



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

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No. Pay Fixation A 8/LTS 2021

Dated.10.03.2021

CIRCULAR No. I/LTS/2018

Sub:- Memorandum of Settlement dated 15.02.2021 – Revision of pay and allowances of Workmen – fixation of pay – Guidelines – issued.

Ref:- 1) B.O.(DB).No.133/2021 (PSI/2617/PR/2018) Dated Tvpm 15-02-2021.
2) B.O (FTD) No.171/2021 (PS1/2617/PR/2018) Dated Tvpm 26.02.2021.

The Kerala State Electricity Board Limited (KSEBL) in its Order cited has revised the pay and allowances of workmen with effect from 01-08-2018 as per Memorandum of Settlement (commonly known as Long Term Settlement 2021 or LTS 2021) dated 15-02-2021.

These instructions/guidelines are issued to assist in fixing the pay and allowances of workmen in the revised scale of pay and other matters.

1. Introduction

The revised pay will be effective from 01-08-2018 and is applicable to all categories of workmen in KSEBL. The provisions relating to fixation of pay in the LTS 2021 are briefed below:

Article IV	Deals with Scales of Pay, Service Pay and rules for fixation
Article V	Deals with various allowances
Article VI	Deals with the date of effect and drawal of arrears
Article IX	Deals with the wage revision of PTC employees
Article X	Deals with various allowances of PTC employees

2. Service Pay for Fixation of Pay.

2.1 Service Pay

- Service pay for the past service will be allowed to regular employees at the rate of 0.2% (Zero point two percentage) of the Basic Pay arrived as on 01.08.2018 in the revised scale for each completed year of service as on 31.07.2018.

- b) Clause (a) above is subject to;
Minimum amount of ₹100/- (Rupees One hundred only) and Maximum of ₹4000 (Rupees Four thousand only).
- c) For computing service pay, the actual effective service rendered in KSEBL will only be considered. Completed years of service will be computed based on the service completed as on 31.07.2018, ignoring fraction of a year, if any.
- d) Service pay will be admissible only to the workmen in regular service of the KSEBL as on 31.07.2018 & continuing in service on 01.08.2018.
- e) Service pay will be treated as pay for the purpose of calculating Dearness Allowance, Earned Leave Surrender, Pension and Terminal Benefits only.
- f) Service pay will not be reckoned for fixation of pay due to promotion / Higher Grade Promotion or for claiming any other allowances.
- g) For calculation of Service pay, fraction of a rupee, if any, will be rounded off to the next higher rupee.
- h) The service pay will continue without any change till the next pay revision or retirement, which ever is earlier.

2.2 Services which are reckonable for Service Pay.

- a) Qualifying period of service in KSEBL as on 31-07-2018
- b) Broken periods of provisional service, if it has been counted for increments under the service of the KSEBL.
- c) Leave Without Allowance on Medical Certificate, Leave Without Allowance for 60 days taken in continuation of Maternity Leave. (B.O. (FB) No. 532/2007 (Estt.1/251/07) dated 07-03-2007).
- d) Workmen who are appointed to higher categories in KSEBL service itself, by direct recruitment or transfer appointment through Kerala Public Service Commission, the service put in by such workmen in the KSEBL prior to appointment to the higher post.
- e) The continuous provisional service rendered by the Provisional Lineman/ Meter Readers from February 1989.
- f) The actual period of CLR service of the workmen in the Board who were appointed under Compassionate Employment Scheme.

- g) 50% of the completed years of service as PTC Employees, in respect of the PTC employees in KSEBL who have been subsequently regularized as Full Time Workmen in the Board Service on or before 31-7-2018.

Eg. A Full Time Workman, who has 6 years service as PTC and 3 years service as Full Time Workman as on 31-07-2018 will be eligible for Service Pay as follows.

- | | | | |
|------|---|-------------------|---------|
| (i) | For PTC Service (50% of 6 years) | : 3 x 0.2 = 0.6 % | |
| (ii) | For Full Time Service | : 3 x 0.2 = 0.6 % | |
| | Total Service pay admissible [(i) + (ii)] | | = 1.2 % |

2.3 Services that will not count for Service Pay.

- i) Time spent on leave, not counted for normal increments
- ii) The period during which increment was barred with cumulative effect and period of permanent reduction of pay.
- iii) The period of suspension (a) not regularized (b) treated as period not spent on duty (c) regularized as Leave without Allowance.
- iv) Unauthorized absence subsequently regularized as Leave Without Allowance on other than Medical Certificates . (B.O. (FB) No. 532/2007 (Estt.I/251/07) dated 07-03-2007).
- v) Leave without Allowance taken on personal ground, for taking up employment in India or abroad, for joining spouse and for study purpose, as governed by B.O. (FB) No.532/2007 (Estt.I/251/07)dated 07-03-2007.
- vi) Prior service in Government or elsewhere rendered by a Workman.

3. Fixation of Pay in the revised scale

- 3.1** The Pay of a workman in service on 01.08.2018 will be fixed by observing the provisions contained in Clause B of Article IV of Long Term Settlement 2021, as detailed below;
- a) Fix the Basic Pay on 01.08.2018 in the revised scale based on the Basic Pay (excluding stagnation increment) as on 31.07.2018, as provided in Annexure -II to the Long Term Settlement 2021, the stage to stage fixation Table.
 - b) Calculate the Service Pay as per clause 2.1 above and retain separately.

