



## GOVERNMENT OF KERALA

### Abstract

Revision of Pay and Allowances of employees of Kerala Water Authority – Recommendations of the 11<sup>th</sup> Pay Revision Commission implemented – orders issued.

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### **WATER RESOURCES (WATER SUPPLY C) DEPARTMENT**

G.O.(P)No.23/2022/WRD Dated, Thiruvananthapuram, 25-10-2022

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Read 1. G.O(P)No.26/2016/WRD dated 27/09/2016.

2. G.O(Ms)No.40/2020/Fin. dated 17/03/2020.

### ORDER

Government had revised the pay and allowances of employees of Kerala Water Authority with effect from 01.07.2014 as per the G.O. read as 1<sup>st</sup> above based on the recommendations of the X<sup>th</sup> Pay Revision Commission. As per the G.O. read as 2<sup>nd</sup> above Government have entrusted the 11<sup>th</sup> Pay Revision Commission to examine and suggest the revision of pay, pension and allied matters of employees and pensioners of Kerala Water Authority. Accordingly the Commission submitted its report on recommendations regarding revision of pay & allowances, leave and pension on 22.07.2021. Government have examined the Report in detail and are pleased to issue the following Orders: -

#### **1. Revision of Scale of Pay**

The existing scale, corresponding revised scales and Master Scale are shown in Annexure I. The Schedule of Posts and Scale of Pay of employees of Kerala Water Authority are shown in Annexure II.

#### **2. Date of effect**

Revised scales as shown in the Annexure - I will have the date of effect of 01/07/2019, and all the revised allowances mentioned in this order will have effect from the month in which the pay revision order is issued. The revised scheme of Time Bound Higher Grade will be given with effect from 01.04.2022.

### **3. Payment of arrears**

The revised pay and allowances will be granted in cash from 01.10.2022 with the salary of September, 2022. Arrears on account of pay revision will be credited to the PF Account of employees in four installments each at 25% on 01.04.2023, 01.10.2023, 01.04.2024 and 01.10.2024. The arrears on Dearness Allowance from 01/04/2021 to 31/08/2022 at the rate of 7% will be credited to the PF Account along with the salary of September, 2022. The amounts so credited to PF Account will not be allowed to withdrawn prior to 31.03.2024. 50% of the amounts so credited in to the PF Account could be withdrawn after 01.04.2024 and full amount could be withdrawn only after 01.04.2025. In case of employees who do not have PF Account on 01.08.2022, or closed PF accounts prior to those dates the amounts of arrears on account of pay revision and DA will be paid in cash after 01.12.2022.

### **4. Fixation Rules**

The existing scales of pay of employees will be revised with effect from 01.07.2019 with the scales of pay as shown in the **Annexure I**. All employees who were in service as on 01.07.2019 shall come over to the revised scale of pay with effect from 01.07.2019. There will be no option facility to elect another date for pay revision. The details of rules for fixation are incorporated in **Annexure IV**.

### **5. Recovery of Excess Payment:**

Chances for erroneous revision of pay cannot be ruled out in spite of specific table for stage to stage revision, and in such cases recovery will have be effected from those who received pay in excess. All employees shall furnish an undertaking in the form prescribed by GO(P)No.169/2019/Fin dated 13.12.2019 in order to get the revised pay in the revised scale. Form of Undertaking is provided in **Annexure V**.

### **6. Dearness Allowance**

The rates of DA will be as announced by the State Government for the State Government employees on the revised scales of pay w.e.f. 01.07.2019. The arrears of DA before 01/04/2021 will be notional. The rates of DA on revised scales of pay with effect from 01.07.2019 will be as follows:

Date	Rate of DA %	Total DA %
01/07/19	0	0

01/01/20	4	4
01/07/20	3	7

\* The arrears of DA before 01/04/2021 will be notional.

The arrears on Dearness Allowance from 01/04/2021 to 31/08/2022 at the rate of 7% will be credited to the PF Account along with the salary of September, 2022.

## 7. House Rent Allowance

The existing slab system and fixed amount of HRA will be discontinued. HRA will be allowed as a percentage of basic pay on the basis of the revised classification of places and subject to the ceilings as detailed below:

SL No	Class	Places	% of Basic Pay	Minimum amount	Maximum amount
1	A	The Corporation limits of the cities of Thiruvananthapuram, Kollam, Kochi, Thrissur, Kozhikode and Kannur; KWA offices situated within a radius of 3 kilometres from Civil Station, Kakkanad;	10%	2300	10000
2	B	The Municipalities at District Headquarters	8%	2000	8000
3	C	All Municipalities other than those at District Headquarters	6%	1500	6000
4	D	All Panchayaths	4%	1200	4000

\* Institutions within the limit of 1 Km from the City limits will be excluded from Class A taking into account the fact that the limits of Corporations are spread over vast area and even semi-rural areas are included within the Corporation limits at present. However, every individual employee will be assured 10% hike in the existing amount of HRA or the new rate applicable to their places whichever is higher.

\* For the purpose of HRA, Basic pay as on the 1<sup>st</sup> day of the month only will be reckoned, and change in pay in the middle of a month will not be considered.

## **8. Rent Recovery**

Rent at the following rates will be recovered from employees residing in KWA Quarters.

<b>Range</b>	<b>Rate</b>
Those who are in the scale of pay up to 49000-110300	No recovery
Those who are in the scale of pay of and above 50200-112800	2% of basic pay

\* Employees who are allotted quarters shall not be eligible for HRA.

## **9. City Compensatory Allowance**

City Compensatory Allowance will be discontinued from the month in which the pay revision order is issued.

## **10. Hill Tract Allowance**

The revised rates of Hill Tract Allowance admissible under different pay ranges will be as follows :

<b>Sl No.</b>	<b>Pay Range of officials</b>	<b>Rate per month (₹)</b>
1	Officers whose actual basic pay is ₹ 43400 and above	500
2	Officers whose actual pay is ₹ 25800 and above but below ₹ 43400	450
3	Officers whose actual pay is up to and including ₹ 25800	300

## **11. Spectacle Allowance**

Reimbursement of the cost incurred for the purchase of spectacles will continue. The existing maximum fixed at 1200 will be enhanced to 1500. The reimbursement will be allowed once in five years as of now.

## **12. Special Conveyance allowance to differently abled employees:**

The existing rate of ₹1000 will be enhanced to ₹1100 per month.

### **13. Education allowance to the parents having differently abled children :**

The rate of Education Allowance admissible to employees having mentally / physically challenged children studying in general schools and special schools will be revised from the existing 600 per month to 1000 per month. The existing conditions for the admissibility of its allowance will continue.

### **14. Charge Allowance**

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.

### **15. Traveling Allowance:**

The Traveling Allowance to the employees of the Kerala Water Authority will be revised as described below:

(a) Classification of Officers: The officers of the Kerala Water Authority has to be classified into different grades based on the revised basic pay for the purpose of Traveling Allowance, as detailed below:

Grade I	All Officers who draw an actual basic pay of ₹70000 and above
Grade II(a)	Officers with actual basic pay of ₹59300 and above, but below ₹70000
Grade II(b)	Officers with actual basic pay of ₹38300 and above, but below ₹59300
Grade III	Officers with actual basic pay of ₹25100 and above, but below ₹38300
Grade IV	Officers with actual basic pay below ₹25100

\* Note: For this purpose, Basic pay includes Personal Pay.

(b) Class of travel: To continue the existing eligible class of travel by train for each grade, which is as follows:

<b>Grades</b>	<b>Eligible class</b>
Grade I	II AC

Grade II(a)	I Class.If the train does not have I Class, II AC.
Grade II(b)	III AC. If the train does not have III AC, I Class.
Grade III	II Class
Grade IV	II Class

(c) Air Journey: Employees who are in the revised scale of pay 93400-143600 and above will be eligible for flight journey. However, any employee can travel by air for official purposes provided that Traveling Allowance at the rate sanctioned for their eligible class of travel by train will be allowed for such journeys subject to the production of flight ticket and boarding pass, and flight ticket will be considered in place of train tickets for admitting TA claim. This facility is restricted for the journey of the officer only.

