National Scheduled Castes Finance and Development Corporation, Delhi

No.NSFDC/HR/Pay Revision/2016 28th December, 2017

OFFICE ORDER

Sub.: Revision of pay scales including perks & allowances in respect of Board Level & below Board Level Executives, Non-Unionized Supervisory Staff (Group-B) and Non-Executive Staff (Group-C) of the Corporation w.e.f. 1.1.2017.

In pursuance of decision of the Government of India on recommendations of 3rd Pay Revision Committee of Central Public Sector Enterprises, conveyed vide OMs No.W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 3.8.2017, OM No.W-02/ 0028/2017-DPE (WC)-GL-XIV/17 dated 4.8.2017 and OM No.W-02/0028/2017-DPE (WC)-GL-XVI/17 dated 7.9.2017 of the Department of Public Enterprises, approval of the Board of Directors of NSFDC thereon in the 147th Board Meeting held on 15.11.2017 and issuance of Presidential Directive by the Administrative Ministry (MoSJ&E) vide letter No.F-12013/01/2017-SCD-IV dated 28.12.2017, the existing IDA Pay Scales in respect of Board Level & below Board level Executives, Non-Unionized Supervisory Staff (Group-B) and Non-Executive Staff (Group-C) of the Corporation are revised w.e.f. 1.1.2017, as under:

1. **Revised Pay Scales**:

(a) The Existing and Revised Pay Scales in respect of Board Level & below Board Level Executives:

(Amount in ₹)

Grade/Post	Existing Pay-scales	Revised Pay-scales w.e.f. 1.1.2017
E-0: Junior Executive/Assistant Pvt. Secretary	12600-32500	30000-120000
E-1: Asstt Manager/Hindi Officer/Pvt. Secretary	16400-40500	40000-140000
E-2: Deputy Manager/Sr. Pvt. Secretary	20600-46500	50000-160000
E-3: Manager/CS/PPS	24900-50500	60000-180000
E-4: Chief Manager/CS/Secy. to CMD	29100-54500	70000-200000
E-5: Assistant General Manager	32900-58000	80000-220000
E-6: Deputy General Manager	36600-62000	90000-240000
E-7: General Manager	43200-66000	100000-260000
CMD (C): On absorption basis	65000-75000	160000-290000

(b) The Existing and Revised Pay Scales in respect of Non-Supervisory Staff (Group-B) and Non-Executive Staff (Group-C):

(Amount in ₹)

Sl. No.	Grade/Post	Existing Pay Scales	Revised Pay Scales w.e.f. 1.1.2017
Group 'B'			
1	Sr. Asstt./Sr. Hindi Translator/Sr. PA/Programmer	11200-24650	27000-95000
Group 'C'			
2	Assistant/Hindi Translator/Personal Assistant/Library Assistant /Receptionist-cum-Telephone Operator	11000-24350	26000-93000
3	Jr Assistant/Stenographer/Asstt. Receptionist/Driver (SG)/Dispatch Rider (SG)	10600-23250	25000-90000
4	Sr. Driver / Sr. Dispatch Rider	10400-22350	24000-87000
5	CCT/DEO/Jr Receptionist/Driver/Sr Machine Operator	10000-21100	23000-84000
6	Machine Operator / MTS (SG)	9600-20700	22000-80000
7	MTS	9200-18350	21000-77000

O/C

2. **Fitment Benefits**: A uniform full fitment benefit of 15% shall be provided on the sum of Basic Pay (including admissible Stagnation Increments) as on 31.12.2016 and IDA @ 119.5% as applicable on 1.1.2017.

3. **Methodology for Pay Fixation:**

(i) Following fitment methodology shall be implemented to arrive at the revised Basic Pay as on 1.1.2017:

A		B		C		D [Revised BP as on 1.1.2017]*
Basic Pay + Stagnation increment(s) as on 31.12.2016 (Personal Pay/ Special Pay not to be included)	+	Industrial Dearness Allowance (IDA) @ 119.5% as applicable on 1.1.2017 [under the IDA pattern computation methodology linked to All India Cumulative Price Index (AICPI) 2001=100 series]	+	15%of (A+B)	=	Aggregate amount rounded off to the next Rs.10/-

*In case revised Basic Pay as on 1.1.2017 arrived so is less than the minimum of the revised pay scale, pay will be fixed at the minimum of the revised pay scale.