3.2 Rules for Fixation in the revised scales.

- a) All Workmen who are in service as on 01.08.2018 shall come over to the revised scale of pay with effect from 01.08.2018. There will be no option facility for this Pay Revision.
- b) Pay in the revised scale as on 01.08.2018 will be the corresponding revised pay stage of the pre-revised pay as on 31.07.2018 as provided in Annexure II to the Long Term Settlement 2021. If the corresponding pay stage is less than the minimum of the revised scale of pay of the post the pay will be fixed at the minimum.
- c) All appointments and promotion made on or after 01.08.2018 shall be deemed to have been made in the revised scale of pay, and pay will be regulated accordingly.
- d) Stagnation Increment existing in pre-revised scale will not be reckoned for determination of pay stage in the revised scale. However the same number of stagnation increments drawn in the pre-revised scale will be allowed in the revised scale at the rate of last increment.
- e) In the case of a Workmen enjoying personal pay and stagnation increment in the pre-revised pay scale, personal pay will be retained in the revised pay scale by multiplying the personal pay in the pre-revised scale with a factor of 1.30 and rounded to the next multiple of 10. If the amount so arrived by multiplication of personal pay by the factor provided is a multiple of 10, the amount will not be rounded off to the next multiple This personal pay will be absorbed in future increase in pay due to Promotion and Higher Grade Promotion, if any. (Illustration No-2)
- f) The existing date of increment shall not undergo any change. In all cases where the minimum of the scale of pay of a Workmen is greater than the pay stage eligible with effect from 01.08.2018 in accordance with the Annexure -II to the Long Term Settlement 2021, the date of increment will be on completion of one year of service from that date.
- g) Maximum number of stagnation increment allowed in the revised scale will be six, out of which five will be annual and the sixth will be biennial.
- h) In the case of Workman who had drawn 5th Stagnation Increment on or before 01.08.2016 in the pre -revised scale he / she will be entitled to draw the 6th Stagnation Increment on 01.08.2018 in the revised scale and those who drawn the 5th Stagnation Increment after 01.08.2016 in the per-

revised scale he / she will be entitled to draw the 6th Stagnation Increment in the revised scale on the normal increment date only after completion of two years from the date of increment. (Illustration No.5)

- i) Protected amount available as on 31.07.2018 as per previous LTS will be discontinued. Protected amount drawn upto February 2021 as per previous Long Term Settlement will not be recovered.

Method of fixation in the Revised Scale of Pay		
1	Basic pay corresponding to pre-revised pay as per Annexure-II to the Long Term Settlement 2021	
2	No.of stagnation increment drawn in the pre-revised scale.	
3	Eligible amount of revised stagnation increment as applicable based on Row-2, above.	
4	Personal pay, if any in the pre-revised scale multiplied by 1.30 [as per clause 3.2 (e)]	
5	Service pay @ 0.2% of the revised Basic Pay as per row 1 for each qualified & completed years of service as on 31.07.2018 in KSEB Ltd.	
Pay = Basic Pay+Stagnation Increment+ Personal Pay+Service Pay		

The pay arrived above shall be the pay as on 01-08-2018 in the revised scale of pay.

Note:- Basic pay, Stagnation Increment, Personal Pay and Service Pay shall be shown separately.

- 3.3** In the case of Workman who is on Deputation / Foreign Service and has opted for pay of the deputation post or is on Leave Without Allowances or is under suspension as on 01.08.2018, his pay will be fixed on the date of his rejoining duty on the basis of pay last drawn immediately before 01.08.2018.
- 3.4** A Workman whose increment is withheld for want of declaration of probation as on 01.08.2018 will be allowed the benefit of pay revision on the basis of pay actually drawn on 31.07.2018 and he will continue on that pay till the date of effect of declaration of probation. However, the period during which increment is withheld will not be reckoned for computation of Service Pay. The pay so fixed will be revised to the corresponding stage in accordance with Annexure -II to the Long Term Settlement 2021 on declaration of probation, notionally counting the increment accrued but withheld. Monetary Benefit of revision of fixation will be admissible only from the

effective date of declaration of probation. He will draw his next increment on the date in which the normal increment falls due. (Illustration No. 6)