(d) Mileage Allowance: The existing rate of Mileage Allowance for road journey at the rate of Rs 2 per kilometer revised to Rs 2.5 per kilometer for all grades of officers.

(e) Incidental Expenses: (Road/ Rail / Air journeys): The existing rates of incidental expenses for rail/road/air journey will be revised as follows:

Grades	Road/Rail Existing Rate in Paisa per Km	Road/Rail Revised Rate in Paisa per Km	Air Rate per journey (existing and Revised)
Grades I	80	90	Limited to 1 Daily Allowance
Grade II(a)	60	70	
Grade II(b)	50	60	
Grade III	50	60	
Grade IV	50	60	

(f) Daily Allowance: The following rates of Daily Allowance for various Grades :

Grades	Inside State		Outside State	
	Existing Rate	Revised Rate	Existing Rate	Revised Rate
Grades 1	400	600	550	750
Grade II(a)	320	500	450	650
Grade II(b)	320	500	450	650
Grade III	250	350	350	500
Grade IV	250	350	350	500

(g) Classification of Officials for carrying personal effects on transfer:

The existing classification of officials for the purpose of carrying personal effects on transfer will be as follows in the revised scales:

Sl.No	Category of Officers	Weight (kg)
1	Officers whose actual basic pay is Rs 70000 and above	3000
2	Officers whose actual pay is 38300 and above but below 70000	2000
3	All other Officers	1500

(h) Loading and unloading charges for journeys on transfer: The revised rates of loading and unloading charges admissible to different grades of officers for journeys on transfer will be as follows:

Grades	Existing Rate	Revised Rate
Grade 1	800 at each end	900 at each end
Grade II(a)	500 at each end	500 at each end
Grade II(b)	500 at each end	500 at each end
Grade III	400 at each end	450 at each end
Grade IV	400 at each end	450 at each end

(i) Reimbursement of room rent: The revised rates of reimbursement of room rent admissible to Officers for stay outside the State subject to the production of vouchers will be as follows:

Grades	New Delhi, Mumbai, Kolkata, Chennai		Other Cities/Towns, outside State	
	Existing Rate	Revised Rate	Existing Rate	Revised Rate
Grades 1	2000	3000	1500	2500
Grade II(a)	2000	3000	1500	2500
Grade II(b)	1600	2500	1000	1500
Grade III	1600	2500	1000	1500
Grade IV	1100	1500	1000	1200

(j) Taxi fare and Auto Rickshaw Fare for Grade I Officials :

Grade I Officials traveling to metropolitan cities and other larger cities are allowed to hire taxies as in the case of Government of India Officials. They

are entitled to taxi fare at the rates fixed by Government from time to time for journeys on tour from residence to airport/railway station/bus stand and back. The existing conditions will be continued.

(k) TA Ceiling: The existing system will continue.

### **16. Special Allowances:**

<b>Category</b>	<b>Existing Rate per month</b>	<b>Revised Rate per month</b>
Confidential Assistants attached to Chairman/Chief Engineer/FM and CAO	170	190
PA to Managing Director/CA to Technical Member and Accounts Member	230	260
Typist attached to the Vigilance wing of Head Office	130	150
Office Attendant attached to M.D	110	130
Office Attendant attending Treasury duty	150	170
Driver	210	230
Drivers Attached to Chairman, Managing Director, Technical Member and Accounts Member	390	430

### **17. Uniform Allowance :**

<b>Category</b>	<b>Existing Rate per annum</b>	<b>Revised Rate per annum</b>
Operator	2400	2700
Driver	2400	2700
Garden Superintendent	2400	2700
Gardener	2400	2700
Electrician	2400	2700
Watcher	2400	2700
Sweeper	2400	2700
Sewer Cleaner	2400	2700
Duffedar	2400	2700

### **18. Special Allowance admissible to employees handling cash**



Category	Existing Rate per Month	Revised Rate per Month
Above Rs.1 lakh per month & up to Rs.2 lakhs	350	390
Above Rs.2 lakh & up to Rs. 5 lakh per month	400	440
Above Rs.5 lakh & up to Rs.10 lakh per month	450	500
Above Rs.10 lakh per month	500	550

\* This allowance should be given only **till 31.12.2022**. After 31.12.2022 it will be discontinued. By that time, **KWA should take necessary action to encourage online receipt/payment systems, and reduce cash handling to the minimum.**

**19. Risk / Compensatory Allowance:**

Category	Existing Rate per month	Revised Rate per month
Head Operator	140	160
Operator	140	160
Sewer Cleaner/ Cleaner/ Worker engaged in sewer cleaning	480	530

**20. Permanent Conveyance Allowance(PCA will be allotted only as per KSR, Part II, rules 9 to 11)**

Category	Existing Rate per month	Revised Rate per month
Assistant Engineer	250	280
Mechanical Superintendent	230	260
Meter Reader	160	180
Unskilled Worker	140	160
Fitter	140	160
Overseer Grade III	140	160

**21. Over Time Allowance / Night Shift Allowance:**

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Category	Existing Rate per month	Revised Rate per month
Over-time Allowance / Night Shift Allowance to the employees working at night shift.	70	80

## **22. Leave Travel Concession:**

The existing system of LTC will continue.

## **23. Night Shift Allowance :**

### **Category**

Category	Existing Rate per month	Revised Rate per month
Over-time Allowance / Night Shift Allowance to the employees working at night shift.	70	80

\*No allowances other than those mentioned above will be allowed to the employees. Allowances which are not specifically mentioned will be treated as withdrawn. All allowances mentioned in this pay revision will have effect from the month in which the pay revision order is issued.

## **24. Leave**

The existing rules in respect of Various kinds of leave allowed to the employees of KWA viz. Earned Leave, Half Pay Leave, Commuted Leave, Leave Without Allowances, Special Disability Leave, Hospital Leave, Maternity Leave, Paternity Leave, Leave Not Due etc. will continue without any change.

## **25. Promotional Avenues**

a. In the case of regular promotions from lower to higher scale of pay Kerala Water Authority follows the provisions in Rule 28 A or Rule 37 (a), Part I, KSR for fixation of pay. Fixation of pay under Rule 28A Part I KSR does not apply to promotions/appointments to posts carrying higher time scale of pay, the minimum of which exceeds 93400. In such cases, fixation

is allowed under Rule 37(a) Part I KSR.

**b.** In the case of promotions / by transfer appointments involving no change in scale of pay, the benefit of one advance increment may contain without prejudice to the normal increments. This advance increment will not granted in the case of promotion from Time Bound Higher Grade to a regular promotion post in the same scale of pay and in the case of appointment interchangeable posts in the same scale of pay.

**c.** If there are two or more consecutive promotion posts/by transfer appointments to posts on the same or identical scale of pay, the benefit of advance increment has to be limited to the first promotion only with effect from 01.04.2021.

## **26. Time Bound Higher Grade Scheme**

The existing time span of 8, 15, 22, and 27 years for allowing Time Bound Higher Grade (TBHG) Promotions will continue. The categories coming under the entry level of scale of pay of ₹23000 - ₹52600 to ₹29500 - ₹79000 will be eligible for four higher grades, the categories coming under the entry level scale of pay ₹31100-83000 to ₹38300-₹93400 will be eligible for three Higher Grades, the categories coming under the entry level scale of pay ₹41300-₹97800 to ₹55200-₹120900 will be eligible for two Higher Grades & the categories coming under the entry level scale of pay ₹56500-₹123700 to ₹83000 - ₹137700 will be granted one higher grade promotion. The date of effect of the same will be w.e.f. 01/04/2022. Revised rules for allowing TBHG promotions are incorporated in **Annexure III.**

## **27. Part -Time Contingent Employees:**

The Revised scales of pay for Part Time Contingent Employees, with effect from 01.07.2019 are as follows.

