



**HARYANA POWER GENERATION CORPORATION LIMITED,
SHAKTI BHAWAN, SECTOR-6, PANCHKULA**

Office Order No. 164 /Finance

Dated: 02.03.2009

Subject: Implementation of HPGCL (Revised Pay) Rules, 2008 and HPGCL (Assured Career Progression) Rules, 2008- Fixation of Pay and Payment of Arrears Instructions regarding.

With reference to the HPGCL (Revised Pay)Rules,2008 notified vide Office Order No.162/FINANCE dated: 2nd March,,2009 and HPGCL (Assured Career Progression) Rules,2008 notified vide Order No.163/FINANCE dated: 2nd March,,2009, it is stated that in terms of the provision of these rules, the HPGCL employees are required to exercise their option for drawal of their pay in the revised pay structure in the format prescribed in Second Schedule (copy enclosed) appended to both of the above said rules as applicable on the HPGCL employees.

2. The sequence of action to be taken on receipt of the option will be as follows:

- i) The manner of initial fixation of pay in the revised pay structure has been indicated in Rule 7 of the HPGCL (Revised pay) Rules, 2008. On the basis of this rule, detailed Fixation Tables for each stage in each of the pre-revised scale have been worked out and are enclosed as Annexure-I to this office order. These tables may be used for the purpose of fixation of pay in the revised pay structure.
- ii) The tables in Annex-I will be applicable in cases where normal replacement pay scales have been approved by the Govt. In cases of up gradation of posts, fixation of pay will be done as prescribed in Note 2 below Rule7(1) and in the manner indicated in Illustration 4 respectively of the Explanatory Memorandum to the HPGCL (Revised Pay) Rules,2008.
- iii) In terms of HPGCL (Revised Pay) Rules, 2008, there shall be a uniform date of increment i.e. 1st July of the year after implementation of the revised pay structure. Consequently, in case of employees whose date of next increment falls on 1.1.2006, the increment will be drawn in the pre-revised scale and pay be fixed in accordance with the tables after including this increment. The next increment in the revised pay structure in such cases will be drawn on 1st July, 2006.
- iv) On fixation of pay in the applicable revised pay band and grade pay or in the pay scale, as the case may be, pay and allowances for the month of the March, 2009 to be paid in the month of April, 2009 may be drawn and paid on the basis of the revised pay structure and the applicable allowances thereon after deduction of enhanced subscription to the General Provident Fund will be calculated with reference to the revised basic pay. In so far as the employees who have joined on or after 01.01.2006 are concerned, the enhanced deductions under the New Pension Scheme will be calculated with reference to the revised basic pay and DA thereon.

“Basic pay” in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, personal pay etc.

- v) Bills may be drawn separately in respect of the arrears of pay and allowances for the period from January 1, 2006 to December 2008. The aggregate arrears, computed after deduction of subscription at enhanced rate of GPF and New Pension Scheme with reference to the revised pay, may be paid in two installments, the first installment being restricted to 40% of the aggregate arrears during the current financial year 2008-09. DDOs will ensure that action is taken simultaneously in regard to the HPGCL contribution towards enhanced subscription. Orders about modalities of making of payment in regard to the payment of the second installment of 60% of aggregate arrears will be issued separately in due course.
 - vi) Similar sequential action as indicated above may be taken for the authorization of the revised pay and allowances of those employees whose options might be received later.
3. The arrear claims shall be drawn only after the fixation of pay in the pay band and grade pay has been pre-checked by concerned Accounts personnel (DA/SO) and a certification to that effect is endorsed by the concerned Drawing & Disbursing Officer authenticating the correctness of pay fixation and calculation of arrears.
 4. In order to ensure correct and systematic fixation of pay in the revised pay structure, a Performa for the purpose (Statement of Fixation of Pay) is enclosed (Annexure-II) for HPGCL (Revised Pay) Rules,2008 & for HPGCL (ACP) Rules, 2008 in Annexure-II A. The statement should be prepared in duplicate and a copy thereof should be pasted in the service book of the employee concerned. Further, while computing and authorizing the arrear the relevant installment of dearness allowance paid between July, 1, 2006 and December, 2008 shall also be adjusted.
 5. It is not unlikely that the arrears due in some cases may be computed incorrectly leading to overpayments that might have to be recovered subsequently even after this exercise. The Drawing & Disbursing Officer should, therefore, make it clear to the employees under their administrative control, while drawing arrears that the payments are being made subject to adjustment from amounts that may be due to them subsequently should any discrepancies be noted later. For this purpose, an undertaking may also be obtained in writing from every employee at the time of drawal of arrear/pay and allowances for March 2009, to the effect that in such cases excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised pay structure will be refunded by him to HPGCL either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed (Annexure-III)
 6. The fixation of pay and calculation of arrears shall also be subject to rectification and adjustments in certain cases where a particular pre-revised scale has been granted to HPGCL employees at the strength of some interim order of the Court of Law or on the basis of some interim order by any Court of Law, after the case has been decided finally and suitable appropriate decision has been taken by the HPGCL on such final decision. The Drawing &

