUR):

S.No.	Grade	Designation	Daily Allowance (DA) per day in (₹)	Composite Daily Allowance (CDA) per day in (₹)	Mode of Travel (By Train)	Local Travel (Auto / Taxi) ₹ /KM	Hotel Tariff (Metropolitan Cities) in (₹)	Hotel Tariff (Principal Cities) in (₹)	Hotel Tariff (Ordinary Cities) in (₹)
1	C-1	Asstt. Engineer / Asstt. Officer	600	750	3 rd AC	3.77	2,250	1,800	1,440
2	C-2	Engineer / Officer	600	750	3 rd AC	3.77	2,250	1,800	1,440
3	C-3	Sr. Engineer / Sr. Officer	600	750	3 rd AC	3.77	2,250	1,800	1,440
4	C-4	Dy. Manager	800	1,000	2 nd AC	10.00	3,000	2,400	1,920
5	C-5	Addl. Manager	800	1,000	2 nd AC	10.00	3,000	2,400	1,920
6	C-6	Manager	800	1,000	2 nd AC	10.00	3,000	2,400	1,920
7	C-7	Sr. Manager	800	1,000	2 nd AC	10.00	3,000	2,400	1,920
8	C-8	Dy. General Manager	1,000	1,250	2 nd AC	10.00	6,000	4,800	3,840
9	C-9	Addl. General Manager	1,000	1,250	2 nd AC	10.00	6,000	4,800	3,840
10	C-10	General Manager	1,000	1,250	2 nd AC	10.00	6,000	4,800	3,840

1. The rates of DA given above are for Metropolitan & Principal Cities. For Ordinary Cities – Daily Allowance shall be given @ 80% of Principal Cities.
2. Journey DA shall be reimbursed to the claimant equivalent to Ordinary Cities DA as per his / her entitlement.

METROPOLITAN CITIES:

DELHI, MUMBAI, BANGALORE, HYDERABAD & KOLKATA

PRINCIPAL CITIES:

Agra, Amritsar, Allahabad, Ahmedabad, Bhopal, Coimbatore, Chennai, Dhanbad, Indore, Jaipur, Jabalpur, Jamshedpur, Kanpur, Kochi, Kozhikode, Lucknow, Ludhiana, Madurai, Meerut, Nagpur, Noida, Patna, Surat, Thiruvanthapuram, Vadodara, Varanasi, Vijayawada, Vizag.

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1.15 TRANSPORTATION CHARGES IN CASE OF TRANSFER:

1.15.1 Transportation Cost: For Transportation of house hold goods from one station (residential address) to the place of posting by Truck shall be payable @ ₹ 20/- per kilometre + Transit Insurance (limited to actual expenditure on production of original bill / receipts). The rate will be applicable for DGM / AGM / GM only. All other Executives will get 80% of above i.e ₹ 16/- per kilometre + Transit Insurance.

1.15.2 The services of manpower engaged on contractual basis shall be transferable to anywhere in India.

1.15.3 TA shall be admissible as per their entitlement Level / Grade wise.

1.15.4 On transfer and subsequent joining at new place of posting, one time Disturbance Allowance will be paid @ 50% of their Basic Pay. This allowance shall not be payable in case of request transfer. This amount would be payable only after joining at new place of posting.

PS: Past Cases already settled would not be re-opened.

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2.1 OBJECTIVE:

This Policy has been made to streamline the Pay Structure / Perks, Annual increment and Entitlements in respect of Non-Executives engaged on contract basis for internal requirement of UPL.

2.2 DEFINITION:

In order to streamline system for engagement of non-executives on contract basis and also to maintain the parity, this Policy has been formulated so that there should not be any disparity. Any minor modification / amendment / clarification will be done with approval of the Chief Executive Officer.

2.3 APPLICABILITY:

This Policy comes into force with effect from 01.04.2016 and shall be applicable to non-executive category employees on rolls of UPL as on 01.04.2016 and to be engaged after 01.04.2016 on contract basis.

2.4 PAY STRUCTURE:

S.No.	Grade	Designation	Pay Band in (₹)
1	B-1	Office Assistant	7,000 – 17,000
2	B-2	Sr. Office Assistant	7,500 – 17,500
3	B-3	Jr. Optr/Jr. Technician-Optr/Jr. DEO	8,000 – 20,500
4	B-4	DEO/Sr. Optr/Sr. Technician/Sr. DEO	8,500 – 21,000
5	B-5	Jr. Supervisor	9,000 – 21,500
6	B-6	Supervisor	9,500 – 22,000
7	B-7	Sr. Supervisor	10,000 – 22,500
8	B-8	Jr. Engineer / Jr. Officer	11,000 – 23,500

2.5 SPECIAL FEATURES:

To encourage and motivate non-executive category employees engaged on contract basis, onetime special increment of ₹ 500/- (Rupees Five Hundred only) in their current Basic Pay is to be paid. Further, those non-executives who are getting less than the minimum basic pay in their proposed grade, their Basic Pay will be fixed at minimum level of the approved Pay Scale subject to an increment of ₹ 500/- minimum.

2.6 MEDICAL ALLOWANCE:

Monthly Medical Allowance (for OPD) shall be paid to all non-executives @ 10% of Basic Pay subject to maximum of ₹ 1,250/- per month. This Medical Allowance is not applicable to superannuated employees of NTPC or Maharatna CPSU, who are already getting this facility under PRMS (Post Retirement Medical Scheme) from their previous organisation.