Category	Existing Scale of Pay	Revised Scale of Pay
Category	9340-220-11100-240-12300-260-13600-300-14800	13000-330-15970-360-17410-390-19360-430-21080.
Category11	8200-200-10000-220-11100-240-12300-260-13340	11500-300-14500-330-17140-360-18940

In the new scale, the revised pay of a Part Time Contingent Employee has to be fixed on stage-to-stage basis as in the case of State Government Employee. The pay in the revised scale as on 01.07.2019 will be the

corresponding revised pay stage of pre-revised pay as provided below:-

Category I		Category II	
<u>Existing Scale of Pay</u>		<u>Existing Scale of Pay</u>	
9340-220-11100-240-12300-260-13600-300-14800		8200-200-10000-220-11100-240-12300-260-13340	
<u>Revised Scale of Pay</u>		<u>Revised Scale of Pay</u>	
13000-330-15970-360-17410-390-19360-430-21080.		11500-300-14500-330-17140-360-18940	
Stages in the existing scale	Corresponding Stages in the revised scale	Stages in the existing scale	Corresponding Stages in the revised scale
9340	13000	8200	11500
9560	13330	8400	11800
9780	13660	8600	12100
10000	13990	8800	12400
10220	14320	9000	12700
10440	14650	9200	13000
10660	14980	9400	13300
10880	15310	9600	13600
11100	15640	9800	13900
11340	15970	10000	14200
11580	16330	10220	14500
11820	16690	10440	14830
12060	17050	10660	15160
12300	17410	10880	15490
12560	17800	11100	15820
12820	18190	11340	16150
13080	18580	11580	16480
13340	18970	11820	16810
13600	19360	12060	17140
13900	19790	12300	17500
14200	20220	12560	17860
14500	20650	12820	18220
14800	21080	13080	18580
		13340	18940

The details of rules for fixation are incorporated in **Annexure IV**.

Part-Time Contingent Employees are also eligible for the following benefits:

1 . **Hill Tract Allowance** of ₹300 per month will be sanctioned to employees who are working in designated area.

2. **Earned Leave:** Earned leave will be at the rate of 1/22 for the period spent on duty subject to the maximum of 15 days in a year. Leave surrender facility as admissible to Government employees. All other existing allowances will be continued.

### **28. Casual Sweepers:**

The remuneration of Casual Sweepers will be enhanced from ₹6000 per month to a consolidated amount of ₹8000 per month.

### **29. GENERAL CONDITIONS :**

1. The revised scales of pay shall come into effect from 01.07.2019. Also all the revised allowances mentioned in this order will have effect from the month in which the pay revision order is issued. The revised scheme of Time Bound Higher Grade will be given effect from 01.04.2022. The arrears of DA before 01/04/2021 will be notional.

2. Kerala Water Authority must prepare their Annual Financial Statements with independent auditors (Certified Chartered Accountants), then only an unbiased examination, preparation and evaluation of Financial Statements is done. This condition must be implemented in Kerala Water Authority, then only the next pay revision will be considered by the Government. Also Kerala Water Authority must achieve the target mentioned in circular No.97/2021/fin dated: 25/10/2021.

3. The expenditure on account of the revision shall be met from the internal resources of the Kerala Water Authority and Government shall not bear any cost in this regard under any circumstances.

4. The Stage to Stage fixation table is only applicable to the permanent employees of Kerala Water Authority who has been appointed before 01.07.2019. The pay of new appointments will be started from the beginning of the concerned scales. Newly recruited permanent employees on or after 01.07.2019 shall be eligible only for fixing the minimum of the revised scale of

pay. Stage to stage fixation table is not applicable to them. Also pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.

5. The Kerala Water Authority shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.

6. No new posts shall be created, upgraded or re-designated without the prior approval of the Government.

7. All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned shall be treated as withdrawn.

8. The Administrative Officer, Kerala Water Authority shall check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.

9. Recoveries shall be insisted upon where over payments are made. If an officer competent to authorize pay under these orders or approve / countersign the pay fixation has any doubt regarding the application of these orders, he shall seek clarification of the Pay Revision Cell in the Finance Department in Government before approving the pay fixation and disbursing the pay. All employees shall furnish an undertaking in the prescribed form to their DDO in order to get their pay fixed in the revised scale. The undertaking shall be countersigned by the DDO and pasted in the Service Book of the incumbent.

10. The Authority must adopt stringent measures to ensure economy in expenditure.

11. The Authority should undertake regular annual revision of tariffs and make extra efforts to collect the dues including arrears.

12. Kerala Water Authority must strive to achieve the status of a fully digitalized institution, both in respect of Personnel Management and in respect of Customer interface.

13. Attendance Management System must be introduced in all offices and units (Punching system) and it must be connected with salary/SPARK system.

14. Absence of regular meter reading at fixed intervals causes inconvenience to the public who would be served with bills for huge amounts which they often

find difficult to clear. So regular meter reading must be ensured in Kerala Water Authority.

15. Appointments (permanent /deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.

16. In case of any doubt regarding pay scales, fixation etc. prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The Kerala Water Authority shall not attempt to rectify the anomaly.

17. Ratio based promotions, up gradation or re-designation shall be granted only with the approval of Government .

18. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.

19. Kerala Water Authority must strive to achieve to surpass income over expenditure continuously before the next pay revision besides maximum customer satisfaction, and Government will thoroughly watch the next 5 years performance of Kerala Water Authority (including effective & efficient utilisation of project funds, various agreements etc...) and the next pay revision shall only be considered by the Government based on this periods performance.

20. The Managing Director, Kerala Water Authority shall be held personally liable for any kind of discrepancies while implementing the order.

21. In India, the service sector is the largest sector & it accounts for 53.66% of total India's GVA of Rs. 137.51 lakh crore. Kerala Water Authority is one of the service sector in Kerala. Kerala Water Authority must think this figures in every nook and corner of its activities. For this, Kerala Water Authority must do sustainable utilization of the allotted resources by applying effective/efficient economic measures (effective/efficient utilization of the allotted funds for various projects without any drain of public funds and also do regular collection of tariffs).

22. Kerala Water Authority should enter into an MOU with Government with physical and financial performance milestones to be met each year on key parameters like reduction in NRW (Non Revenue Water), recovery of O&M charges, increase in water and other tariffs by 5%, energy efficiency parameters etc. each year so as to enable the Authority better to meet the burden of the proposed salary revision from their own sources.

23. After implementing this pay revision, the fixation statements and salary slips of every employees in Kerala Water Authority must be forwarded to Government(Digitally).

(By order of the Governor)  
PRANABJYOTI NATH I A S  
SECRETARY

**To**

The Managing Director, Kerala, Water Authority, Thiruvananthapuram.  
The Principal Accountant General (Audit)/(A&E) Kerala,  
Thiruvananthapuram.

The General Administration (SC) Department.

The Finance Department (Vide PU-C1/97/2021-Fin)

The Information & Public Relations Department.

Stock File/Office Copy.

**Copy to :**

PS to Chief Minister.

PS to Minister for Water Resources.

PA to Secretary, Water Resources./ PA to Additional  
Secretary(WRD)/CA to Joint Secretary(WRD)

Forwarded /By order

Section Officer



*Annexure I**Existing and Revised scales of Pay*

<b>SCALE No:</b>	<b>Existing Scales of Pay</b>	<b>Revised Scales of Pay</b>
<b>S1</b>	17000-500-19000-550-20650-600-22450-650-25700-700-29200-800-33200-900-36800-1000-37800	23000-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600
<b>S2</b>	17500-500-19000-550-20650-600-22450-650-25700-700-29200-800-33200-900-36800-1000-38800	23700-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-53900
<b>S3</b>	18000-500-19000-550-20650-600-22450-650-25700-700-29200-800-33200-900-36800-1000-40800	24400-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500
<b>S4</b>	19000-550-20650-600-22450-650-25700-700-29200-800-33200-900-36800-1000-41800-1100-42900	25800-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-59300
<b>S5</b>	20100-550-20650-600-22450-650-25700-700-29200-800-33200-900-36800-1000-41800-1100-47300-1200-53300	27200-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-73600
<b>S6</b>	21850-600-22450-650-25700-700-29200-800-33200-900-36800-1000-41800-1100-47300-1200-53300-1350-56000	29500-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000