- 3.5** In the case of workmen whose increment in the pre-revised scale is barred as punishment with cumulative effect, their pay in the revised scale will be fixed as on 01-08-2018 (if increment bar is in force on that date) on the basis of the pay they were drawing immediately before increment bar. They will be entitled to the pay at the same rate till the expiry of the period of increment bar. The next increment in the revised scale will be sanctioned after the expiry of the period of increment bar. (Illustration No. 8)
- 3.6** In the case of workmen whose increment in the pre-revised scale is barred as punishment without cumulative effect, their pay in the revised scale will be fixed as on 01-08-2018 (if increment bar is in force on that date) in the revised scale on the basis of the pay notionally arrived at by counting increment, in the pre-revised scale, for every completed year of service which would have been counted for normal increment, but barred as punishment. The remaining period of increment bar will not be counted for accruing the next increment in the revised scale and the next increment in the revised rate will be sanctioned after the expiry of increment bar. (Illustration No. 9)
- 3.7** In the case of workmen whose pay in the pre-revised scale is reduced to a lower stage as penalty temporarily, their pay in the revised scale will be fixed as on 01-08-2018 (if increment bar is in force on that date) on the basis of the pay after reduction in the pre-revised scale. The next increment will be sanctioned only after the expiry of the remaining period of penalty.
- 3.8** In the case of workmen whose pay in the pre-revised scale is reduced permanently to lower stage as penalty with the effect of postponing of future increments, their pay in the revised scale will be fixed on 01-08-2018 on the basis of reduced pay in the pre-revised scale. They will have to remain in that pay till expiry of period of reduction. The next increment that will accrue in the revised scale will be sanctioned only after expiry of the remaining period of penalty.
- 4** **Fixation of pay for new recruits**
- a) The pay of the new recruits, who joined KSEBL's Service on or after 01-08-2018 will be at the minimum of the revised scale of pay applicable to the respective posts.
 - b) Fixation benefits based on LTS 2021 will not be admissible to workmen who entered KSEBL service on or after 01-08-2018.

4.1 Next increment

The next increment in the revised scale of pay will be given on the date on which normal increment falls due, in the pre-revised scale of pay.

4.2 Method of fixation of pay in respect of promotion/Higher Grade promotion as per Rule 28 A, Part I, KSR will continue as such.

4.3 If the amount notionally arrived due to promotion / Higher Grade promotion is more than the maximum of the higher time scale, the pay will be fixed at the maximum of the scale and the balance amount will be rounded to the next stagnation increment. (Illustration No.10)

5 Wage Revision of PTC Employees

5.1 Service Pay

- a) Service Pay will be allowed at the rate of 0.2% (zero point two percentage) of the Basic Pay arrived as on 01.08.2018 for 50% of the completed years of service as on 31-07-2018.
- b) Clause (a) above is subject to;
Minimum amount of ₹100/- (Rupees One hundred only) and Maximum of ₹4,000/- (Rupees Four thousand only).
- c) Fraction of a year of service will not be counted for service pay.
- d) Service pay will be admissible only to the workmen in regular service of the KSEBL as on 01.08.2018.
- e) Service pay will be treated as pay for the purpose of calculating Dearness Allowance, Earned Leave Surrender, Pension and Terminal Benefits only. Service pay will not be reckoned for fixation of pay due to promotion or for claiming any other allowances.
- f) For calculation of Service pay, fraction of a rupee, if any, will be rounded off to the next higher rupee.

5.2 Services reckonable for Service Pay

- a) Qualifying period of service in KSEBL as on 31-07-2018.
- b) Broken periods of provisional service, if it has been counted for increments under the service of the KSEBL.
- c) Leave Without Allowance on Medical Certificate, Leave Without Allowance for 60 days taken in continuation of Maternity Leave. (B.O. (FB) No. 532/2007 (Estt.1/251/07) dated 07-03-2007).

5.3 Services that will not count for Service Pay

- i) Time spent on leave, not counted for normal increments
- ii) The period during which increment was barred with cumulative effect and period of permanent reduction of pay.
- iii) The period of suspension (a) not regularized (b) treated as period not spent on duty (c) regularized as Leave without Allowance.
- iv) Unauthorized absence even if subsequently regularized as Leave without Allowance. (B.O. (FB) No. 532/2007 (Estt.I/251/07) dated 07-03-2007).
- v) Leave without Allowance taken on personal ground, for taking up employment in India or abroad and for joining spouse, for study purpose, as governed by B.O. (FB) No.532/2007 (Estt.I/251/07)dated 07-03-2007.
- vi) Prior Service in Government or elsewhere rendered by an employee will not count for service pay.

5.4 The existing scales of pay of PTC Employees are revised as detailed below.

Area to be swept	Existing Scale of Pay	Revised Scale of Pay
Upto 300 sq.mts.	8500-250/7-10250-290/7-12280-325/7-14555-360/7-17075 (28 years)	12200-350/7-14650-410/7 - 17520-460/7 - 20740-510/7 - 24310(28 years)
301sq.mts to 800 sq.mts.	10250-290/7-12280-325/7-14555-360/7-17075-450/7-20225 (28 years)	14650-410/7 -17520-460/7 - 20740-510/7 -24310-630/7-28720 (28 years)

5.5 Fixation of Pay in the revised scale.

The pay of PTC Employees in service as on 01-08-2018 will be fixed by observing the provisions contained in Clause B of Article IX of Long Term Settlement 2021.

- a). Fix the Basic Pay on 01.08.2018 in the revised scale based on the pay as on 31.07.2018 (excluding Stagnation Increment) as provided in Annexure -V of LTS 2021, the stage to stage fixation Table.
- b) Calculate the Service Pay as per clause 5.1 above and retain separately.

5.6 Rules for Fixation in the revised scales.

- a) The revised scale of pay will come into force with effect from 01.08.2018.

