भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

From : General Manager Incharge (HR&CC), BHEL, Corporate Office, New Delhi

To : All Heads of Unit / HR / Finance
BHEL Bhopal / Jhansi / (HEEP) Hardwar / (CFFP) Hardwar / Tiruchy / (BAP), Ranipet / Hyderabad / (Corporate R&D), Hyderabad / (EDN), Bengaluru / (CBU & EPD), Bengaluru / (ISG), Bengaluru / (HERP), Varanasi / (IP) Jagdishpur / (CSU&FP) Jagdishpur / (CFP) Rudrapur / (IVP) Goindwal / (Industry Sector, IO, ROD (HQ) & TBG), New Delhi / (PS(HQ), PS-Mktg, PS-PMG & PS-SSBG), New Delhi / PS-NR, Noida / PS-SR, Chennai / PS-ER, Kolkata / PS-WR, Nagpur / PS-TS, Noida / PS-PEM, Noida / HRDI, Noida / EMRP, Mumbai / ASSCP, Gurgaon / Corporate Office

No. AA/HR/IR/521 Dated: February 06, 2010

Corporate Human Resource Circular No. 005/IRX/2010

Subject: Revision of Pay and Allowances in respect of Executives

The Management of Bharat Heavy Electricals Limited is pleased to announce the revision of salary grades in respect of below Board level Executives as under:

2. **Pay Scales: -** The existing and the corresponding revised Pay Scales effective from 1st January, 2007 will be as indicated below:

Grade	Existing Pay Scale	Revised Pay Scale
ET	10750-430-16750	20600-46500
E1	11225-450-17525	24900-50500
E2	13750-550-18300	29100-54500
E3	16000-640-20800	32900-58000
E4	17500-700-22300	36600-62000
E5	18500-740-23900	43200-66000
E6	19000-760-25300	43200-66000
E6A	19500-780-25350	51300-73000
E7	20000-800-25700	51300-73000
E8	20500-820-26500	51300-73000
E9	23750-950-28550	62000-80000

3. The benefit of wage revision will be allowed to the executives who were on the rolls of the Company as on 31.12.2006 and continue to be in service as on the date of issue of these orders. The employees who have left the services of the Company on or after 01.01.2007 due to resignation, retirement including pre-mature retirement and voluntary retirement or death will be paid arrears on account of wage revision upto the date they

were in service. The benefit of wage revision will, however, not be allowed to employees who have left the services of the Company on the following grounds:

i) Dismissal / Removal; and
ii) Resignation without permission or notice.

4. Fixation of pay in the revised salary grades:

4.1. The fixation of basic pay in the revised scales effective from 1st January, 2007 in respect of the regular employees who were on the rolls of the company as on 31.12.2006 will be as under:

Add

i) Basic Pay in the existing salary grade as on 31.12.2006
ii) DA @ 78.2% of basic pay
iii) Stagnation Increment(s) granted upto 31.12.2006 in terms of sub-para 5.5.1 of Para 5.5 of Corporate Personnel Circular No. 056/IRX/2000 dated 07.12.2000,
iv) A uniform fitment benefit @ 30% of (i), (ii) and (iii) above.

The aggregate amount so arrived at by adding (i), (ii), (iii) and (iv) as above would be rounded off to the next multiple of rupees ten and the basic pay fixed in the revised pay scale w.e.f 01.01.2007. If the amount so arrived at is less than the minimum of the revised pay scale, the basic pay shall be fixed at the minimum of the revised pay scale. An illustration of Pay Fixation of Executives with and without stagnation increments is enclosed at **Annexure I & II** respectively. However, the pay fixation is to be done as per sub-para 4.1 of Para 4 above.

4.2. In case of bunching in revised salary grade i.e. in case executives in the same grade drawing different amounts as basic pay (including stagnation increments) start drawing the same amount of revised basic pay as on 01.01.2007, for every such two different amounts of basic pay (including stagnation increments) so bunched, benefit of one increment shall be given to the executive drawing higher basic pay (including stagnation increments) in the pre-revised structure. However, bunching would not include cases drawing same revised basic pay on fitment in the revised pay-structure only on account of rounding off to the next multiple of Rs. 10/-.