(ii) The officials/employees who join the service on or after 1.1.2017, will be placed in the revised pay scales from the date of their joining. Such executives will not be eligible for the fitment benefit under the pay revision.

4. **Increment**: A uniform rate of 3% of Basic Pay will be applicable for both annual increment as well as promotion increment.

5. **Stagnation Increment**:In case of reaching the end point of pay scale, an executive would be allowed to draw stagnation increment, one after every two years upto a maximum of three such increments provided the executives gets a performance rating of 'Good' or above.

6. **Dearness Allowance**: 100% DA neutralization would be continued for all the Executives, Non-unionized supervisory staff and Non-Executive Staff, who are on IDA pattern of scales of pay w.e.f. 1.1.2017. The quarterly DA payable from 1.1.2017 as per new DA will be as under:

Date of Dearness of Allowance	Rate of Dearness Allowance (in percentage)
1.1.2017	0
1.4.2017	-1.1
1.7.2017	-0.2
1.10.2017	2.2

7. **House Rent Allowance (HRA)/Leased Accommodation and House Rent Recovery (HRR):**

(a) House Rent Allowance (HRA): Payment of HRA on revised basic pay shall be at the following rates:

Classification of cities	Rates of HRA
X-Class (Population of 50 lakh and above)	24% of Basic Pay
Y-Class (Population of 5 lakh to 50 lakh)	16% of Basic Pay
Z-Class (Population below 5 lakh)	8% of Basic Pay

The rates of HRA will be revised to 27%, 18% & 9% for X, Y and Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% & 10% when IDA crosses 50%.

(b) **Leased Accommodation:**
The Board of Directors may decide on the grade-wise lease rental ceilings in a standardized manner for the different level of executives. The amount of lease rental ceilings should be decided on its merit keeping in view/linkage to the HRA amount, classification of cities for HRA purpose, pay-scales of the executives, House Rent Recovery (HRR) rate, etc.

If an executive is staying in his/her own house then normally he/she shall be entitled to the HRA amount but if the said house is taken as lease accommodation for self-occupation purpose, the lease rental ceilings (after adjusting the HRR amount) shall not exceed the net applicable HRA amount.

(c) The House Rent Recovery (HRR) in respect of leased accommodation should be at the following rate, or the actual rent, whichever is lower:

Classification of cities	**Rate of HRR**
X-class	7.5% of BP
Y-class	5% of BP
Z-class	2.5% of BP

8. **Perks & Allowances:** Cafeteria approach shall be adopted for payment of perks and allowances admissible to different categories of official/employee subject to a ceiling of 35% of Basic Pay. Accordingly, the officials/employees of the Corporation may choose from the following set of perks & allowances subject to a ceiling of 35% of their respective Basic Pay:

Sl. No.	**Perks & Allowances**	**Up to ceiling of**
1	Medical Allowance for Outdoor Treatment	35%
2	Children Education Allowance: Children Education Allowance, shall be admissible to the employees' children studying between class 1st to 12th Standard in Schools recognized by the Central Govt/State Govt/Local Bodies, towards tuition fee, hostel fees, books, transport charges, uniforms etc.	
3	Transport Allowance	
4	Canteen Subsidy	
5	Vehicle Maintenance allowance	
6	Entertainment Allowance	
7	Newspaper, Books & Periodicals	

The recurring cost incurred on running and maintenance of infrastructure facilities like hospitals, colleges, schools, etc. would be outside the ceiling of 35% of Basic Pay. As regards company owned accommodation provided to executives, CPSEs would be allowed to bear the Income Tax liability on the 'non-monetary perquisite' of which 50% shall be loaded within the ceiling of 35% of BP on perks and allowances.