- b) All employees who were in the service as on 01.08.2018 shall come over to the revised scale of pay with effect from 01.08.2018. There will be no option facility for this Pay Revision.
- c) The pay for the purpose of fixation is the Basic pay as on 31.07.2018 in the pre-revised scale.
- d) Stagnation Increment existing in pre-revised scale will not be reckoned for determination of pay stage in the revised scale. However the number of stagnation increment drawn in the pre-revised scale will be allowed in the revised scale at the rate of last increment.
- e) The pay in the revised scale as on 01.08.2018 will be the corresponding revised pay stage of the pre-revised pay as on 31.07.2018 as provided in Annexure V to the Long Term Settlement - 2021.
- f) All appointments made on or after 01.08.2018 shall be deemed to have been made in the revised scale of pay and their pay will be regulated accordingly.
- g) In the case of an employee is on Leave Without Allowance or under suspension as on 01.08.2018, his / her pay will be fixed on the date of his / her rejoining duty on the basis of pay last drawn immediately before 01.08.2018.
- h) In the case of an employee who is continuing on LWA on 01.08.2018, his / her pay will be fixed in the revised scale as on the date of return from leave, on the basis of pay last drawn before entering on leave.
- i) The existing date of increment shall not undergo any change. In all cases where the minimum of the scale of pay of an employee is greater than the pay stage eligible with effect from 01.08.2018 in accordance with the Annexure -V to the Long Term Settlement - 2021, the date of increment will be on completion of one year of service from that date.
- j) Maximum number of stagnation increments allowed in the revised scale will be six, out of which five will be annual and the sixth will be biennial.

6. Allowances for Regular Employees

6.1 Dearness Allowance

Dearness Allowance will be calculated as per Article-V, Clause-1 of Long Term Settlement-2021. Dearness Allowance will be revised during the months of January and July of every year based on AICPI (IW).

6.2 House Rent Allowance

House Rent Allowance will be given as per Article-V, Clause-2 of Long Term Settlement-2021. For the purpose of HRA, Basic Pay as on the first day of the month only will be recognised.

6.3 Medical Allowance

Medical allowance is governed by Article-V, Clause-3 of Long Term Settlement-2021. Medical Reimbursement claim below Rs.500/- at a time will not be admitted w.e.f. 01.04.2021.

6.4 Hill Tract Allowance

This allowance is governed by Article V clause 4 of Long Term Settlement 2021

- a. The areas where Hill Tract Allowance is payable is specified in Appendix IX, KSR Vol.I and other places notified by the Government to be eligible for Hill Tract Allowance.
- b. This allowance will not be paid in areas where Project Allowance or Hydel Area/Operation Allowance is payable.

6.5. Hydel Area Allowance/Operation Allowance

This allowance is governed by Article V clause 5 of Long Term Settlement 2021

- a. Hydel Area Allowance / Operation Allowance will be paid to workmen working in offices situated in the notified places appended to Long Term Settlement as Annexure-III.
- b) This allowance shall be paid at a higher rate of 125% of normal rate for workmen on completion of three years of continuous service in hydel project areas & generating stations.
- c) Those workmen engaged in KDPP will also be eligible for Operation Allowance
- d) Hydel Area Allowance and Operation Allowance will not be paid together.

6.6 Project Allowance

Project Allowance is governed by Article V clause 6 of Long Term Settlement 2021

- a) This allowance will be paid to workmen working in projects under construction.
- b) Project Allowance and Hydel Area Allowance shall not be paid together.

Note:- Project Allowance shall be discontinued upon completion of the projects under construction. In the case of Hydel Project, if the workman continues to work in the hydel project after completion of the construction of the project he will be eligible for Hydel Area Allowance.

6.7. Investigation Allowance

This allowance is governed by Article V clause 7 of Long Term Settlement 2021.

- a, Investigation Allowance will be paid to the Workmen who are actually engaged in investigation duties in field.
- b. Investigation Allowance will be eligible till the completion of the investigation duties and the submission of final report.

6.8. Allowance to Office Attendants

Allowance to Office Attendants is governed by Article-V, Clause-8 of Long Term Settlement-2021.

6.9. Spread Over Allowance

Spread Over Allowance will be paid to the following categories of posts in the Break-down wing of Electrical Sections at the following rates (Article-V, Clause-9 of Long Term Settlement-2021).

Categories	Existing Rate/Month (Rs.)	Revised Rate / Day (Rs.)
Lineman Gr. II/ Lineman Gr. I	380/-	90/-
Overseer	400/-	100/-
Sub-Engineer	420/-	130/-

Note: -

- a). Workmen in the break down wing of Electrical Section shall only be engaged for spread over duty.
- b) One Sub Engineer, One Overseer and Two Linemen shall only be engaged for spread over duty per day.
- c) Workmen who are engaged for spread over duty beyond their normal duty hours are only eligible for this allowance. The details of their

engagement for spread over duty shall be recorded in the duty register invariably.

Note:- Spread Over Allowance of workmen from 16th of previous month to 15th of current month will be preferred in the pay bill of the current month as per the details furnished in the duty register regarding their engagement for Spread Over duty.