5. Rate of Annual Increment:

5.1. The rate of annual increment will be 3% of the revised running basic pay being drawn and the resultant basic pay will be rounded off to the next multiple of Rs. 10/-.

6. Stagnation increment and **increment for pay fixation on promotion** will be as given below:

6.1. **Stagnation increment:** The rate of stagnation increment will be 3% of the revised basic pay and the executives will be allowed to draw upto a maximum of three stagnation increments, one after every two years, upon reaching the maximum of the revised pay scale provided the executive gets a performance rating of "Good" or above.

6.2. **Pay Fixation on Promotion:** One notional increment equal to the increment being drawn by the executive in the pay scale, before such promotion would be granted and pay fixed in the promoted pay scale and rounded off to the next multiple of Rs. 10. An illustration of pay fixation on promotion is enclosed at **Annexure – III**.

7. Executives recruited on or after 01.01.2007:

7.1. The Executives who have joined the services of the Company on or after 01.01.2007, would be deemed to have been appointed in the revised scale of pay and no fitment benefit would be admissible to them.

7.2. In the case of executives who were allowed a higher start in the pre-revised scales of pay; their pay may be re-fixed on appointment in the corresponding revised scales by allowing them the same dispensation as given in the pre-revised scale of pay.

8. Pay fixation of Engineer / Executive Trainees (ET's):

8.1. The Engineer / Executive Trainees (ET's) will be placed at the minimum of the pay scale of Rs. 20,600/- – Rs. 46,500/-. On completion of their training period, they will be absorbed in the pay scale of Rs. 24,900/- – Rs. 50,500/-.

9. Dearness Allowance:

9.1. 100% DA neutralization will be adopted for all the executives who are on IDA pattern of scale of pay w.e.f. 01.01.2007. Thus, DA as on 01.01.2007 will become **zero** with link point of All India Consumer Price Index (AICPI) 2001=100, which is **126.33** as on 01.01.2007. The periodicity of adjustment will be once in three months as per the existing practice.

9.2. The quarterly DA payable from 01.01.2007 will be as per new DA scheme as given below:

Date of Dearness Allowance w.e.f.	Rate of DA (As %age of revised basic pay)
01.01.2007 to 24.03.2007	0
25.03.2007 to 24.06.2007	0.8
25.06.2007 to 24.09.2007	1.3
25.09.2007 to 24.12.2007	4.2

Date of Dearness Allowance w.e.f.	Rate of DA (As %age of revised basic pay)
25.12.2007 to 24.03.2008	5.8
25.03.2008 to 24.06.2008	6.3
25.06.2008 to 24.09.2008	9.2
25.09.2008 to 24.12.2008	12.9
25.12.2008 to 24.03.2009	16.6
25.03.2009 to 24.06.2009	16.9
25.06.2009 to 30.09.2009	18.5
01.10.2009 to 31.12.2009	25.3
01.01.2010 to 31.03.2010	30.9

10. Reckoning of increase in emoluments (Pay+DA) on account of wage revision:

10.1. Increase in emoluments on account of wage revision for the period from 01.01.2007 will be subject to statutory and other usual deductions, if any.

11. Treatment of Adjustable Adhoc Advance & Merger of 50% DA with Basic Pay:

11.1. The entire amount of one time Adjustable Adhoc Payments granted in terms of Corporate Human Resources Circular Nos. 052/IRX/2007 dated 05.11.2007 and 038/IRX/2008 dated 17.10.2008 and the portion of DA equal to 50% of Basic Pay merged with the Basic Pay w.e.f. 01.01.2007 in terms of Corporate Human Resources Circular No. 026/IRX/2008 dated 08.07.2008 would be adjusted against the arrears arising out of wage revision in terms of this Circular .

12. House Rent Allowance:

12.1. Payment of House Rent Allowance on revised basic pay w.e.f. 26.11.2008 to the employees not provided with Company accommodation will be at the following rates:

Cities with population	Rate of HRA
50 lakhs and above	30% of Basic Pay
5 to 50 lakhs	20% of Basic Pay
Less than 5 lakhs	10% of Basic Pay

12.2. The payment of HRA shall be as per classification of cities notified by the Government. Classification of cities is enclosed at **Annexure – IV**.