<b>S7</b>	23100-650-25700-700-29200-800-33200-900-36800-1000-41800-1100-47300-1200-53300-1350- 58700	31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-83000
<b>S8</b>	25700-700-29200-800-33200-900-36800-1000-41800-1100-47300-1200-53300-1350-58700-1500-60200	34700-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-85000
<b>S9</b>	27100-700-29200-800-33200-900-36800-1000-41800-1100-47300-1200-53300-1350-58700-1500-63200	36500-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-89000
<b>S10</b>	28500-700-29200-800-33200-900-36800-1000-41800-1100-47300-1200-53300-1350-58700-1500-63200-1650-66500	38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-89000-2200-93400
<b>S11</b>	30800-800-33200-900-36800-1000-41800-1100-47300-1200-53300-1350-58700-1500-63200-1650-69800	41300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-89000-2200-97800
<b>S12</b>	31600-900-36800-1000-41800-1100-47300-1200-53300-1350-58700-1500-63200-1650-69800-1800-71600	42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200--1600-70000-1800-79000-2000-89000-2200-97800-2500-100300

S13	36800-1000-41800-1100- 47300-1200-53300-1350- 58700-1500-63200-1650- 69800-1800-77000-2000- 79000	49000-1200-52600-1300-56500- 1400-60700-1500-65200-1600- 70000-1800-79000-2000-89000- 2200-97800-2500-110300
S14	37800-1000-41800-1100- 47300-1200-53300-1350- 58700-1500 -63200-1650- 69800-1800-77000 -2000- 81000	50200-1200-52600-1300-56500- 1400-60700-1500-65200-1600- 70000-1800-79000-2000-89000- 2200-97800-2500-112800
S15	40800-1000-41800-1100- 47300-1200-53300-1350- 58700-1500-63200-1650- 69800-1800-77000-2000- 85000	53900-1300-56500-1400-60700- 1500-65200-1600-70000-1800- 79000-2000-89000-2200-97800- 2500-115300-2800-118100
S16	41800-1100-47300-1200- 53300-1350-58700-1500- 63200-1650-69800-1800- 77000-2000-87000	55200-1300-56500-1400-60700- 1500-65200-1600-70000-1800- 79000-2000-89000-2200-97800- 2500-115300-2800-120900
S17	42900-1100-47300-1200- 53300-1350-58700-1500- 63200-1650-69800-1800- 77000-2000-89000	56500-1400-60700-1500-65200- 1600-70000-1800-79000-2000- 89000-2200-97800-2500- 115300-2800-123700
S18	46200-1100-47300-1200- 53300-1350-58700-1500- 63200-1650-69800-1800- 77000-2000-93000	60700-1500-65200-1600-70000- 1800-79000-2000-89000-2200- 97800-2500-115300-2800- 129300

S19	61700-1500-63200-1650- 69800-1800-77000-2000- 93000-2200-99600	83000-2000-89000-2200-97800-25 00-115300-2800-137700
S20	69800-1800-77000-2000- 93000-2200-104000	93400-2200-97800-2500- 115300-2800-140500-3100- 143600
S21	77000-2000-93000-2200- 110600	100300-2500-115300-2800- 140500-3100-149800-3400- 153200
S22	83000-2000-93000-2200- 110600-2400-115400	112800-2500-115300-2800- 140500-3100-149800-3400- 160000
S23	91000-2000-93000-2200- 110600-2400-117800	118100-2800-140500-3100- 149800-3400-163400
S24	93000-2200-110600-2400- 117800-2600-120400	123700-2800-140500-3100- 149800-3400-166800
S25	97400-2200-110600-2400- 117800-2600-123000	129300-2800-140500-3100 - 149800-3400-166800
<b>MASTER SCALE</b>	17000-500-19000-550-20650- 600-22450-650-25700-700- 29200-800-33200-900-36800- 1000-41800-1100-47300- 1200-53300-1350-58700- 1500-63200-1650-69800- 1800-77000-2000-93000- 2200-110600-2400-117800- 2600-123000	23000-700-27900-800-31100- 900-38300-1000-42300-1100- 47800-1200-52600-1300-56500-14 00-60700-1500-65200-1600-70000 -1800-79000-2000- 89000-2200-97800-2500- 115300-2800-140500-3100- 149800-3400-166800

**Stage to Stage Fixation Table**

SL No	Existing Basic Pay	Revised Basic Pay	SL No	Existing Basic Pay	Revised Basic Pay
1	17000	23700	42	49700	66800
2	17500	24400	43	50900	68400
3	18000	25100	44	52100	70000
4	18500	25800	45	53300	71800
5	19000	26500	46	54650	73600
6	19550	27200	47	56000	75400
7	20100	27900	48	57350	77200
8	20650	28700	49	58700	79000
9	21250	29500	50	60200	81000
10	21850	30300	51	61700	83000
11	22450	31100	52	63200	85000
12	23100	32000	53	64850	87000
13	23750	32900	54	66500	89000
14	24400	33800	55	68150	91200
15	25050	34700	56	69800	93400
16	25700	35600	57	71600	95600
17	26400	36500	58	73400	97800
18	27100	37400	59	75200	100300
19	27800	38300	60	77000	102800
20	28500	39300	61	79000	105300
21	29200	40300	62	81000	107800
22	30000	41300	63	83000	110300
23	30800	42300	64	85000	112800
24	31600	43300	65	87000	115300
25	32400	44500	66	89000	118100
26	33200	45600	67	91000	120900
27	34100	46700	68	93000	123700
28	35000	47800	69	95200	126500
29	35900	49000	70	97400	129300
30	36800	50200	71	99600	132100
31	37800	51400	72	101800	134900
32	38800	52600	73	104000	137700
33	39800	53900	74	106200	140500
34	40800	55200	75	108400	143600

35	41800	56500	76	110600	146700
36	42900	57900	77	113000	149800
37	44000	59300	78	115400	156600
38	45100	60700	79	117800	163400
39	46200	62200	80	120400	166800
40	47300	63700	81	123000	166800
41	48500	65200			

**Annexure II*****Schedule of Posts and Scale of Pay***

SL No	Name of Post	No of Posts	Existing scale of pay as per 2014 PR	Revised scale of pay w.e.f.1.07.2019.
<b>Administrative Wing</b>				
1	Managing Director	1	97400-123000	129300-166800
2	Technical Member	1	93000-120400	123700-166800
3	Accounts Member	1	93000-120400	123700-166800
4	Finance Manager & Chief Accounts Officer	1	83000-115400	112800-160000
5	Accounts Manager	3	77000-110600	100300-153200
6	Deputy Accounts Manager	4	61700-99600	83000-137700
<b>Engineering Wing</b>				
7	Chief Engineer / Chief Consultant	6	91000-117800	118100-163400
8	Secretary	28	83000-115400	112800-160000
9	Deputy Chief Engineer / Superintending Engineer / Project Director		83000-115400	112800-160000
10	Executive Engineer (Higher Grade)	36	77000-110600	100300-153200
11	Executive Engineer / PA to Superintending Engineer	37	69800-104000	93400-143600
12	Assistant Executive Engineer (Higher Grade)	77	46200-93000	60700-129300
a 13	Assistant Executive Engineer / Technical Assistant	154	41800-87000	55200-120900
14	Assistant Engineer /Head Draftsman	404	40800-85000	53900-118100

