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ADMINISTRATIVE CIRCULAR NO. 342 DATE 07 / 06 / 2011

Sub: Grant of higher grade benefit on 3rd occasion to the employees of MSEDCL --Issue of clarification thereof.

Read: Adm. Circular No. 304 dated 28.07.2010.

The modalities for deciding the HGB on third accession have been prescribed vide Adm. Circular 304 dtd.28.07.2010. In nutshell, the modalities are as under:-

- a) The employees who have completed 28 years of service on 01.04.2008 or there after shall be eligible.
- b) The employee should not have been promoted or granted second Higher Grade Benefit (HGB) during the preceding three years of completion of 28 years of service.
- c) Those employees whose 1st /2nd HGB has been withdrawn due to refusal of promotion are not eligible.

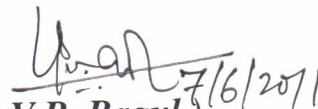
2. However, while implementing the provision of Adm. Circular No.304 dtd.28.07.2010, some of the field offices are facing difficulties and therefore certain clarifications to field offices for more clarity was under consideration. Now the following clarifications are issued with the approval of Managing Director in consultation with Director (Finance) for implementation of provisions of Adm. Circular 304 dtd.28.07.2010 by the field offices:-

- a) It is clarified that, the employees should not have been promoted or granted HGB during 26th, 27th and 28th years of service. Further, the HGB on third occasion is linked with wage revision, which is effective from 01.04.2008, hence the date of grant of HGB on 3rd occasion will be **01.04.2008 or thereafter** to those employees who were on the establishment / Roll of the Company as on 01.04.2008 & thereafter.
- b) Those employees who are on the roll/establishment of the company as on 01.04.2008, the employee is eligible for grant of HGB on third occasion i.e. **employees who have retired / resigned / terminated prior to 01.04.2008 are not held eligible.**

- c) The employee should not have been promoted or granted HGB on 2nd occasion during the period preceding three years of completion of 28 years of service means during the 26th, 27th and 28th year of service i.e. the employee has completed 28th year of service prior to or after 31.03.2008, be held eligible for HGB on 3rd occasion **w.e.f. 01.04.2008 or thereafter** whenever becomes eligible.
- d) In case, the employee has completed 28 years of service prior to 01.04.2008 or thereafter and fulfills all the conditions, he shall be granted HGB w.e.f. **01.04.2008 or actual date of eligibility whichever is later.**
- e) In case, any of the employees granted HGB on 2nd occasion or promoted during the period of 3 years prior to completion of 28th year of service, the employee will be eligible for grant of HGB on 3rd occasion, only **after completion of 3 years from the date of grant of HGB / Promotion.**
- f) In case, any of the employee who is granted HGB on 2nd occasion after completion of 28 years of service, employee shall be eligible for grant of HGB on 3rd occasion **on completion 3 years from the date of grant of HGB on 2nd occasion.**
- g) In case of employee having channel of promotion, granted HGB on second occasion and holding the post higher than that of HGB granted in 28th year of service, **shall be considered for next pay scale than the post held at the time of completion of 28 years of service**, subject to fulfilling other conditions.
- h) In case of employees, who are **appointed under direct recruitment / Internal notification** during the period of preceding three years of completion of 28 years of service, **are to be treated as promoted during that period, on par with promotee and shall held eligible for grant of HGB on 3rd occasion after completion of 3 years.**

3. All the Competent Authorities in the field are advised to finalise the pending cases for grant of Higher Grade Benefit on 3rd occasion considering the above clarifications.

4. This Administrative Circular is also made available on the Intranet.


(V.B. Bagul) 7/6/2011
Chief General Manager (P)

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