- d) In Electrical Sections, staff under Break down Wing has to attend the spread over duty. In case of exigencies, the field staff under Revenue & Capital and Maintenance wing are bound to attend the duties assigned and Spread over Allowance will be given at the rate as specified above. Workmen working in Sub Engineer Office / Overseer Office and Transformer Field Repairing Units are also eligible for this allowance.
- e) Sub Engineer Trainees in Electrical Sections where shift duty is not in vogue are also eligible for this allowance.
- f) Workmen posted for duty in the Communication Units, Relay Units, PET and for maintenance duty in Sub Stations and Generating Stations are eligible for Spread Over Allowance at the rate given below.

Categories	Existing Rate/Month (Rs.)	Revised Rate/Month (Rs.)
Lineman Gr. II/ Lineman Gr. I	380/-	450/-
Overseer	400/-	475/-
Sub-Engineer	420/-	500/-

- g) Executive staff up to Sub-Engineers who are actually engaged in the EHT line maintenance work and who are members of the Breakdown Wing are eligible for Spread Over Allowance at the same rate as specified above. Electricity Workers in the Break Down Wing of EHT Line Maintenance are eligible for Spread Over Allowance at the rate of Rs.300/- per month.
- h) This allowance will not be payable where overtime wages are being paid to such categories.

6.10. Extra Duty Allowance to Drivers

Extra Duty Allowance is governed by Article-V, Clause-10 of Long Term Settlement-2021.

6.11. Shift Duty Allowance

This allowance is payable to those workmen who are required to work in shifts including night shifts at the rate given in the table under Article-V, Clause-11 of Long Term Settlement-2021.

Note:-

- a. This allowance at the specified rates is payable to the workmen working in Control Rooms also.
- b. Workmen are not eligible to draw Shift Duty Allowance and Spread over Allowance together.
- c. This allowance is applicable only where three shifts are in operation.

6.12. Uniform Allowance

Uniform Allowance will be paid on an annual basis to the workmen who are required to wear uniform, subject to the conditions as shown in Article-V, Clause-12 of Long Term Settlement-2021.

Note:-

- a) An amount of Rs.600/- per year will be paid to workmen working in Transformer Maintenance Units in TMR Divisions as Shoe Allowance.
- b) Boiler Suit (one set per workman) will be provided for those working in the boiler room in KDPP. One set of boiler suit will be retained in the Office for the use of supervisory staff.
- c) Uniform allowance will not be paid to those workmen including drivers who are not wearing the prescribed uniform during duty hours.
- d) The payment will be made during July every year based on a certificate regarding wearing of uniform from the Controlling Officer.
- e) The Controlling Officers shall discontinue sanctioning of Uniform Allowance and recover the allowance sanctioned earlier, if a workman does not wear uniform during duty time.
- f) Drivers are also eligible for Uniform Allowance subject to conditions stated in (c), (d) and (e) above.
- g) Instructions issued by KSEBL from time to time with regard to wearing of Uniform shall be strictly followed.

6.13. Night Duty Allowance

Night Duty Allowance is governed by Article V clause 13 of Long Term Settlement 2021.

This allowance is at the rate of Rs.50/- per full night duty. This allowance is not payable where shift duty allowance is paid.

Note:- Eligible night duty allowance of workmen from 16th of previous month to 15th of current month will be preferred in the pay bill of the current month.

6.14. Cash Security Allowance

Cash Security Allowance is governed by Article-V, Clause-14 of Long Term Settlement-2021.

6.15. Warm Clothing Allowance

This allowance is governed by Article-V, Clause-15 of Long Term Settlement-2021. This allowance will be paid to employees working in Offices situated in places appended to Long Term Settlement - Annexure- IV.

6.16. Line Construction Allowance

This allowance is governed by Article V clause 16 of Long Term Settlement 2021.

Line Construction Allowance will be paid to those workmen who are actually engaged in the construction / maintenance of Lines having voltage level of and above 33 KV and to those who working in Sub Stations.

Workmen in receipt of Conveyance Allowance (as specified in Item No. 19 of Article-V of Long Term Settlement-2021) or any other Construction Allowance will not be entitled to Line Construction Allowance.

6.17. Store Allowance

Store Allowance is governed by Article-V, Clause-17 of Long Term Settlement-2021.

Note:- Heavy duty allowance now being paid to Electricity Workers in stores is renamed as Store Allowance.

6.18. Technical Allowance

Technical allowance is governed by Article-V, Clause-18 of Long Term Settlement-2021.

6.19. Conveyance Allowance

- a) The Conveyance Allowance now being paid to the Electricity Workers and Executive Staff, including Meter Readers in the Distribution Sections, will be revised as per Clause 19 of Article-V of Long Term Settlement-2021 irrespective of the mode of conveyance used.
- b) Senior Assistants of Regional Audit Offices, System Supervisors and Nodal Officers (Litigation) are also eligible for this allowance at the above mentioned rate under Clause (a).
- c) The rate of Allowance for those employees working under the Break-down Wing in Electrical Section Offices will be enhanced from Rs.450/- per month to Rs.700/- per month.
- d) The rate of Conveyance Allowance to Physically Challenged regular employees will be revised from Rs.1000/- to Rs.1100/- per month.

Note:- Except in the case of physically challenged regular employees, this allowance is intended to compensate the expenses met for travel within a distance of 8 Kilometers from headquarters to discharge their duties in their respective areas of work. The other conditions for payment of this allowance will remain unaltered.