<b>Ministerial Wing</b>					
	15	Senior Administrative officer	1	77000-110600	100300-153200
	16	Internal Auditor	2	69800-104000	93400-143600
	17	Data Base Administrator	1	61700-99600	83000-137700
	18	Accounts Officer/Administrative Officer(HG)	12	61700-99600	83000-137700
<b>b</b>	19	Accounts Officer /Administrative Officer		42900-89000	56500-123700
	20	Assistant Data Base Administrator	2	42900-89000	56500-123700
	21	Principal Information Officer	1	42900-89000	56500-123700
	22	Law Officer Grade II	1	41800-87000	55200-120900
	23	Senior Superintendent/Revenue Officer (Higher Grade)	7	41800-87000	55200-120900
	24	PA to Managing Director/Technical Member/Accounts Member	3	40800-85000	53900-118100
	25	Divisional Accountant(HG)	10	40800-85000	53900-118100
	26	Confidential Assistant Selection Grade	6	37800-81000	50200-112800
<b>c</b>	27	Senior Superintendent/Revenue Officer	24	36800-79000	49000-110300
<b>d</b>	28	Divisional Accountant	44	36800-79000	49000-110300
	29	Confidential Assistant Senior Grade.	6	30800-69800	41300-97800
	30	Fair Copy Superintendent (HG)	3	36800-79000	49000-110300
	31	Legal Assistant	2	30800-69800	41300-97800
	32	Junior Superintendent	98	30800-69800	41300-97800
<b>e</b>	33	Fair Copy Superintendent	3	30800-69800	41300-97800
	34	Selection Grade Typist	51	28500-66500	38300-93400
	35	Head Clerk	155	28500-66500	38300-93400



	36	Computer Operator	1	28500-66500	38300-93400
	37	Chief Vehicle Inspector	1	28500-66500	38300-93400
	38	Selection Grade Driver	3	28500-66500	38300-93400
	39	Confidential Assistant Grade I	7	27100-63200	36500-89000
	40	Vehicle Inspector	1	27100-63200	36500-89000
	41	Senior Grade Typist	52	27100-63200	36500-89000
	42	U.D. Typist	52	25700-60200	34700-85000
	43	U.D. Clerk / Senior Store Keeper /Senior Cashier	511	25700-60200	34700-85000
	44	Driver Senior Grade	32	23100-58700	31100-83000
	45	Driver Grade I	70	21850-56000	29500-79000
<b>f</b>	46	Confidential Assistant Grade II	7	21850-56000	29500-79000
<b>g</b>	47	L.D. Typist	52	20100-53300	27200-73600
<b>h</b>	48	L.D. Clerk / Store Keeper /Cashier	511	20100-53300	27200-73600
<b>i</b>	49	Driver Grade II	104	19000-42900	25800-59300
	50	Duffedar	6	19000-42900	25800-59300
<b>Technical Wing</b>					
	51	Hydro Geologist	1	41800-87000	55200-120900
	52	Head Surveyor	15	37800-81000	50200-112800
	53	Senior Sanitary Chemist(HG)	4	36800-79000	49000-110300
	54	Senior Sanitary Chemist	4	30800-69800	41300-97800
	55	Senior Meter Inspector	17	30800-69800	41300-97800
	56	Senior Plumbing Inspector	5	30800-69800	41300-97800
	57	Surveyor Grade-I	70	27100-63200	36500-89000
	58	Electrical Overseer Grade - 1	6	27100-63200	36500-89000
	59	Draftsman Grade I/Overseer Grade I/ Water Works Superintendent	419	27100-63200	36500-89000
	60	Plumbing Inspector	27	27100-63200	36500-89000
	61	Sanitary Chemist	10	27100-63200	36500-89000
	62	Bacteriologist	13	27100-63200	36500-89000
	63	Mechanic Superintendent	1	27100-63200	36500-89000
	64	Meter Inspector	69	27100-63200	36500-89000
	65	Head Fitter	21	27100-63200	36500-89000

	66	Surveyor Grade II	71	23100-58700	31100-83000
j	67	Draftsman Grade II/Overseer Grade II	409	23100-58700	31100-83000
	68	Overseer Grade III/ Tracer	628	20100-53300	27200-73600
	69	Meter Reader	346	19000-42900	25800-59300
k	70	Fitter	106	19000-42900	25800-59300
	71	Welder	10	19000-42900	25800-59300
	72	Electrician/Auto Electrician	18	19000-42900	25800-59300
	73	Plumber	112	19000-42900	25800-59300
<b>Operating Wing</b>					
	74	Mechanical Superintendent(HG)	1	37800-81000	50200-112800
	75	Mechanical Superintendent	5	30800-69800	41300-97800
	76	Head Operator	345	27100-63200	36500-89000
l	77	Assistant Shift Operator/Mechanical Operator/Shift Operator/Pump Operator/Operator	1727	20100-53300	27200-73600
<b>Miscellaneous</b>					
	78	Life Guard cum Coach	2	36800-79000	49000-110300
	79	Life Guard	1	27100-63200	36500-89000
	80	Telephone Operator	5	23100-58700	31100-83000
	81	Lab Assistant	16	19000-42900	25800-59300
	82	Garden Superintendent	1	19000-42900	25800-59300
	83	Binder	4	19000-42900	25800-59300
	84	Gardener	13	17500-38800	23700-53900
	85	Skilled Worker	14	17500-38800	23700-53900
	86	Sewer Cleaner	15	17500-38800	23700-53900
	87	Line Man / Line Maistry	21	17500-38800	23700-53900
	88	Cleaner	162	17000-37800	23000-52600
	89	Full Time Sweeper	41	17000-37800	23000-52600
	90	Watcher	242	17000-37800	23000-52600
	91	Unskilled Worker	242	17000-37800	23000-52600
	92	Worker		17000-37800	23000-52600
	93	Watchman cum valve Operator	10	17000-37800	23000-52600

94	Lascar	163	17000-37800	23000-52600
95	Peon	572	17000-37800	23000-52600

Notes : -

- a) 1/3<sup>rd</sup> of the posts will be in Higher Grade.
- b) Existing ratio 1:1 will continue.
- c) 25% of the posts will be in Higher Grade.
- d) 20% of the posts will be in Higher Grade.
- e) 1/3<sup>rd</sup> of the posts will be in Higher Grade.
- f) The existing ratio of 1:1:1:1 among Grade II, Grade I, Senior Grade and Selection Grade Confidential Assistants will continue.
- g) The ratio among LD Typist, UD Typist, Senior Grade and Selection Grade Typist will be 1:1:1:1.
- h) The existing ratio of 1:1 between LD Clerk and UD Clerk will continue.
- i) 10% of posts of Senior Grade will be on Selection Grade.
- j) The existing ratio of 1:1 between Draftsman Gr.I and Draftsman Gr.II will continue.
- k) 20 % of the posts of Fitter will be placed as Head Fitter
- l) The existing ratio of 5:1 between Operator and Head Operator will continue.

### *Annexure III*

#### *Scheme for Time Bound Higher Grade Promotion*

#### **Scheme for Time Bound Higher Grade Promotion**

(i) Employees who remain in their entry posts in the scales of pay ranging from **₹23000-52600 to ₹83000-137700** will be granted higher grades in the scales of pay mentioned in the tables, on completion of following specified periods of service in their posts subject to para (vii) below:

TBHG No.	Period of Service
1 <sup>st</sup> TBHG	On completion of 8 years of service in the entry post
2 <sup>nd</sup> TBHG	On completion of 15 years of service in the entry post and the first regular promotion post /Time Bound Higher Grade taken together.
3 <sup>rd</sup> TBHG	On completion of 22 years of total service in the entry post and regular promotion post(s) / Time Bound Higher Grade(s) taken together
4 <sup>th</sup> TBHG	On completion of 27 years of total service in the entry post and regular promotion post(s) /Time Bound Higher Grade(s) taken together.