Disbursing Officer should, therefore, also make it clear to such employees under their administrative control, while disbursing the arrear/Pay and allowances in the revised pay structure, that payments are being made subject to appropriate decision taken by the HPGCL on such final decision of the Court of Law. A specimen form of undertaking is also enclosed (Annexure-IV)

7. In authorizing the arrears, Income Tax as due may also be deducted and credited to Government in accordance with the instructions on the subject. In case HPGCL employee wishes to deposit his arrears in his General Provident Fund account, this may be permitted.
8. A HPGCL employee has an option to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz 1st July of the year.
9. Where pre-revised pay scales have been modified subject to amendment in service rules, concerned authority/Accounts Personnel shall insure that such modification in pay scales are give effect only after amendment in the relevant service rules.
10. The selection grade for all groups i.e group 'A', 'B', 'C' and 'D' shall be discontinued w.e.f. 01.01.2006 for the posts to which selection grade was admissible prior to 01.01.2006.

(K.S.Yadav)
Sr.Accounts Officer/Finance
HPGCL, Panchkula

THE SECOND SCHEDULE

**Form of Option
[See rule 6(1)]**

* (i) I _____ hereby elect the revised pay structure with effect from 1st January, 2006.

* (ii) I _____ hereby elect to continue on the existing scale of pay of my substantive/Officiating post mentioned below until:

*the date of my next increment

The date of my subsequent increment raising my pay to Rs. _____

I vacate or cease to draw pay in the existing scale.

The date of my promotion to _____

Existing Scale _____

Signature _____

Name _____

Designation _____

Office in which employed _____

Date:

Station:

*To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that any 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 the HPGCL either by adjustments against future payments due to me or otherwise.

Signature:_____

Name:_____

Designation:_____

Date:

Station:

UNDERTAKING

I hereby undertake that as a result of any rectification or adjustment in the pay scale granted to me on the strength of any interim order by any Court of Law or on the basis of any interim order by the Court of Law, any excess amount which may be found to have been made as a result of relevant appropriate decision taken by the HPGCL on the final decision of the Court of Law, will be refunded by me to the HPGCL either by adjustment against future payment due to me or otherwise. I further undertake to abide by such relevant appropriate decision of the HPGCL taken on the final decision of such Court of Law as the case may be:

Signature:_____

Name:_____

Designation:_____

Date:

Station:

ANNEXURE-II

Statement of fixation of pay under HPGCL (Revised Pay) Rules, 2008

Sr.No.		Particulars
1.	Name of the employee	
2.	Designation of the post in which pay is to be fixed as on January 1, 2006	
3.	Status (Substantive/Officiating)	
4.	Pre-revised scale(s) of pay applicable for the post (In case more than one scale of pay is applicable for the post and these have been merged in pursuance of the recommendation of PRC in a single revised scale, the scale of the pay in which the employee was actually drawing his pay should be specified)	
5.	Existing emoluments as on January 1, 2006	
	(a) Basic Pay (including Stagnation Increments, if any)	
	(b) Dearness Pay	
	(c) Dearness Allowance applicable at AICPI average 536 (1982=100)	
	(d) Total existing emoluments [(a) to (c)]	
6.	Revised pay band and grade pay corresponding to the pre-revised scale shown at SI.No.4 above.	
7.	Pay in the revised pay band/scale in which pay is to be fixed as per the fitment table attached at Annex-I.	
8.	Grade Pay to be applied in terms of Rule 4 of HPGCL (Revised Pay) Rules, 2008	
9.	Stepped up pay with reference to the revised pay of Junior, if applicable [Notes 7 to 10 below rule 7(1) of HPGCL (Revised Pay) Rules, 2008) Name and pay of the junior also to be indicated distinctly	
10	Revised pay with reference to the Substantive Pay in the cases where the pay fixed in the Officiating post is lower than the pay fixed in the Substantive post if applicable [Sub rule (2) of Rule 7]	
11.	Personal Pay, if any [Notes 6 to 8 below Rule 7(1)]	
12.	Revised emoluments after fixation	
Sr.No.		Particulars
	(a) Pay in the Revised Pay Band/ Pay Scale	
	(b) Grade Pay	
	(c) Special Pay, if admissible (Sub Rule 1(c) of Rule 7)	
	(d) Personal Pay, if admissible	

	(e) Non-Practising Allowance, if admissible[Sub Rule 1(D) of Rule 7]	
13.	Date of next increment (Rules 9 & 10) and pay after grant of increment.	