6.20. Isolated Area Allowance

Isolated Area Allowance will be paid to the workmen who are working at the places specified in the table under Clause- 20, Article-V of Long Term Settlement-2021.

Note:-

- a) This allowance will be paid at a higher rate of 125% of normal rates for workmen on completion of 3 years of continuous service in the above areas.
- b) This allowance will also be applicable to other isolated areas as notified by the KSEBL from time to time.
- c) This allowance will be paid only to those workmen who are actually performing duty at the above places.
- d) Workmen drawing Isolated Area Allowance are eligible for Hydel Area Allowance / Project Allowance / Operation Allowance subject to other conditions stated in Article-V, Clause-5(d) & 6 of Long Term Settlement-2021.

6.21. Spectacle Allowance

This allowance is governed by Article V clause 21 of Long Term Settlement 2021.

The Spectacle Allowance will be given once in 5 years @ Rs.3000/-.

Note:- This allowance will be paid based on a declaration furnished by the workmen along with the cash bill to the effect that the spectacle has been purchased for his own use. The present practice of entering the receipt / sanction of this allowance in the Service Book of the workmen will be strictly followed.

6. 22. Tunnel Allowance

This allowance is governed by Article V clause 22 of Long Term Settlement 2021.

Tunnel Allowance at the revised rate will be paid to workmen posted to work in the Tunnel/Pressure Shaft Construction on a regular basis with full time duty in the underground construction site for a minimum period of 14 days in a month.

This allowance will also be paid to workmen performing duty inside the underground power station at Moolamattom who work on regular basis with full time duty in the power station for a minimum period of 14 days in a month.

6.23. Special Allowance to Workmen Engaged for duties in other posts

The workmen below the rank of Meter Reader who are engaged for Meter Reading (Spot Billing), workmen below the rank of Cashier who are engaged as Cashier Trainees and workmen below the rank of Sub Engineer engaged as Sub Engineer Trainees will be paid an amount equal to two increments they are actually drawing in their respective scales of pay as special allowance during the period of such engagement. This allowance will be discontinued from the date of disengagement of workmen from the above duties. (Article-V, Clause-23 of Long Term Settlement-2021)

6.24. Education Allowance to parents of differently abled children

This allowance will be paid as per Article-V, Clause-24 of Long Term Settlement-2021 to those employees whose differently abled child/children are undergoing studies in Special/General Schools.

6.25. IT Allowance for Programmers, Software Testers and System Supervisors

IT Allowance is governed by Article-V, Clause-25 of Long Term Settlement-2021. The Software Testers working in the IT wing are also eligible for IT Allowance at the revised rate.

The Controlling Officers shall ensure the qualifications before sanctioning this allowance.

6.26. The following allowances discontinued as per the Long Term Settlement dated: 11.08.2000 will continue to be paid to those workmen who are drawing the same as per the provisions of LTS 2007, 2011 and 2016 until they are relieved/ transferred from the existing post. (Article V clause 26 of Long Term Settlement 2021)

Law Allowance, Higher Qualification Allowance for Account Test (Higher) holders, Special Pay for Typists & Stenographers holding prescribed Higher Qualifications, Higher Qualification Allowance to Executive Staff, Headquarters Extra Duty Allowance and Special Allowance to:

- a) Stenographer attached to the Chairman & Managing Director, Full Time Directors, Secretary, Public Relations Officer, Chief Engineer (HRM) and Deputy Chief Engineer - (HRM-I).
- b) Office Attendants attending to Financial Adviser, Public Relations Officer and Chief Personnel Officer.

6. 27. Hotline Allowance

This Allowance will be paid to the workmen in Hotline Wing as per Article-V, Clause-27 of Long Term Settlement-2021.

6.28. New Delhi Allowance

New Delhi allowance is governed by Article-V, Clause-28 of Long Term Settlement-2021.

6.29. Oil Allowance

Oil Allowances will be paid at the rates specified in Clause-29 of Article-V, of Long Term Settlement-2021.

Note:-

- a) Dust Allowance, Chemical Allowance and Thermal Allowance now being paid will be discontinued with effect from 01/03/2021.
- b) Oil Allowance will be given to workmen under Transformer Maintenance Sub Division.

6.30. The following Allowances given as per the Long Term Settlement 2011 will continue to be paid to those employees who are drawing the same until they are relieved/transferred from the existing post. (Article V clause 30 of Long Term Settlement 2021)

1. Heavy Duty Allowance for Mobile Crane, Heavy Truck, HEME and HCE Operators.
2. Special Allowance to Duplicator Operators/Blue Printers/Office Attendants.
3. High Speed Allowance for Typists & Stenographers.

Note:- The workmen who are claiming allowance at present as per serial No.1 & 2 above are permitted to draw the same only if they actually operate the equipment/machine.

6.31. Funeral Expenses

Funeral expenses at the revised rate of Rs.10,000/- payable to family members of the employee who dies in harness as per Article-V, Clause-31 of Long Term Settlement-2021, which will not to be recovered from any amount payable to the legal heirs.

7. General Conditions

- a) Payment of allowances to workmen will be limited to any of the two allowances only at their choice in addition to DA, HRA and Medical Allowance. Workmen working in projects, hydel areas and isolated areas will be paid any of the three allowances at their choice in addition to DA, HRA, and Medical Allowance, subject to conditions under clauses 5(d) and 6 of Article V of Long Term Settlement -2021.
- b) Conveyance Allowance, Spread Over Allowance, Night Duty Allowance, Tunnel Allowance, Headquarters Extra Duty Allowance to Drivers and Allowances payable annually or once/twice in service/ once in 5 years and Educational Allowance to parents of differently abled children are exempted from the above restriction in (a) above.
- c) A declaration from the Workmen concerned expressing his/her choice of allowances should be obtained and pasted in the Service Book. The Drawing Officer should also record the total allowances so opted in the service Book of the employee.
- d) The existing rate of Charge Allowance for holding full additional charge is 4% of the minimum of the scale of pay attached to the additional post and that for discharging current duties is 2% of the minimum of the scale of

pay of additional post. The existing rates and conditions will continue in the revised scales.

8. Allowances to PTC Employees

1. Dearness Allowance, House Rent Allowance, Medical Allowance, Hydrel Area Allowance, Hill Tract Allowance and Conveyance allowance to differently abled PTC workmen are governed by, Clause 1,2,3,4,6, & 9 of Article-X of Long Term Settlement-2021.
2. The medical re-imburement scheme available to the family members of regular employees is applicable to the family members of PTC employees also. (Article X, clause 3 of Long Term Settlement 2021)
3. Uniform Allowance
 - a) This allowance will be paid to those who are wearing the prescribed uniform during duty hours.
 - b) The payment will be made every year based on a certificate regarding wearing of uniform from the Controlling Officer (Clause 5, Article-X of Long Term Settlement-2021).
 - c) Uniform Allowance at the prescribed rates will be disbursed to all PTC Employees during July of every year.
 - d) The Controlling officers shall discontinue sanctioning of uniform allowance and recover the allowance sanctioned, if the PTC employee does not wear uniform during duty time.
4. Spectacle Allowance

The spectacle allowance will be given once in 5 years @ Rs.3000/- (Clause 7, Article-X of Long Term Settlement-2021).

Note:- This allowance will be paid based on a declaration furnished by the employee along with the cash bill to the effect that the spectacle has been purchased for his/her own use. The present practice of entering the receipt of this allowance in the Service Book of the employee will be strictly followed.
5. Education Allowance to parents of differently abled children is governed by Article-10, Clause-8 of Long Term Settlement-2021. This allowance will be paid at the rate of Rs.600/- per month to those employees whose differently abled child/children are undergoing studies in Special/General Schools.
6. *Funeral expenses amounting to Rs.10,000/- will be paid to family members of the employee who dies in harness which will not be recovered from any amount payable to the legal heirs. (Article X, clause 10 of Long Term Settlement 2021)*

9 Date of Effect of Revision of pay and allowances and Drawal of Arrears.

9.1 Date of Effect of Revision of pay and allowances.

- i. Pay (including Stagnation increments, Personal Pay and Service Pay), Dearness Allowance and Medical Allowance at the revised rates will be paid from 01.08.2018.
- ii. The revised pay and allowances at the revised rates will be paid from 01.04.2021 with the salary of March 2021.
- iii. All other revised allowances will have effect from March-2021 onwards.
- iv. City Compensatory Allowance now being paid will be discontinued with effect from 01.03.2021.

9.2 Drawal of Arrears

- i. The arrears from 01.08.2018 to 31.12.2020 will be credited to the respective GPF account of the workmen in four instalments each at 25% on 01.06.2021, 01.01.2022, 01.06.2022 and 01.01.2023.
- ii. The arrears from 01.01.2021 will be paid in cash.
- iii. The Pay revision arrears pertaining to those employees who retire before crediting any of the pending instalments to be credited to the GPF account will be disbursed in cash after deducting Income Tax Liability, at a spell of three months from the date of retirement.

Eg:- If an employee retires from Board Service after crediting his 1st Instalment of Pay Revision Arrear in his /her GPF account, remaining three instalments will be disbursed in cash at a spell of three months each from the date of his / her retirement.

- iv Those employees who have already retired or relinquished KSEBL service after 01.08.2018 will be paid the entire arrears in cash in 4 instalments each at 25% during May 2021, September 2021, December 2021 and March 2022, after deducting Income Tax liability from each instalment.
- v The employees in whose cases it is not obligatory to maintain GPF account will be paid the entire arrears in cash in 4 instalments each at 25% during May 2021, September 2021, December 2021 and March 2022, after deducting Income Tax liability from each instalment.

- vi. Income tax liability towards the arrears accrued will be recovered from the instalment of pay revision arrears and the balance only be credited to the GPF Account. If the employee opts otherwise, the entire amount of instalment will be credited to the GPF account.
- vii. No withdrawals other than the final withdrawal will be allowed from the arrears of pay and allowances thus credited to the GPF account till 01.04.2025.

10. Accounting

The regular pay and allowances from the financial year 2020-21 onwards shall be booked in the respective account heads under workmen cost (75 group) as now being done. The arrears of pay and allowances shall be accounted in the prior period expenses of workmen cost as detailed below.

Account Code	Nomenclature
83.523	Employee cost relating to past years - Salary of Workmen (Pay Revision)

11. Approval Process

Revision/Fixation of pay of all workmen will be permitted only through the HRIS package. Any revision/fixation of pay effected other than the above will be treated as invalid. All Drawing and Disbursing Officers shall ensure its compliance strictly.

The Chief Engineer (IT) will take necessary steps to provide the required module in the HRIS package at the earliest.

Revised salary and allowances of all workmen including PTC employees who are drawing their salary from the Office of the Chief Engineer (HRM)[ARU No.952] shall be disbursed after getting pay fixation approval from the AO/AAO, Pay Fixation Section, Office of the Chief Internal Auditor.

In the case of other ARUs, the Drawing and Disbursing Officer shall give provisional approval for the pay revision. The required entries regarding the pay revision are to be made in the Service Book of the employee. The statement of fixation and declaration in the prescribed form shall be pasted in the Service Book. The above fixation will be treated only as provisional till

obtaining final approval from the AO/AAO, Pay Fixation Section, Office of the Chief Internal Auditor.

A programme for audit will be chalked out by the Accounts Officer (Pay Fixation) Office of the Chief Internal Auditor for the final approval of pay fixation in ARUs outside Corporate Office, Thiruvananthapuram.

Drawing Officers not below the rank of Executive Engineers and Accounts Officers are only permitted to give provisional approval for pay fixation.

12. **Grade Promotion**

The existing provisions for granting time bound grade promotion for completed service of 10, 18 and 25 years will continue as such.

13. **Leave Travel Concession**

The existing scheme for granting Leave Travel Concession will continue as such. The guidelines regarding the admissibility, distance of travel, advance payment, mode of conveyance, reimbursement of fare etc are specified as per G.O.(P) No.5/2013/Fin dated 02-01-2013.

14. **General**

- a) In the case of treatment for heart ailments, Pariyaram Medical College (Sahakarana Hrudayalaya), Kannur & Malabar Institute of Medical Sciences, Kozhikode are included among the list of hospitals such as Sree Chitra Tirunal Institute of Medical Sciences and Technology, Thiruvananthapuram, Sree Uthradom Thirunal Hospital, Thiruvananthapuram, Amrita Institute of Medical Sciences, Kochi etc. for re-imburement of medical expenses at the rate admissible at Sree Chitra Tirunal Institute of Medical Sciences and Technology, Thiruvananthapuram.
- b) All workmen who were in service as on 31/07/2018 shall come over to the revised scale of pay with effect from 01/08/2018. There will be no Option to continue in the pre-revised scale after 01-08-2018.
- c) The pay of the workmen who are drawing pay in the scale of pay of Officers at the time of revision shall not be fixed based on this Circular.
- d) Conditions of giving allowances as provided in Long Term Settlement-2021 shall be strictly followed by the Controlling Officers & Drawing and Disbursing Officers concerned, before admitting the allowances. The Controlling Officers & Drawing and Disbursing Officers concerned will be

personally responsible for any deviation from the conditions or provisions in the Long Term Settlement 2021/ Audit Circular.

- e) The fixation as per Long Term Settlement-2021 shall be approved only after clearing the objections of all pay revisions prior to this settlement from the Pay Fixation Section, Office of the Chief Internal Auditor.
- f) The Drawing Officers will be responsible for fixation and drawal of pay and wages as per this settlement, if previous pay revision fixations are not got approved by the Office of the Chief Internal Auditor.
- g) A declaration in the format appended to this Circular as Annexure-2 is to be obtained from every workman and the same is to be countersigned by the ARU Head before claiming the salary and allowances at the revised rate.
- h) Further clarifications, if any required, on the provisions of Long Term Settlement -2021 shall be sought from the Pay Revision Cell, Personnel Department, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram, and Pin-695 004.

15. Person to be contacted for clarifications

The ARU Officers can contact the Accounts Officer (Pay Fixation), Office of the Chief Internal Auditor, in the following telephone numbers, for any procedural and operational clarifications.

Phone Nos:- 0471-2514328, 0471-2514347, 0471-2514567.

Lekha
CHIEF INTERNAL AUDITOR

To

The Secretary (Administration), K.S.E.B.Limited.
 The Chief Engineer (HRM), K.S.E.B.Limited.
 All Chief Engineers
 The Chief Personnel Officer/Chief Engineer(IT & CR).
 The Accountant General (Audit), Kerala.
 The Chief Vigilance Officer / LA & DEO / Special Officer (Revenue).
 The Financial Adviser / Public Relations Officer.
 The Deputy Chief Engineer (HRM)-II,
 The Senior Accounts Officer (Admn.), O/o the CE (HRM)
 The Accounts Officer (Estt.), O/o the CE (HRM).
 All Deputy Chief Engineers.
 All Executive Engineers (Ele. & Civil).
 All Regional Audit Officers

All Account Rendering Units.

The General Secretaries of Recognized Trade Unions.

Copy to:-

The TA to Chairman & Managing Director/ P.A. to Director (Finance)

The T.A. to Director (Distribution & Safety)/ T.A. to Director (Generation & HRM)

The T.A. to Director (Transmission & System Operation)

The T.A. to Director (Corporate Planning & Supply Chain Management).

Library & Office File.