9. **Other Perks and allowances outside the ceiling of 35% of Basic Pay under Cafeteria Approach**:

Location based Compensatory Allowances: The location based Compensatory Allowance will be regulated in terms of DPE guidelines in respect of Location Based Compensatory Allowance for serving in North-East States, Ladakh Region, Island Territories, difficult far flung areas and Non-Practicing Allowance (NPA) issued vide OM W-02/0028/2017-DPE

(WC)-GL-XVI/17 dated 7.9.2017. The allowances specified in this OM will be outside the purview of ceiling of 35% of Basic Pay under 'Cafeteria Approach' and would be effective from the date of issue of Presidential Directive.

10. **Performance Related Pay (PRP)**: The admissibility, quantum and procedure for determination of PRP will be regulated as per details given in Annexure-IV of the DPE's OM dated 3.8.2017. The PRP model will be effective from Financial Year 2017-18 and onwards. For the Financial Year 2017-18, the incremental profit will be based on previous Financial Year 2016-17.

11. **Superannuation Benefits**:

(a) Corporation shall continue to contribute upto 30% of Basic Pay plus DA towards Provident Fund, Gratuity, Post-Superannuation Medical Benefits and Pension of the officials/employees.

(b) The ceiling of gratuity of the officials/employees of the Corporation stands raised from ₹10.00 lakh to ₹20.00 lakh w.e.f. 1.1.2017 and funding for the entire amount of Gratuity would be met from within the ceiling of 30% of BP plus DA. Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises by 50%.

(c) The existing requirement of superannuation and of minimum of 15 years of service has been dispensed with for the pension.

(d) The existing Post-Retirement Medical Benefits will continue to be linked to requirement of superannuation and minimum of 15 years of continuous service for other than Board level executives. The Post-Retirement Medical Benefits shall be allowed to Board level executives (without any linkage to provision of 15 years of service) upon completion of their tenure or upon attaining the age of retirement, whichever is earlier.

12. **Corpus for Medical Benefits for Retirees**: Corpus for post-retirement medical benefits and other emergency needs for the employees who have retired prior to 1.1.2007 would be created by contributing the existing ceiling of 1.5% of PBT.

13. **Club Membership**:Board level executives would be provided with Corporate Club membership (up to maximum of two clubs) co-terminus with their tenure.

14. **Periodicity**:The next pay revision shall take place in line with periodicity as decided for Central Government employees but not later than 10 years.

15. **Effective Date of Implementation & Payment of allowances:** The revised basic pay, DA, perks & allowances under the cafeteria approach shall be effective from 1.1.2017. Other perks and allowances such as HRA/Lease Accommodation/House Rent Recovery/Location based compensatory allowances/ Non-practicing allowance (NPA) shall be effective from the date of issue of Presidential Directive i.e. 28.12.2017.

16. **General**:

(i) Separate orders regarding fixation of pay of each employee in the revised scales shall be issued by the HR Department.

(ii) Arrears of revised pay and perks & allowance will be payable in accordance with the para-15 above.

(iii) The excess or under payment made, if any, would be subject to correction and adjustment in future. Employees of the Corporation will be required to give an undertaking in the enclosed format at **Annexure-I**) for recovery of any over payment detected later on or pointed out by audit.

(iv) Employees of the Corporation will be required to choose from the set of perks & allowances under the 'Cafeteria Approach' subject to a maximum ceiling of 35% of their respective basic pay, in the enclosed format (**Annexure-II**). The option once exercised in this regard can be changed only once in a year at the beginning of the financial year.

(v) The cases of encashment of Earned Leave on pre-revised pay, availed by the officials/ employees during service, will not be re-opened for payment of differential amount.

(vi) In case of any anomaly/point of doubt in pay-fixation or admissibility of perks & allowances, the decision of the Chairman-cum-Managing Director shall be final and binding.

This issues with the approval of the Competent Authority.

(Devanand)
General Manager

Encl.: **Formats (Annexure-I & II)**

Distribution:

All officials/employees of NSFDC.