(ii) Employees who remain in their entry posts in the scales of pay ranging from **₹23000-₹52600 to ₹29500-₹79000** has to be given **four Higher Grades** on completion of **8, 15, 22 and 27 years** of service. The scales of pay on TBHG will be as specified in the following table, subject to para (vii) below:

**TABLE-1**

Revised scale of pay in the entry post	1 <sup>st</sup> TBHG	2 <sup>nd</sup> TBHG	3 <sup>rd</sup> TBHG	4 <sup>th</sup> TBHG
23000-52600	23700-53900	24400-56500	25800-59300	27200-73600
23700-53900	24400-56500	25800-59300	27200-73600	29500-79000
24400-56500	25800-59300	27200-73600	29500-79000	31100-83000
25800-59300	27200-73600	31100-83000	36500-89000	38300-93400

27200-73600	31100-83000	36500-89000	38300-93400	42300-100300
29500-79000	31100-83000	36500-89000	38300-93400	42300-100300

(iii) Employees who remain in their entry posts in the scales of pay ranging from **₹31100-₹83000** to **₹38300-₹93400** will be given **three Higher Grades** on completion of **8, 15 and 22 years** of total service in the entry post and first promotion post/ higher grade taken together. The scales of pay on TBHG will be as specified in the following table, subject to para (vii) below:

**TABLE – 2**

Revised scale of pay in the entry post	1 <sup>st</sup> TBHG in the entry post	2 <sup>nd</sup> TBHG	3 <sup>rd</sup> TBHG
31100-83000	34700-85000	36500-89000	41300-97800
34700-85000	36500-89000	41300-97800	42300-100300
36500-89000	38300-93400	41300-97800	42300-100300
38300-93400	41300-97800	49000-110300	50200-112800

(iv) Employees who remain in their entry posts in the scales of pay ranging from **₹ 41300-97800** to **₹ 55200-120900** will be given **two Higher Grades** on completion of **8 and 15 years of total service** in the entry post and first promotion post / higher grade taken together. The scales of pay on TBHG will be as specified in the following table, subject to para (vii) below:

**TABLE – 3**

Revised scale of pay in the entry post	1 <sup>st</sup> TBHG in the entry post	2 <sup>nd</sup> TBHG
41300-97800	49000-110300	53900-118100
42300-100300	49000-110300	53900-118100
49000-110300	53900-118100	56500-123700
50200-112800	53900-118100	56500-123700
53900-118100	56500-123700	60700-129300
55200-120900	56500-123700	60700-129300

(v) Employees who remain in their entry posts in the scales of pay **₹56500-₹123700** to **₹83000-₹137700** will be granted higher grade promotions in the scale of pay as shown below on completion of **8 years of service**, subject to para (vii) below.

**TABLE - 4**

Revised pay scale in the entry post	TBHG for 8 years of service in the entry post
56500-123700	60700-129300
60700-129300	83000-137700
83000-137700	93400-143600

(vi) For incumbents in the posts on **scales of pay above ₹83000-₹137700**, no Time Bound Higher Grades will be allowed.

(vii) If there is a regular promotion post (including ratio promotion post) in respect of the categories of posts (entry) coming under pay range from ₹23000-₹52600 to ₹42300-₹100300 and its scale of pay is higher than the Time Bound Higher Grade proposed above, then the qualified incumbent will be given the scale of pay of the regular promotion post in the direct line of promotion as Time Bound Higher Grade scale. Unqualified hands will be allowed the next higher scale of pay above that of the scale of pay of the post held at that time, in the Standard Scales of Pay.

(viii) The benefit of scale of pay of promotion posts is limited to entry posts in the scales of pay ranging from ₹23000-52600 to ₹42300-₹100300. Among the categories, those on scales ranging from ₹49000-110300 to ₹83000-₹137700 will be allowed Time Bound Higher Grade as specified in the Table.

(ix) If an officer is granted 1<sup>st</sup> or 2<sup>nd</sup> TBHG in the scale of pay of 49000-110300 or above by virtue of the provision for eligibility of scale of pay of promotion posts, further TBHG will not be given in the scales of pay of promotion posts. In such cases, further TBHGs will be given in the scales of pay provided in the Table 3 only. If the 1<sup>st</sup> or 2<sup>nd</sup> TBHG scale of pay sanctioned to an officer is higher than the scale of pay for next higher grades in the table, the scale of pay next above the existing grade scale of the incumbent in the list of standard scales will be given.

(x) In the orders sanctioning TBHGs in the scale of pay of the promotion post in the direct line, the relevant rules which prescribe the method of appointment and qualification of the post, the scale of pay of which is given as the TBHG to the incumbent, shall be mentioned. If such rules / orders are not available, grades will be sanctioned in the scale of pay specified in the Table concerned.

(xi) If an officer had been granted regular promotion to a post on a lower

scale of pay than that proposed in the Table, before completion of the prescribed qualifying service required for TBHG, the scale of pay of TBHG specified in the Table will be given on completion of prescribed years of qualifying service for getting TBHG by reckoning the total service in both the lower post and promotion post taken together. In such cases the fixation under Rule 30, Part I KSR will be admissible and the next increment will be allowed on the normal increment date in the earlier promoted post.

(xii) In all cases of regular promotions from Time Bound Higher Grades to post (equivalent to that of the grade post) carrying the same or higher time scale of pay, the pay in the promoted scale will be fixed in terms of Rule 30, Part I KSRs. The next increment in the same or higher scale will fall due on the date of increment in the Time Bound Higher Grade post. This is applicable only to an officer promoted from Time bound Higher Grade to the equivalent regular promotion post on the same or higher scale of pay which is in the regular line of promotion of the post held by him. In the case of an officer promoted or appointed 'by transfer' to a post which is not equivalent to the Time Bound Higher Grade enjoyed by him and carries lower, same or higher scale of pay, fixation of pay will be made under the appropriate rules of fixation of pay in KSRs.

(xiii) In the case of an employee enjoying the Time Bound Higher Grade Promotion in the pre-revised grade scale, his pay revision shall be done in the eligible Time Bound Higher Grade scale.

For eg :- Suppose there are two posts 'A' and 'B' - with 'B' as the immediate regular promotion post of 'A'. The pre-revised scale of pay of the post 'B' was ₹27100-63200. The corresponding revised scale of pay of this post is ₹36500-₹89000. Suppose, the post of 'B' is placed in the revised scale of pay of ₹38300-₹93400 by giving one level up gradation in scale of pay in this pay revision. The post 'A' was given 1<sup>st</sup> TBHG in the pre-revised scale of pay of 'B' [27100-63200] prior to 01.07.2019, Para (xiii) provides that the pay of the post 'A' should be revised in the revised scale of pay of ₹38300-₹93400 and not in the corresponding revised scale of pay of his existing scale of ₹36500-₹89000.

(xiv) In the case of Time Bound Higher Grade promotion, the pay in the higher time scale will be fixed in terms of Rule 28 A Part I KSRs i.e. one notional increment will be given and thereafter the pay in the higher grade scale will be fixed at the next stage above the pay in the lower time scale, arrived after adding notional increment, as on the date of the higher grade promotion. However, he will draw his next increment in the grade scale on

the date he would have drawn his normal increment in the lower scale. But in the case of an officer who got the benefit of more than two increments on account of fixation of pay on sanction of higher grade, he will draw his next increment on completion of one year service in the grade scale. There will not be any option to elect a convenient date for sanction of TBHG and the fixation on Time Bound Higher Grade Promotion shall be done on the due date itself.

(xv) In the matter of determination of scales of pay of Time Bound Higher Grade on 2<sup>nd</sup>/ 3<sup>rd</sup>/ 4<sup>th</sup> TBHG(s), in cases where the existing scale of pay of an incumbent by virtue of his first / second / third promotions/TBHG(s), is higher or equal to the respective grade scales provided for 2<sup>nd</sup>/ 3<sup>rd</sup> / 4<sup>th</sup> TBHG in the table provided, Time Bound Higher Grade will be granted in the next higher scale of pay of the existing scale of pay of the incumbent in the list of standard scales as illustrated below:-

For e.g., The scale of pay of the post of A is ` ₹ 31100-83000. The scales of pay of its 1<sup>st</sup> and 2<sup>nd</sup> promotion posts are ` ₹36500-89000 (Post B) and ₹49000-110300 (Post C). Hence the second TBHG of an entry cadre post A will be given in the scale of pay of ₹49000-110300. Assume there is no further promotion posts above post C. As per TBHG table, the scale of pay applicable for 3<sup>rd</sup> TBHG to categories having entry scale of ₹31100-83000 is ₹41300-97800. In this case, the incumbent is already in the scale of pay of ₹49000-110300, but he has to be given 3<sup>rd</sup> TBHG and consequent fixation of pay as he has availed only two promotions in his entire service. In such cases, the above clause will apply and the 3<sup>rd</sup> TBHG of the incumbent will be given in the next higher scale of pay of the second promotion post i.e., ₹50200-112800 in the list of standard scales.