Date of Increment

Pay after Increment

Pay in the Pay Band/Scale	Grade Pay (Wherever applicable)

14. Any other relevant information:

Date:

**Signature & Designation
of Head of Office**

ANNEXURE-IIA

**Statement of fixation of pay under HPGCL (Assured Career Progression) Rules,
2008**

Sr.No.		Particulars
1.	Name of the Employee	
2.	Designation of the post in which pay is to be fixed as on January 1, 2006	
3.	Status (Substantive/Officiating)	
4.	Pre-revised scale(s) of pay applicable for the post (In case more than one scale of pay is applicable for the post and these have been merged in pursuance of the recommendation of PRC in a single revised scale, the scale of the pay in which the employee was actually drawing his pay should be specified).	
5.	Existing emoluments as on January 1, 2006	
	(a) Basic Pay (including Stagnation Increments, if any)	
	(b) Dearness Pay	
	(c) Dearness Allowance applicable at AICPI average 536 (1982=100)	
	(d) Total existing emoluments [(a) to (c)]	
6.	Revised pay band and grade pay corresponding to the pre-revised scale shown at SI.No.4 above.	
7.	Pay in the revised pay band/scale in which pay is to be fixed as per the fitment table attached at Annex-I.	
8.	Grade Pay to be applied in terms of Rule 4 of HPGCL (ACP) Rules, 2008.	
9.	Stepped up pay with reference to the revised pay of Junior, if applicable also. Name and pay of the Junior also to be indicated distinctly and Rule under which stepping up is possible.	
10.	Revised pay with reference to the Substantive Pay in the cases where the pay fixed in the Officiating post is lower than the pay fixed in the Substantive post if applicable [Sub rule (2) of Rule 7].	
11.	Personal Pay, if any [Notes 6 to 8 below Rule 7(1)]	
Sr.No.		Particulars
12.	Revised emoluments after fixation	
	(a) Pay in the Revised Pay Band/ Pay Scale	
	(b) Grade Pay	
	(c) Special Pay, if admissible (Sub Rule 1(c) of Rule 7)	

	(d) Personal Pay, if admissible	
	(e) Non-Practicing Allowance, if admissible [Sub Rule 1(D) of Rule 7]	
13.	Date of next increment (Rules 9 & 10) and pay after grant of increment.	

Date of Increment

Pay after Increment

Pay in the Pay Band/Scale	Grade Pay (Wherever applicable)

14. Any other relevant information:

Date:

**Signature & Designation
of Head of Office**

ANNEXURE-I**Fitment Tables**

Pre-revised scale(1)

Rs.2650-65-3300-EB-70-
4000Revised Pay Band+Grade
Pay

IS Rs.4440-7440+Rs.1650

Pre-revised Basic Pay	Revised		
	Pay in the Pay Band	Grade pay	Revised Basic Pay
2650	4930	1650	6580
2715	5050	1650	6700
2780	5180	1650	6830
2845	5300	1650	6950
2910	5420	1650	7070
2975	5540	1650	7190
3040	5660	1650	7310
3105	5780	1650	7430
3170	5900	1650	7550
3235	6020	1650	7670
3300	6140	1650	7790
3370	6270	1650	7920
3440	6400	1650	8050
3510	6530	1650	8180
3580	6660	1650	8310
3650	6790	1650	8440
3720	6920	1650	8570
3790	7050	1650	8700
3860	7180	1650	8830
3930	7310	1650	8960
4000	7440	1650	9090
4070	7570	1650	9220
4140	7700	1650	9350
4210	7840	1650	9490

Pre-revised scale (2)

Rs.2750-70-3800-EB-75-
4400

Revised Pay Band +Grade
Pay

PB-1 Rs.5200-20200+1800

Pre-revised Basic Pay	Pay in the Pay Band	Revised	
		Grade pay	Revised Basic Pay
2750	5200	1800	7000
2820	5250	1800	7050
2890	5380	1800	7180
2960	5510	1800	7310
3030	5640	1800	7440
3100	5770	1800	7570
3170	5900	1800	7700
3240	6030	1800	7830
3310	6160	1800	7960
3380	6290	1800	8090
3450	6420	1800	8220
3520	6550	1800	8350
3590	6680	1800	8480
3660	6810	1800	8610
3730	6940	1800	8740
3800	7070	1800	8870
3875	7210	1800	9010
3950	7350	1800	9150
4025	7490	1800	9290
4100	7630	1800	9430
4175	7770	1800	9570
4250	7910	1800	9710
4325	8050	1800	9850
4400	8190	1800	9990
4475	8330	1800	10130
4550	8470	1800	10270
4625	8610	1800	10410