12.3. Other conditions for payment of HRA will remain the same.

12.4. In case the actual amount of HRA as per prescribed rate is less than the actual amount of HRA drawn as on 25.11.2008 in case of a particular executive, the difference would be allowed to be drawn by the executive as "Personal Allowance" until the difference is eliminated in course of time

subject to the condition that the difference will be subsumed within the overall limit prescribed for perquisites and allowances prescribed under the DPE guidelines.

13. Leased facility / House Rent Recovery:

13.1. Entitlement of executives for lease facility in the revised pay structure shall be notified separately.

13.2. House Rent Recovery (HRR) will continue to be made as per existing Policy.

14. City Compensatory Allowance:

14.1. The payment of City Compensatory Allowance stands dispensed with effect from 26.11.2008.

15. Non Practicing Allowance to Medical Officers:

15.1. The rate of Non Practicing Allowance will be 25% of the revised Basic Pay for Medical Officers w.e.f. 26.11.2008. The NPA will not count for any purpose.

16. Late Night Snack Allowance:

16.1. Late Night Snack Allowance will be revised to Rs. 100/- per night for shifts extending beyond mid-night w.e.f. **01.01.2010** for a period of 5 years i.e. upto 31.12.2014.

17. Messing Allowance:

17.1. Messing Allowance will be enhanced to Rs. 500/- per month to the eligible employees under the existing scheme w.e.f. **01.01.2010** for a period of 5 years i.e. upto 31.12.2014.

18. Gratuity:

18.1. The ceiling limit of gratuity under the "BHEL Employees Gratuity Fund" for employees would be raised from Rs. 3.50 lakhs to Rs. 10.00 lakhs with effect from 01.01.2007.

19. Special Increment for promotion of small family norms:

19.1. Special Increment allowed to executives for undergoing sterilization operation earlier to 01.01.2007 shall be revised with effect from 01.01.2007 to an amount equivalent to one Increment at the minimum of the pay scale (3% of the minimum of the revised scales) corresponding to the pay scale of the post against which the employee had earned the Special Increment. The other terms and conditions in this regard shall remain unchanged.

19.2. In respect of executives who become entitled to Special Increment on or after 01.01.2007, the amount of the same shall be revised on the basis of the applicable revised rate of increment on revised basic pay on the date of applicability. The effective date shall continue to be the first day of the wage month following the date of sterilization.

20. Other Perks and Allowances:

20.1. In terms of Para 10 of DPE OM No. 2(70)/08-DPE (WC) dated 26.11.2008, the other Perks and Allowances will be subject to a maximum ceiling of 50% of the basic pay which shall include the cost of running and maintaining the infrastructure created like Hospitals, Colleges, Schools, Clubs, etc. which in BHEL's case works-out to 4%. A **"Cafeteria"** approach will be followed allowing the executives to choose from a given set of Perks and Allowances from the cafeteria. As such, the Executives will be allowed to choose Perks & Allowances upto a maximum of **46%** of their revised running Basic Pay.

20.2. The Cafeteria for Executives in E1 & above grades is as under.

A. "Cafeteria" for Executives in E1 & above grades

Sl. No.	Name of Perks and Allowances	%age of Basic Pay per month
1	Washing Allowance	Upto 3%
2	Reimbursement of Conveyance Expenditure ➢ For Car ➢ For Scooter/Motorcycle ➢ For Moped	 Upto 10% Upto 5% Upto 3%
3	Vehicle Maintenance Reimbursement	Upto 5%
4	Transport Assistance	Upto 10%
5	Reimbursement of Fees (Max. for 2 children): ➢ Upto graduation ➢ For Professional courses	 Upto 5% Upto 10%
6	Hostel Charges (Max. for 2 children)	Upto 10%
7	Reimbursement of Professional Development Expenditure (including reimbursement towards Newspapers, Technical Journals, Magazines, Books, etc)	Upto 10%
8	Reimbursement of Internet Charges & Membership of Professional Bodies both National & International	Upto 5%
9	Reimbursement of Entertainment Expenses	Upto 5%
10	Leave Travel Concession/LTA	Upto 15%
11	House Loan Interest Subsidy	Upto 10%
12	Vehicle Loan Interest Subsidy	Upto 5%
13	Uniform Maintenance Reimbursement	Upto 3%
14	Reimbursement of Club Membership	Upto 5%
15	Reimbursement of House Up-keep expenditure	Upto 5%
16	Reimbursement of Electricity charges	Upto 10%
17	Reimbursement for hiring Domestic Helpers	Upto 5%
18	Reimbursement for hiring Gardener	Upto 5%
19	Reimbursement for hiring Driver	Upto 5%

Sl. No.	Name of Perks and Allowances	%age of Basic Pay per month
20	Meal Vouchers at places where no canteen facility is provided	Upto 5%
21	Fitness Allowance	Upto 3%
22	Other Allowances	Upto 10%

Note: Any Executive in the above category who claims Transport Assistance will not be eligible for Reimbursement of Conveyance Expenditure and Vehicle Maintenance reimbursement.

20.3. The Cafeteria for Engineer / Executive Trainees is as under.

B. <u>"Cafeteria" for Engineer/Executive Trainees (ETs) .</u>

Sl. No.	Name of Perks and Allowances	%age of Basic Pay per month
1	Washing Allowance	3%
2	Transport Assistance	10%
3	Reimbursement of Professional Development Expenditure (including Reimbursement towards Newspapers, Technical Journals, Magazines, Books, etc.)	10%
4	Uniform Maintenance Reimbursement	3%
5	Other Allowances	20%

20.4. **<u>Treatment for the period 26.11.2008 to 31.03.2010 in respect of Perks & Allowances:</u>**

20.4.1 LTC/LTA for the block year 2008-09 shall compulsorily be availed/encashed as per the existing rules and will form part of the Cafeteria. For those who have availed/encashed, the same shall be adjusted against payments under the "Cafeteria" for other perks and allowances.

20.4.2 The revised Perks and Allowances will be payable from 26.11.2008 in respect of regular employees in the service of the company as on this date. Accordingly, executives in E1 & above grades would have been required to choose from the list of Perks and Allowances for the period 26.11.2008 to 31.3.2010. However, considering that very less time is left i.e. for the period from 26.11.2008 till 31.03.2010 for the executives to fill up the option form for choosing a particular set of Perks & Allowances, as such, no option may be sought from the executives on their choice regarding the additional allowances for the above period. Executives who would continue in service till 31.03.2010 would be paid a lump-sum amount equal to the difference between the amounts that they would have been entitled to on actual implementation of the scheme i.e. 46% of their revised Basic pay minus the amount that they have already received by way of current/existing allowances for the above period. While making this

payment, it may be ensured that the pro-rata amount applicable for the month of March, 2010, is not paid along with salary for the month of February, 2010. While computing 46% Perks & Allowances, the effect on Basic Pay due to HPL/EOL/Leave without Pay availed should be suitably adjusted.

20.4.3 **In respect of executives posted at sites, notification regarding the site benefits will be issued separately. Till such time, status-quo on the site benefits as existing on date shall be maintained.**

20.4.4 In the case of executives in the above grades who have separated on or after 26.11.2008 by way of superannuation/VRS or death during service and employees who have resigned with due permission, the amount admissible under Sub-para 20.4.2 till the date of separation would be computed and paid as a lump-sum in the manner as explained above.

20.4.5 Those who entered the regular service, of the Company on or after 26.11.2008 will be entitled to Perks & Allowances from the date of their joining/regularization and may be paid appropriately as explained above.

20.5. From the **year 2010-11** onwards, executives in E1 & above grades will be required to choose Perks and Allowances from the "Cafeteria" upto the ceiling limit of 46% of their basic pay and submit the same to the HR Department for verification in the format enclosed at **Annexure-A** latest by 15th April of that fiscal year. No change in the Perks and Allowances will be allowed for that fiscal year.

20.6. In case, the set of Perks & Allowances opted by the executives in E1 and above grades is less than the specified amount as prescribed at Para 20 or no option is submitted by the executives, then Perks and Allowances mentioned at Sl. No. 1, 4, 7, 8, 9, 10, 13 & 22 of **Cafeteria "A"** will be considered as "Default Menu" for the purpose of 46% of Perks and Allowances. Since for ETs only a fixed menu is being prescribed at **"Cafeteria B",** the same will be considered as default menu.

20.7. The Perks and Allowances under the "Cafeteria Approach" shall be subject to review every year.

20.8. A suspended employee shall not be eligible to opt for the Perks & Allowances under the cafeteria. However, he/she will be allowed to avail the pre revised fixed amount of HLIS and education reimbursement as entitled to under the existing policy for such employees. Executives on long leave such as study leave, Leave Without Pay, EOL on any grounds shall not be eligible to opt for perks and allowances under the cafeteria.

20.9. Consequent upon the implementation of the "Cafeteria", the policies/ guidelines related to Perks & Allowances that would become obsolete or require amendments will be notified separately.

20.10. The Messing Allowance, Late Night Snack Allowance, Uniforms & Stitching Charges, Leave Encashment and Telephone reimbursement will not form part of the cafeteria.

21. Subsistence Allowance – Regulation of:

21.1. The subsistence allowance in respect of employees who were suspended prior to 01.01.2007 and are still under suspension will continue to be paid at the same rates as had been admissible to them on the date of their suspension. The benefit of wage revision in such cases is to be allowed only after their cases are settled and if the period of suspension is treated "as on duty".

21.2. The subsistence allowance in respect of the employees who have been suspended after 01.01.2007 and continue to be under suspension will be calculated on the basis of the revised pay. They will also be entitled to the benefit of increase in pay, if any, in respect of the duty period before suspension. However, in cases where the subsistence allowance based on the revised pay happens to be less than the subsistence allowance being drawn on pre-revised pay, the employees may be given an option to continue to draw subsistence allowance at the old rates. This dispensation will be allowed only to such of the employees who have been suspended between 01.01.2007 and the date of issue of this Circular.

22. Company Car:

22.1. The existing scheme for providing Company car to senior executives issued vide letter No. AA:GAX:PC:07:10 dated 2.3.2009, shall continue to operate. However, from the year 2010-11 onwards, GMs who are not covered by the above policy, avail the facility of official cars, a fixed 10% of the Basic Pay shall be attributed for this facility. As such, they will be allowed to choose only 36% of their basic pay as Perks & Allowances from the Cafeteria as mentioned in Para 20.2 of the circular.

23. Variable Pay/Performance Related Pay (PRP):

23.1. The Performance Related Pay (PRP) Scheme is being notified separately for the years 2007-08 and 2008-09. PRP Scheme for subsequent year will be notified later.

24. Consequential Payments/Recoveries:

24.1. Revised Pay and DA will count for the purposes of all statutory payments/recoveries including Performance Related Pay /Leave Encashment w.e.f. 01.01.2007 and accordingly recoveries/payments arising out of revised wages will be made.

25. Adjustment of Stagnation Increment(s) granted after 01.01.2007:

25.1. Stagnation increment(s) if any, granted to the employees after 01.01.2007 will get adjusted in the wage revision.

26. PDA/Fitment Allowance:

26.1. The cases of employees who are in receipt of PDA/fitment allowance may be sent to Corporate Office for their pay fixation.

27. Other entitlements related to Basic Pay/emoluments/pay scales:

27.1. Pending issue of orders relating to revision of various entitlements linked to Basic Pay/Emoluments/Pay Scales under the revised wage structure, the same will continue to be regulated w.r.t. the existing practice.

27.2. The other entitlements linked to pay scales i.e. TA/DA, Room Rent under Medical Rules, etc. will not change due to clubbing/sharing of pay scales in the revised structure but will remain as earlier.

27.3. Applications for Board level posts in Schedule "A" CPSEs shall be forwarded to Public Enterprises Selection Board in respect of executives in E-8 and above grades only.