2.7 CONVEYANCE REIMBURSEMENT:

S.No.	Grade	Conveyance Reimbursement (Cost in Ltrs. of Petrol)	Maintenance Charges in (₹)
1	B-1 to B-8	40 Ltrs.	0

2.8 HOUSE RENT ALLOWANCE:

House Rent Allowance (HRA) will be paid @ 10/20/30 percent of Basic Pay, as per classification of cities, if the company accommodation is not provided.

2.9 EX-GRATIA:

Ex-Gratia @ 8.33% of Basic Pay will be paid to all non-executives, subject to maximum of ₹ 20,000/- (Rupees Twenty Thousand only) per annum.

2.10 MOBILE REIMBURSEMENT:

S.No.	Grade	Mobile Reimbursement in (₹)
1	B-1 to B-8	1,000

2.11 ANNUAL INCREMENT (ON RE-ENGAGEMENT):

S.No.	Grade	Designation	Annual Increment (on Excellent Rating) in (₹)	Annual Increment (on Very Good Rating) in (₹)	Annual Increment (on Good Rating) in (₹)	Annual Increment (on Unsatisfactory Rating) in (₹)
1	B-1	Office Assistant	1,000	750	500	0
2	B-2	Sr. Office Assistant	1,000	750	500	0
3	B-3	Jr. Optr/Jr. Technician-Optr/Jr. DEO	1,250	750	500	0
4	B-4	DEO/Sr. Optr/Sr. Technician/Sr. DEO	1,250	750	500	0
5	B-5	Jr. Supervisor	1,250	750	500	0
6	B-6	Supervisor	1,250	750	500	0
7	B-7	Sr. Supervisor	1,250	750	500	0
8	B-8	Jr. Engineer / Jr. Officer	1,250	750	500	0

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2.12 ENTITLEMENT OF LEAVE:

All non-executive category employees working on contract basis shall be entitled to avail 2 days leaves per month (Max. 24 leaves during one year contract), which will not be carried forward. Unavailed leave(s) to the extent of 50% of the total entitled leave(s) i.e. maximum 12 leave(s) can be encashed at the end of their contract period. No other leave shall be admissible.

2.13 DAILY ALLOWANCE / ENTITLEMENT OF TRAVEL MODE / HOTEL TARIFF (WHILE ON OFFICIAL TOUR):

S.No.	Grade	Designation	Daily Allowance (DA) per day in (₹)	Composite Daily Allowance (CDA) per day in (₹)	Mode of Travel (By Train)	Local Travel (Auto) ₹/KM	Hotel Tariff (Metropolitan Cities) in (₹)	Hotel Tariff (Principal Cities) in (₹)	Hotel Tariff (Ordinary Cities) in (₹)
1	B-1	Office Assistant	330	420	SL Class	3.77	900	720	576
2	B-2	Sr. Office Assistant	330	420	SL Class	3.77	900	720	576
3	B-3	Jr. Optr/Jr. Technician-Optr/Jr. DEO	400	500	SL Class	3.77	1,200	960	768
4	B-4	DEO/Sr. Optr/Sr. Technician/Sr. DEO	400	500	SL Class	3.77	1,200	960	768
5	B-5	Jr. Supervisor	400	500	SL Class	3.77	1,200	960	768
6	B-6	Supervisor	400	500	SL Class	3.77	1,200	960	768
7	B-7	Sr. Supervisor	400	500	SL Class	3.77	1,200	960	768
8	B-8	Jr. Engineer / Jr. Officer	600	750	3 rd AC	3.77	2250	1,800	1,440

1. The rates of DA given above are for Metropolitan & Principal Cities. For Ordinary Cities – Daily Allowance shall be given @ 80% of Principal Cities.
2. Journey DA shall be reimbursed to the claimant equivalent to Ordinary Cities DA as per his / her entitlement.

METROPOLITAN CITIES:

DELHI, MUMBAI, BANGALORE, HYDERABAD & KOLKATA

PRINCIPAL CITIES:

Agra, Amritsar, Allahabad, Ahmedabad, Bhopal, Coimbatore, Chennai, Dhanbad, Indore, Jaipur, Jabalpur, Jamshedpur, Kanpur, Kochi, Kozhikode, Lucknow, Ludhiana, Madurai, Meerut, Nagpur, Noida, Patna, Surat, Thiruvanthapuram, Vadodara, Varanasi, Vijayawada, Vizag.

2.14 TRANSPORTATION CHARGES IN CASE OF TRANSFER:

2.14.1 Transportation Cost: For Transportation of house hold goods from one station (residential address) to the place of posting by Truck shall be payable @ ₹ 12/- per kilometre + Transit Insurance (limited to actual expenditure on production of original bill / receipts).

2.14.2 The services of manpower engaged on contractual basis shall be transferable to anywhere in India.

2.14.3 TA shall be admissible as per their entitlement Level / Grade wise.

2.14.4 On transfer and subsequent joining at new place of posting, one time Disturbance Allowance will be paid @ 50% of their Basic Pay. This allowance shall not be payable in case of request transfer. This amount would be payable only after joining at new place of posting. This allowance shall not be payable in case of request transfer.

PS: Past Cases already settled would not be re-opened.

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