(xvi) The term 'entry post' shall be defined as the post to which an employee is initially appointed in Kerala Water Authority service by direct recruitment by the competent authority. Appointments made by "by transfer" from other categories will also be treated as equivalent to direct recruitment for allowing the benefit of Time Bound Higher Grade. In the case of an employee who has been initially appointed in one post in Kerala Water Authority gets appointment subsequently by direct recruitment (PSC) or by other means in another post in KWA, his entry post will be the newly appointed post, and in such cases, Time Bound Higher Grade Promotion will be granted based on the new entry post only. Service in different posts having same scale will not be treated as qualifying service.



(xvii) All promotions in the regular line of promotion from Kerala Water Authority Ministerial and Last Grade Service to Kerala Water Authority Administrative Service (e.g, promotion as Divisional Accountant from Junior Superintendent) are also termed as 'by transfer' appointment. However, further Time Bound Higher Grade promotion will not be granted by reckoning the service in the promoted posts (Divisional Accountant) taken as entry post on analogy with by transfer appointment i.e., promotion to a post in the direct line of promotion in the Kerala Water Authority made on the basis of select list prepared by the Departmental Promotion Committee, will not be treated as direct recruitment for allowing the benefit of Time Bound Higher Grade. All appointments 'by transfer' except the promotions / appointments from Kerala Water Authority Ministerial and Last Grade Service to Kerala Water Authority Administrative Service as mentioned above will be treated as equivalent to direct recruitment for sanctioning Time Bound Higher Grade.

(xviii) The service rendered in the entry post and reckoned for normal increments will be treated as the qualifying service for granting Time Bound Higher Grades in that post.

**(a)** Following service period will be reckoned as qualifying service for TBHG:

i) The period during which increment (s) are barred without cumulative effect.

ii) Dies-non period'

**(b)** Following service period will not be reckoned as qualifying service for TBHG:

I) Period of LWA, not reckoned for increment.

ii) Increment bar period with cumulative effect.

Iii) Service not counted for increment as a punishment.

iv) The period of temporary relinquishment of promotion.

v) The period in which promotion is barred.

(xix) Those who relinquish regular promotion, whether permanently or for specified periods, will not be given the benefit of Time Bound Higher Grade promotions. Similarly, an employee who got the benefit of Time Bound

Higher Grade promotion will on no account be permitted to relinquish regular promotion to that grade either permanently or for specified periods.

(xx) Employees in the entry scales of pay of 23700-52600, 24400-56500 and 25800-59300 will be eligible for reckoning their last grade service on 23000-52600 also for 3<sup>rd</sup> and 4<sup>th</sup> Time Bound Higher Grades. This benefit will not be allowed to 1<sup>st</sup> and 2<sup>nd</sup> Time Bound Higher Grades. However, the 4<sup>th</sup> Time Bound Higher Grade will be given after completion of 5 years from the date of effect of 3<sup>rd</sup> Time Bound Higher Grade promotion.

(xxi) Rules for granting Higher Grade reckoning military service which counts for civil pension of ex-service men will be applicable for Kerala Water Authority service also. Existing rules in this regard may be continued.

**(xxii) The general terms and conditions of Time Bound Higher Grade promotions are as follows:**

a) Since promotions to the time bound higher grade posts are granted on the basis of completed years of service prescribed for each grade, after converting the existing lower post held by the employee to a post on higher scale of pay, there will be no resultant vacancy in the lower post to be filled up. The question of resultant vacancy arises only when the employee is promoted to a regular post in the same / higher scale in the usual manner. The Heads of Department / Appointing Authorities are empowered to fix higher grades strictly observing the provisions contained in orders issued by Government. They are also empowered to convert the existing lower grade posts into higher grade posts for the purpose of accommodating the incumbents on higher grades. Number of time bound higher grade posts sanctioned in excess of that admissible will have to be adjusted against the regular vacancies arising in future. Promotions to time bound higher grade post will not confer seniority on the promote. **When time bound higher grades are granted, following designations will be given in the following three circumstances:**

1. *Time Bound Higher Grade on Scales of pay of promotion posts* : The abbreviation 'TBHG- P' will be inserted with the existing designation of the employee within brackets

2. *Time Bound Higher Grade on Table Scales* : The abbreviation 'TBHG-T' will be inserted with the existing designation of the employee within brackets.

*3. Time Bound Higher Grade on unqualified Scales:* The abbreviation 'TBHG-U' will be inserted with the existing designation of the employee within brackets.

**b)** On acquiring test qualification or on becoming eligible for permanent exemption from acquiring obligatory departmental test qualification in accordance with Rule 13 B of the general rules of KS & SSR 1958, on attaining 50 years of age, they will be granted scale of pay of promotion post with fixation benefit as per Government Decision under Rule 30 Part I KSRs. Persons who are not eligible for permanent exemption by application of Rule 13 B of KS & SSR, 1958 even on attaining 50 years of age shall not be eligible for the scale of pay of promotion post.

**c)** Provisional service will be reckoned for Time Bound Higher Grade promotion only if the provisional service has been reckoned for increment in terms of Government Decision No.2 below Rule 33 Part I KSRs.

**d)** Declaration of probation is not a necessary condition for sanctioning time bound grade promotion.

**e)** Acquisition of test qualification for regular promotion post is not essential for granting time bound higher grade. But for sanctioning first increment in the time bound higher grade scale, declaration of probation period of the incumbent is necessary.

**f)** In the case of Last Grade Employees, their full-time service in the various categories of Last Grade Service (both in the regular and full time contingency service) in Kerala Water Authority will be reckoned as qualifying service in the Last Grade post for granting time bound higher grade. Broken periods of service in the Last Grade service (either in the regular service or in full time Contingency service) reckoned for granting normal increments will also be taken into account for purpose of calculating the qualifying service for grade promotions. Part time Service will not be reckoned as qualifying service for time bound higher grade promotions in the full-time posts.

**g)** In the case of employees on deputation to other departments, the period spent on deputation shall be treated as qualifying service for time bound higher grade in the Parent Department, with effect from 16.09.1985 irrespective of the scale of pay assigned to them in the deputation post (G.O. (P)No. 944/861(117)/Fin dated 24.12.1986).

**h)** Time bound higher grade promotions will not be given for those who have

relinquished / relinquish regular promotions. Before giving time bound higher grade promotions, an undertaking will be obtained from the officers concerned to the effect that he/she will not refuse the regular promotion as and when it becomes due.

**i)** Those who are promoted for short spells but reverted to lower post for want of vacancy and are continuing in the lower post, their service in the higher post will also be reckoned for computing the prescribed qualifying service for granting higher grade in the lower post. This order is applicable only to those employees promoted on regular basis but reverted to lower post for want of vacancy.

**j)** Those who got appointment to higher posts/regular promotion to higher posts with the benefit of 28A fixation within the period prescribed for grade promotion are not eligible for further time bound higher grade promotion during that period. In addition to the service reckoned for increment, the benefits of 28A fixation enjoyed by the employees within the period prescribed for each higher grade promotion shall also be taken into account for determining the eligibility for time bound higher grade promotion.

**k)** In the case of regular promotions from Time Bound Higher Grade, if the fixation of pay made under Rule 30 Part I KSRs increases basic pay of the incumbent by two or more increments, such promotions will be counted as promotions for the purpose of further Time Bound Higher Grade.

**l)** Before granting Time Bound Higher Grade promotions in scales of pay of promotion posts, an undertaking of willingness will be obtained to the effect that the employee would not opt any other channel of promotion by bypassing the normal line of promotion to the post, the scale of pay of which has been granted as TBHG. In the absence of such undertaking, time bound higher grade will not be given in the scale of pay of promotion post even if he is qualified for the promotion post. He will be given only the time bound higher grade in the scale of pay provided in the Tables.