28. Superannuation Benefits:

28.1. Superannuation benefits shall be within the ceiling of 30% of the revised Basic Pay and DA w.e.f. 01.01.2007. This shall include contributory Provident Fund, Gratuity, Pension and Post Retirement Medical Benefits. The scheme for Pension is being worked out and will be notified separately after due approval from Government.

29. Payment of Arrears:

29.1. The pay revision of Executives w.e.f. 01.01.2007 shall be implemented in BHEL in February 2010 and arrears will be paid along with the salary for the month of February 2010. Arrears/recoveries against the relevant heads, as applicable in respect of executives shall be disbursed/adjusted after adjusting the Payments as referred to in sub-para 11.1 of Para 11 as above. Any over payments/under payments on account of wage revision arrears shall be adjusted in the subsequent months.

30. The pay of an employee who has been transferred from one Division to another, may be fixed in the revised grade by the Division in which the employee is presently working after obtaining the necessary details, if required, from the Unit where he was earlier posted. It should however be ensured by the Division making the payment that there is no double payment.

31. Any clarification required in the implementation of these orders may be referred to Corporate Human Resources Department.

32. All payments on account of Wage Revision, Perks & Allowances and PRP shall be subject to Income Tax as per Income Tax Act. Vouchers/ documentary evidence, if required, may be submitted to the respective Finance Department for claiming exemption under IT Act. Payments or Exemption as the case may be shall be borne by the individual as per Income Tax Laws.

33. This issues with the approval of the competent authority.

B Shankar

(B. Shankar)
General Manager Incharge (HR&CC)

Note: Hindi version of the circular will follow.

BHARAT HEAVY ELECTRICALS LIMITED
UNIT : BHOPAL
HUMAN RESOURCE MANAGEMENT

No. S2P/1(45)/25 **Date : 06.02.2010**

Copy forwarded for information and necessary action of all concerned.

(R. K. Girdonia)
General Manager (HR)

Distribution :

As per standard mailing list.

Annexure – I

Pay Fixation (Refer Sub-Para 4.1 of Para 4)

Existing Scale of E-5 grade: 18500-740-23900

Revised Scale of E-5 grade: 43200-3%-66000

Details	Amount P.M. (Rs.)
i) Basic Pay in existing grade as on 31.12.2006	22940.00
ii) DA @78.2% of basic pay	17939.08
iii) 30% of (i) + (ii)	12263.72
Total of (i) + (ii) + (iii)	**53142.80**
Basic Pay rounded off and fixed as on 01.01.2007	**53150.00**

Annexure – II

Pay Fixation With Stagnation Increment(s)
(Refer Sub-Para 4.1 of Para 4)

Existing Scale of E-8 grade: 20500-820-26500

Revised Scale of E-8 grade: 51300-3%-73000

Details	Amount P.M. (Rs.)
i) Basic Pay in existing grade as on 31.12.2006	26500.00
ii) Assuming two stagnation increments	1640.00
iii) DA @78.2% of (i) + (ii)	22005.48
iv) 30% of (i)+(ii)+(iii)	15043.64
Total of (i) + (ii) + (iii)+ (iv)	**65189.12**
Basic Pay rounded off and fixed as on 01.01.2007	**65190.00**

Annexure – III

Illustration only

Pay Fixation on Promotion
(Refer Sub-Para 6.2 of Para 6)

Pay fixation on promotion from E-6 grade to E-6A grade w.e.f. 25.6.2007:

Pay Scale of E-6 grade: 43200-3%-66000

Pay Scale of E-6A grade: 51300-3%-73000

Details	Amount P.M. (Rs.)
Revised Basic Pay as on 1.1.2007 in E-6 Grade	58110.00
Annual Increment, if due	1743.30
Notional Increment	1743.30
Total	**61596.60**
Basic Pay rounded off and fixed as on 25.6.2007 in E-6A grade	**61600.00**

ANNEXURE – IV

Government list of classified cities for House Rent Allowance (HRA)

S. No.	States	Cities Classified as	
		"X"	"Y"
1	Andhra Pradesh	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Visakhapatnam (UA), Guntur
2	Assam		Guwahati (UA)
3	Bihar		Patna (UA)
4	Chandigarh		Chandigarh
5	Chhattishgarh		Durg-Bhilai Nagar (UA), Raipur (UA)
6	Delhi	Delhi (UA)	
7	Gujarat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
8	Haryana		Faridabad*
9	Jammu & Kashmir		Srinagar (UA), Jammu (UA)
10	Jharkhand		Jamshedpur (UA), Dhanbad (UA), Ranchi (UA)
11	Karnataka	Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad, Mangalore (UA), Mysore (UA)
12	Kerala		Kozhikode (UA), Kochi (UA), Thiruvanathapuram (UA)
13	Madhya Pradesh		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA)
14	Maharashtra	Greater Mumbai (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
15	Orissa		Cuttack (UA), Bhubaneshwar (UA)
16	Punjab		Amritsar (UA), Jalandhar (UA), Ludhiana
17	Pondicherry		Pondicherry (UA)
18	Rajashthan		Bikaner, Jaipur, Jodhpur (UA), Kota (UA)
19	Tamil Nadu	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA)
20	Uttrakhand		Dehradun (UA)
21	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad*, Aligarh, Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur, Varanasi (UA)
22	West Bengal	Kolkata (UA)	Asansol (UA)

* Only for the purpose of extending HRA on the basis of dependency.

NOTE: The remaining Cities/Towns in various States/UTs which are not covered by classification as "X" or "Y" are classified as "Z" for the purpose of HRA.

NOTE: However, as per Government instructions the following cities are classified as under :

Faridabad, Ghaziabad, Gurgaon and Noida	HRA at "X" class city rates
Jalandhar Cantt, Shillong, Goa and Port Blair	HRA at "Y" class city rates

Annexure –EXE

PERKS & ALLOWANCES OPTION FORM UNDER CAFETERIA

(To be furnished before 15th April each financial year by individual **Executive in E1 and above grades**)

Name.....Staff No.....

Designation.....Department .....

Place of posting .....Basic Pay: Rs.....

List of Perks & Allowances opted for the financial year: _____

Sl. No.	Name of Perks & Allowances	%age of Basic Pay	Choose option & Specify %age
1	Washing Allowance	Upto 3%	
2	Reimbursement of Conveyance Expenditure - For Car - For Scooter/Motorcycle - For Moped	 Upto 10% Upto 5% Upto 3%	
3	Vehicle Maintenance reimbursement	Upto 5%	
4	Transport Assistance	Upto 10%	
5	Reimbursement of Fees (Max. for 2 children): - Upto Graduation - For Professional Courses	 Upto 5% Upto 10%	
6	Hostel Charges (Max. for 2 children)	Upto 10%	
7	Reimbursement of Professional Development Expenditure (including reimbursement towards Newspapers, Technical Journals, Magazines, Books, etc)	Upto 10%	
8	Reimbursement of Internet Charges & Membership of Professional bodies both National & International	Upto 5%	
9	Reimbursement of Entertainment Expenses	Upto 5%	
10	Leave Travel Concession/LTA	Upto 15%	
11	House Loan Interest Subsidy	Upto 10%	
12	Vehicle Loan Interest Subsidy	Upto 5%	
13	Uniform Maintenance Reimbursement	Upto 3%	
14	Reimbursement of Club Membership	Upto 5%	

Sl. No.	Name of Perks & Allowances	%age of Basic Pay	Choose option & Specify %age
15	Reimbursement of House Up-keep Expenditure	Upto 5%	
16	Reimbursement of Electricity Charges	Upto 10%	
17	Reimbursement for hiring Domestic Helpers	Upto 5%	
18	Reimbursement for hiring Gardener	Upto 5%	
19	Reimbursement for hiring Driver	Upto 5%	
20	Meal Vouchers at places where no Canteen facility is provided	Upto 5%	
21	Fitness Allowance	Upto 3%	
22	Other Allowances	Upto 10%	
	TOTAL %age (Maximum 46%)		

Note: Any executive in the above category who claims Transport Assistance will not be eligible for Reimbursement of Conveyance Expenditure and Vehicle Maintenance reimbursement.

.....
(Signature)

Date.....

Phone_____

Verified by Human Resource Department

Human Resource Executive

Date.....

Finance Department - for necessary action