## Annexure IV.

### Rules for Fixation of Pay

- (1) The existing scales of pay of employees will be revised with effect from 01.07.2019.
- (2) All employees who were in service as on 01.07.2019 shall come over to the revised scale of pay with effect from 01.07.2019. **There will be no option facility to elect another date for pay revision.**
- (3) The pay in the revised scale as on 01.07.2019 will be the corresponding revised pay stage of pre-revised pay as provided in stage to stage fixation table. However, if the corresponding revised stage is less than the minimum of the revised scale of the post, the pay will be fixed at the minimum. There will be no fixation exercise for calculation of revised pay as was done in previous pay revisions.
- (4) In cases where the existing pay as on 01.07.2019 is retrospectively changed after 01.07.2019 for any reason, the pay so changed will be revised as provided in stage to stage fixation table.
- (5) All appointments and promotions made on or after 01.07.2019 shall be deemed to have been made fixed in the revised scale of pay and pay will be fixed accordingly.
- (6) The existing emoluments for the purpose of these rules will be the basic pay drawn as on 01.07.2019 in the existing scale of pay. Increments, if any, accrued on 01.07.2019 will also be reckoned.
- (7) Existing scale of pay for the purpose of these rules is the scale of pay immediately prior to 01.07.2019.
- (8) In cases where Personal pay is existing in the pre-revised scale of pay, revised pay stage in the revised scales shall be arrived at based on the pre-revised basic pay only. After arriving at the revised pay stage, existing Personal pay will be revised by multiplying it with the factor of 1.38 and the result will be rounded off to the next multiple of Rs 100. If the amount so obtained is equal to or greater than the amount of increment(s) next above the pay fixed in the revised scale, an amount of Personal pay equal to the sum of increment(s) in the revised scales of pay will be subsumed into the basic pay in the revised scale of pay. The remaining portion of Personal pay, if any, after subsumed into basic pay, will be continued in the revised scales as Personal pay. In other cases where the revised Personal pay as arrived at above is less than an increment, the Personal pay will be continued as such in the revised scale without absorption in future increase in pay.

(9) Residuary Pay existing in the pre-revised pay structure will not be reckoned for determination of pay stage in the revised scale. The existing Residuary Pay in the pre-revised scale will be multiplied by a factor of 1.38 and the result will be rounded to the next multiple of Rs10. The Residuary Pays fixed will be retained in the revised scale and the existing conditions of payment will continue.

(10) Special Pay existing in the pre-revised pay structure will not be reckoned for determination of pay stage in the revised scale. The existing Special Pay in the pre-revised scale will be multiplied by a factor of 1.38 and the result will be rounded to the next multiple of Rs10. The Special Pay so fixed will be retained in the revised pay scales provided such Special Pay is not available in the revised pay scale.

(11) Stagnation increment existing in the pre-revised pay structure will not be reckoned for determination of pay stage in the revised scale. However, the number of stagnation increments drawn in the pre-revised scale will be allowed in the revised scale at the rate of last increments in the scale.

(12) In the case of an employee enjoying Personal pay, Special pay and Stagnation increment at the same time in the pre-revised pay structure, Special pay and Personal pay will be retained in the revised pay structure, each multiplied by a factor of 1.38 and rounded to the next multiple of 10. But Stagnation increment will be retained as provided under Rule 11.

(13) If the amount arrived by multiplication of Personal pay and Special pay by the factor provided is a multiple of 10 or Rs 100 as the case may be, the amounts will not be rounded off to the next multiple.

(14) 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 01.07.2019 in accordance with stage to stage fixation table, the date of next increment will be on completion of one year of service from that date.

(15) In the case of an Officer who is on deputation / foreign service and has opted for the pay of the deputation post or is on leave without allowances or is under suspension as on 01.07.2019, his pay will be fixed under these rules on the date of his rejoining duty on the basis of pay last drawn immediately before 01.07.2019. In cases where the officer on deputation/Foreign Service as on 01.07.2019 has opted for the grade pay and allowances of his cadre post, he will be allowed revised pay fixation as if he were continuing in his parent department.

(16) In the case of employees who are continuing on LWA on 01.07.2019, their 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. However, if LWA is granted under Rule 91A Part I KSRs or on Medical Certificate to an Officer, both of which qualify for increment under Rule 33(b)(2) KSR Part I, the pay of such an officer will be fixed on the date of return from leave by counting the increment accrued on 01.07.2019.

(17) Provisional employees recruited on scales of pay through employment exchange or otherwise who were in service on 30.06.2019 and continued thereafter shall be eligible only for fixing the minimum of the revised scale of pay with effect from 01.07.2019.

(18) An employee whose increment is withheld for want of declaration of probation as on 01.07.2019 will be allowed the benefit of pay revision fixation on the basis of the pay actually drawn as on 01.07.2019. The pay so fixed will be revised to the corresponding stage in accordance with stage to stage fixation table on declaration of probation, notionally counting the increment accrued but withheld. After that he will draw his next increment on the normal date.

(19) Regular employees who have got a new appointment either through by transfer or by PSC appointment, for which pre service training with stipend is mandatory and the employees were on such training as on 01.07.2019, their pay on 01.07.2019 will be revised based on the actual pay drawn in the former post prior to 01.07.2019, and after completion of such training, pay in the new post will be fixed as per the relevant rules in KSR on the date of assuming duty in the new post.

(20) The existing system of allowing stagnation increment will continue. Maximum number of stagnation increments allowed will be five, out of which four will be annual and fifth one biennial, subject to the condition that maximum basic pay after adding stagnation increment shall not exceed maximum of the Master scale.

(21) Also regards to Personal Pay, it will be given subject to the condition that maximum basic pay after adding Personal Pay shall not exceed maximum of the Master scale.

(22) Newly recruited permanent employees on or after 30.06.2019 shall be eligible only for fixing the minimum of the revised scale of pay with effect from 01.07.2019. Stage to stage fixation table is not applicable to them. Stage to stage fixation table is only applicable to employees recruited before 01/07/2019.

## **Rules for Fixation in the Revised Scales of Pay**

### **of Part Time Contingent Employees:**

*a . The revised scales of pay will come into force with effect from 01.07.2019.*

*b. All employees who were in service as on 01.07.2019 shall come over the revised scale of pay with effect from 01.07.2019.*

*c. The pay in the revised scale as on 01.07.2019 will be the*

*corresponding revised pay stage of pre-revised pay as provided in the table above.*

*d. In cases where the existing pay as on 01.07.2019 is retrospectively changed after 01.07.2019 for any reason the pay so changed will be revised as provided in table above.*

*e. All appointments made on or after 01.07.2019 shall be deemed to have been made in the revised scale of pay and pay will be fixed accordingly.*

*f. The existing emoluments for the purpose of these rules will be the basic pay drawn as on 01.07.2019 in the existing scale of pay. Increments, if any, accruing on 01.07.2019 will also be reckoned.*

*g. Existing scale of pay for the purpose of these rules is the scale of pay immediately prior to 01.07.2019.*

*h. Stagnation increment, if any, existing in the pre-revised pay structure will not be reckoned for determination of pay stage in the revised scale. However, the number of stagnation increments drawn in the pre-revised scale will be allowed in the revised scale at the rate of last increments in the scale.*

*i. The existing date of increment shall not undergo any change.*

*j. In the case of an employee who is on Leave without Allowance or under suspension as on 01.07.2019 , his/her pay will be fixed under these rules on the date of his/ her re-joining duty on the basis of pay last drawn immediately before 01.07.2019.*

*k. In the case of an employee who is continuing on LWA on 01.07.2019, 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.*

*l. The existing system of allowing stagnation increment will continue. Maximum number of stagnation increments allowed will be three, out of which two will be annual and the third one biennial.*



*m. The existing scheme of granting one additional increment each on completion of qualifying service of 8, 15, 22 and 27 years will continue. The additional increment will be granted on completion of the prescribed qualifying service and it will not affect the normal increment dates.*

*Annexure V*

*Undertaking (vide G.O.(P) No.169/2019/Fin. Dated 13/12/2019)*

I hereby undertake that in the event of my pay, leave salary or pension or any other item having been fixed in a manner contrary to the provisions contained in the rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payment due to me or in cash.

Signature:  
Name:  
Designation:  
PEN:

Date:  
Place:

Countersignature of Drawing and Disbursing officer/ Head of office with  
date

Name:  
Designation:  
PEN:

