



Maharashtra State Electricity Dist.Co.Ltd

(A Govt. of Maharashtra Undertaking) CIN: U40109MH2005SGC153645



HRD/O&M/F.No.24-25

Maharashtra State Electricity Distribution Co.Ltd

Estrella Batteries Expansion Building, Ground Floor, Plot No. 1, Dharavi Road

Matunga, <u>Mumbai – 400 019</u>. Tel. No.: 022-69425141

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## **ADMINISTRATIVE CIRCULAR NO. 677 DATE 14.08.2024**

**Sub:** Revision of existing pay-scales prescribed for the various categories of posts whose minimum of existing pay scales are up to and including Rs. 81695/- per month & also prescribing the method of fixation of pay in the revised pay scales, payment of arrears, etc.

The revision of existing pay scales for various categories was due w.e.f. 01<sup>st</sup> April 2023 and the issue regarding revision of pay scales for Senior Officers of the rank of Executive Engineers equivalent and above was under consideration.

2. The MSEDCL Board of Directors vide Resolution No. 2881 dated 14.08.2024 has accorded approval to revise the existing pay-scales mention in Column No. 3 of the table below which are in force vide Administrative Circular No. 592 dated 18.09.2019 with the pay scales mentioned in Column No. 4 respectively with retrospective effect from 01.04.2023.

Sr. No	Category of post	Existing Pay scale	Revised Pay scale
1	2	3	4
1.	Executive Engineer/ Senior Manager (F&A) and equivalent	81695-3145-97420- 3570-175960	97220-3745-115945- 4250-209445
2.	Assistant General Manager (HR/F&A) and equivalent	86460-3570-104310- 3980-191870	102890-4250-124140- 4740-228420
3.	Superintending Engineer/ Dy. General Manager (HR) and equivalent	92380-3980-112280- 4405-204785	109935-4740-133635- 5245-243780
4.	General Manager (HR/F&A) / C.I.R.O. and equivalent	105035-4610-215675	124995-5490-256755
5.	Chief Engineer / Chief General Manager (HR/F&A) and equivalent	118195-5025-228745	140655-5980-272215
6.	Executive Director / Regional Director and equivalent	125895-5540-242235	149820-6595-288315

Note: The term 'equivalent' mentioned under Column No. 2 in the above table, implies to all officers whose existing pay scales are the same.

- 3. The guidelines regarding method of fixation of pay in the revised pay scales, payment of arrears etc. are detailed in the ANNEXURE 'A' and ANNEXURE "C-I to C-VI" enclosed to this Administrative Circular.
- 4. The payment of arrears accruing due to revision of pay and allowance w.e.f. 1<sup>st</sup> April 2023 to 31<sup>st</sup> July 2024 shall be paid in **Three (03) installments** in the following manner:
  - a) **First Installment:** The first installment of arrears for the period from 01.04.2023 to 31.08.2023 shall be paid in the month of October 2024.
  - b) **Second and Third Installment:** The second installment of arrears for the period from 01.09.2023 to 31.01.2024 shall be paid in the month of March 2025 and the third installment of arrears for the period from 01.02.2024 to 31.07.2024 shall be paid in the month of September 2025, depending upon the cash flow position.
- 5. The Board of Directors also delegated powers to the Chairman and Managing Director in consultation with Director (Finance) and Director (HR) to interpret any other decision in respect of matters relating to revision of pay scales, removal of anomalies etc. and to issue clarification/guidelines thereof.
- 6. All Drawing and Disbursing Officers are requested to take immediate steps to fix the pay of the officers in the revised pay-scales and the effect of the revised pay-scales shall be given in the month of **August 2024**. Further, action to work out arrears and audit scrutiny (before payment) should be taken immediately so as to send the requirement of funds to the Assistant General Manager (F&A), W.M. Section, HSBC Bank Building, Mumbai for disbursement of arrears to all ex-employees and for active employee payment will be made by CPS Section.
- 7. All Drawing and Disbursing Officers are also requested to display this Administrative Circular on the Notice Board to enable the employees to exercise the option as stated in para 'J' of **ANNEXURE** 'A'. The proforma of Option Form is also enclosed as ANNEXURE 'B' to this Administrative Circular.
- 8. This Administrative Circular is available on the e-Library of the company.

Encl.: 1) ANNEXURE - 'A'

2) ANNEXURE - 'B'

3) ANNEXURE – 'C-I' to 'C-VI'

(Bhushan Kulkarni) Chief General Manager (HR)

#### Copy s.w.r.to:

- 1) Director (Finance)/(Operations)/(Projects)/(Commercial)/(HR), MSEDCL Corporate Office, Mumbai.
- 2) Jt. Managing Director, MSEDCL, Regional Office, Chatrapati Sambhajinagar/Kalyan.
- 3) Executive Director (S&E)/(Finance)/(B&R)/(HR) MSEDCL Corporate Office, Mumbai.
- 4) Regional Director, MSEDCL, Regional Office, Pune/Nagpur.

### Copy forwarded w.c.to:

- 1) Chief General Manger (T/E)/(C.F.)/(I.A)/(C.A)/(I.T)/Chief Legal Advisor/Chief Investigation Officer/Company Secretary, MSEDCL, Corporate Office, Mumbai.
- 2) Chief General Manager (T&S), MSEDCL, Eklahare, Nashik.
- 3) Chief Engineer (Civil), Civil Zone, MSEDCL Corporate Office, Mumbai.
- 4) All Chief Engineers, MSEDCL (Corporate Office/ Field Offices).

### Copy to:

- 1) General Manager (HR-HRMS)/(Planning)/(HR), MSEDCL Corporate Office, Mumbai.
- 2) Chief Industrial Relation Officer/Chief Public Relation Officer, MSEDCL, Corporate Office, Mumbai.
- 3) OSD to CMD, MSEDCL Corporate Office, Mumbai.

# ANNEXURE -'A' (Administrative Circular No. 677 dated 14.08.2024)

# (A) COVERAGE, SCOPE AND APPLICABILITY OF REVISED PAY-SCALES AND PROVISIONS THEREOF:

- i) The revision of pay scales as shown under para. 2 of this Administrative Circular and provisions thereof which shall come into force w.e.f. 1<sup>st</sup> April, 2023, shall be applicable to all Technical and Non-Technical Officers working against regular, permanent, temporary and supernumerary officers, the minimum of whose existing pay scale is Rs. 81,695/- per month and above.
- ii) All Officers drawing pay in any of the pay scales shown in Column No. 3 of the Table under Para. 2 of this Administrative Circular and who were/are on deputation or on Foreign Service (other establishment) as on 1<sup>st</sup> April, 2023 and were/are drawing Company's scales are also covered.

# (B) FIXATION OF INITIAL PAY IN THE REVISED PAY SCALES WITH EFFECT FROM 1<sup>ST</sup> APRIL 2023:

The initial Basic Pay of an officer appointed or promoted prior to dated 01.04.2023 shall be fixed in the revised pay scale of the post held by him/her on officiating or permanent or temporary basis or in the revised scale corresponding to the higher pay scale or grade allowed to him/ her as personal due to grant of the benefit of the G.O. No. 74(P) dated 30.04.1974 read with Head Office Order No. GAD/E-VII/STF/Gen/A/232/9203 dated 27.02.1975 in the following manner:-

An amount equivalent to 19% (Nineteen percent) of pre-revised Basic Pay as on 31.03.2023 shall be added to the pre-revised Basic Pay as on 31.03.2023 and then the Basic Pay in the revised scale shall be fixed as follows:

- i) If the sum total of the above is less than that of minimum of the revised pay scale, the Basic Pay shall be fixed at the minimum of the revised pay-scale.
- ii) If the sum total is a stage in the revised pay scale, the Basic Pay shall be fixed at that stage.
- iii) If the sum total is not a stage in the revised pay scale, the Basic Pay shall be fixed at the next higher stage in the revised pay-scale.
- iv) If the sum total is more than the maximum of revised pay-scale, the Basic Pay shall be fixed at the maximum of revised pay scale.
- v) If an officer draws less pay on 01.04.2023 in the revised pay-scale in the promoted post / higher scale due to grant of G.O. No. 74 (P) / G.O. No. 111(P), than the pay he/she would have drawn on 01.04.2023 in the lower post/ scale in the revised pay-scale, his/her pay is to be fixed in the lower post / scale in the revised pay scale in the first instance and thereafter at the next immediate stage in the higher post/ pay scale as on 01.04.2023 as per S.R.29(a). His/her future increments may be drawn as per normal rules by applying the provisions as per S.R.32 (b), if such re-fixation of pay is to his/her advantage.

Note: Ready Reckoner showing the fitment stages in the revised pay scale has been shown as in the Annexure- "C-I to C-VI".

## (C) FIXATION OF PAY AS ON 01.04.2023 WHEN THE NORMAL DATE OF INCREMENT IS ALSO 01.04.2023:

In case of officers whose normal date of increment in also 1<sup>st</sup> April 2023. The initial pay shall be fixed in the revised pay scale mentioned in para-(B) above on the basis of Basic Pay drawn by him/ her in the existing pay scale as on 31.03.2023 and then the increment should be allowed on 1<sup>st</sup> April 2023 in the revised pay-scale.

## (D) FIXATION OF PAY OF AN OFFICER APPOINTED OR PROMOTED TO A HIGHER POST ON OR AFTER 01.04.2023:

In case of a departmental officer appointed by way of direct recruitment or promoted to a higher post on or after 01.04.2023, the pay in the revised pay scale should be fixed with reference to the lower post held by him/her prior to appointment / promotion and then the pay fixed in the revised pay scale of the higher post as provided under normal regulations. This will also be applicable to an officer who have been granted the benefit of the next higher pay scale or grade under the provision of G.O. No. 74(P) Dt. 30.04.1974 read with Head Office Order No. GAD/E-VII/STF/Gen/A/232/9203 Dt. 27.02.1975.

# (E) FIXATION OF PAY OF AN OFFICER OFFICIATING IN A HIGHER POST BUT REVERTED THEREAFTER AND SUBSEQUENTLY RE-PROMOTED:

In the case of an officer officiating in a higher post on **01.04.2023**, but reverted thereafter and subsequently re-promoted, if his/her pay in the revised pay-scale of the higher post under Regulation No. 29(a) of MSEDCL, Employees' Service Regulations- 2005 works out to less than the pay in the revised pay scale of the higher post immediately prior to reversion, he should be allowed on the date of re-promotion the same pay instead of the pay strictly admissible under Regulation No. 29(a) of MSEDCL Employees' Service Regulations-2005.

#### (F) FIXATION OF PAY OF AN OFFICER PLACED UNDER SUSPENSION:

An officer who has been placed under suspension before 01.04.2023 will continue to draw Subsistence Allowance as admissible to him/her under existing normal rules and his/her pay would not be fixed in the revised pay scale till he/she is reinstated in the Company's service.

#### (G) DATE OF NEXT INCREMENT IN THE REVISED PAY-SCALE:

i) The next increment of an officer whose pay is fixed in the revised pay scale in accordance with the provisions of para (B) above, shall be granted on the date he would have drawn his increment, had he continued in the existing pay scale.

Provided that, in cases where the officer reached the maximum of the existing pay scale prior to dated 31.03.2023, the next increment in the revised pay scale shall be allowed on  $1^{st}$  April 2023.

Provided further that, in cases where the officer reached the maximum of the existing pay-scale during the period from dated 01.04.2022 to 31.03.2023, the next increment in the revised pay scale shall be granted on completion of 12 months service (for the purpose of full incremental period), counting from the date on which he reached the maximum of the existing pay scale.

Provided also that, in cases other than those covered by the preceding proviso, the next increment of the officer whose pay is fixed on the 1<sup>st</sup> day of April, 2023 at the same stage as the one fixed for another officer junior to him in the same cadre and drawing pay at lower stage in the existing pay scale, shall be granted on the same date as admissible to his/her junior, if the date of increment of the junior happens to be earlier.

ii) Whereas a result of departmental enquiry, an officer is/was awarded punishment of withholding of increment(s) with or without cumulative effect, as the case may be, he/she shall cease to draw the increment(s) in the revised pay-scale, for the period for which it is/ was withheld as a result of disciplinary action.

### (H) PROTECTING THE PAY OF AN OFFICER:

In cases, where a senior officer promoted to a higher post before 1<sup>st</sup> April 2023, draws less pay in the revised pay scale than his junior who is promoted to the higher post on or after 1<sup>st</sup> day of April 2023, the pay of the senior officer should be <u>stepped up</u> to an amount equal to the pay as fixed for his/her junior in that higher post with effect from the date of promotion of the junior officer, subject to the fulfillment of the following conditions, viz:-

- i) Both the junior and the senior officer should belong to the same cadre and the posts in which they have been promoted should be identical in that cadre.
- ii) The pre-revised and revised pay scales of the lower and higher posts in which they are entitled to draw pay shall be identical; and
- iii) The anomaly should be a direct result of the application of the revision of pay scale. If, even in the lower post, the junior was drawing more pay in the pre-revised pay-scale than the senior by virtue of any advance increments granted to him/her or any such reason, provisions of this clause will not be applicable to step up the pay of the senior officer.
- iv) This shall also be applicable to the cases of employee/officers who have been granted benefit of next higher pay-scale / grade under the provision of G.O.74 (P) dated 30.04.1974 or G.O.111 (P) dated 13.05.1982.
- v) Such officer will be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

## (I) FIXATION OF PAY OF THE NEW ENTRANTS APPOINTED ON OR AFTER dated 01.04.2023:

An officer recruited by way of direct recruitment on or after 01.04.2023 to any post mentioned in para 2 of this Administrative Circular, shall be eligible to draw the minimum pay in the revised pay scale only with effect from the date of his joining the said post.

### (J) OPTION FOR RETAINING THE EXISTING PAY SCALE:

If any officer is of the opinion, that, he/she is not benefited by the above revision of pay scales and fixation of pay w.e.f. 01.04.2023 in the revised pay-scale, he may at his/her option, retain his/her pay in the present pay scale until the date on which he/she may earn his/her next increment or any subsequent increment in the pay-scale, or until he/she vacates his/her post or ceases to draw pay in the existing pay scale. The option once exercised shall be final. Those who do not exercise the option in the Form appended hereto as Annexure- 'B', on or before dated 23.08.2024 shall be deemed to have elected to draw pay in the revised pay scale w.e.f. 01.04.2023.

In the cases referred to above, the pay of the officer from the later date mentioned in his/her Option in the revised pay scale shall be fixed in accordance with para (B) above, except that the Basic Pay in the existing pay-scale (Pre-revised) to be taken into account for calculation of "Sum Total" for fixation of pay will be the Basic Pay as on the said later date.

# (K) DEARNESS ALLOWANCE PAYABLE WITH EFFECT FROM 01<sup>st</sup> APRIL 2023 ONWARDS:

The Dearness Allowance shall continue to be paid w.e.f. 01<sup>st</sup> April 2023 on the revised Basic Pay in accordance with the Maharashtra State Government decision notified from time to time. Accordingly, the rates of Dearness Allowance payable on revised Basic Pay shall be as under:

Applicable from	Rate of DA	Govt. Resolution No. & Date	Administrative Circular Number
01.04.2023	42 %	मभवा-१३२३/प्र.क्र.६/सेवा-९ दिनांक ३०.०६.२०२३	Adm Cir No. 660 dated 17.07.2023
01.07.2023	46 %	मभवा-१३२३/प्र.क्र.१६/सेवा-९ दिनांक २३.११.२०२३	Adm Cir No. 663 dated 18.12.2023
01.01.2024	50 %	मभवा-१३२४/प्र.क्र.०३/सेवा-९ दिनांक १०.०७.२०२४	Adm Cir No. 674 dated 18.07.2024

Further, the policy in respect of Dearness Allowance shall generally be in tune with that adopted by the Government of Maharashtra. However, the Company shall take independent decision in the matter on each occasion regarding release of installment of Dearness Allowance to its officers.

# (L) RECOVERY OF RENT FROM THE OFFICERS OCCUPYING THE COMPANY'S QUARTERS OR FLATS ON LEAVE AND LICENCE AT VARIOUS PLACES:

Recovery of quarter rent shall be made as per the prevailing rules.

#### (M) PAYMENT OF ARREARS

- i) The payment of arrears accruing due to the revision of pay-scales shall be paid in **Three** (03) installments as per the instruction given under para-4 of this Administrative Circular.
- ii) The cases of payment of House Building Advance and payment towards Leave Travel Concession, Charge Allowance [Special Pay for additional charge under Regulation No. 36 and Regulation No. 9(26) of MSEDCL Employee's Service Regulation-2005], Travelling Allowance, Daily Allowance, Overtime, Bonus and other similar incidental benefits shall not be re-opened. No arrears on these accounts in respect of the period from 01.04.2023 till date of issue of this Administrative Circular shall be payable.
- iii) The arrears on account of revision of pay-scales should be drawn in the office where officer is presently working irrespective of the fact whether he had worked in that office or some other office / offices in the past.

## (N) PAYMENT OF H.R.A. AND C.L.A.:

Although the existing pay scales of the officers are revised w.e.f. 01<sup>st</sup> April 2023, the H.R.A. & C.L.A shall be payable from time to time as per the decision of Government of Maharashtra on the subject communicated vide **GR No.HRA-2019/C.No.2/Service-5 dated 05.02.2019.** The H.R.A. and C.L.A. shall be paid prospectively on the revised basics w.e.f. 01.08.2024.

### (Q) ANCILLARY:

- i) The provisions in the various Service Regulations, General Orders, like G.O. No.14 (P), 26 (P), 65(P), 68 (P), 89(P), 90(P), 93(P) etc. wherein various entitlements/conditions are based on pay scales /Basic Pay shall have stood suitably revised corresponding to the revised pay scales.
- ii) In the case of staff on deputations to the Company, the revision of pay scales under this Administrative Circular will not have automatic effect in the revision of their pay scales. The Company may decide to refer such cases back to the Cadre Controlling Authority (Parent Department) of such staff on deputation and take appropriate decision.
- iii) The officers fulfilling all the relevant conditions but who have terminated/resigned/retired/ expired after 01.04.2023 shall also be entitled to the benefits under this Administrative Circular till their date of termination/resignations/retirement/ death as the case may be.

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## ANNEXURE - 'B'

## To Administrative Circular No. 677 Date 14.08.2024

## FORM OF OPTION (See Para -'J')

(i)	I				hereby elect the revised pay-scale with		
	effect from	n <b>01.04.2023</b>	•				
(ii)	I				hereby elect to continue on the existing		
	scale of pay of my Temporary / Permanent / Officiating / Supernumerary post mentioned below						
	until						
		•		•			
	• 1	he date of m	y next increment.				
	• ]	The date of m	y subsequent incremer	nt raising my	pay to Rs		
	• · · I	vacant the po	ost or cease to draw pa	y in the exis	ting scale Rs		
Date	•						
Date	•						
Place	•						
				O.			
				Sign	ature:		
				Nan	ne:		
		•	•				
				Desi	gnation:		
				•			
				Offi	ce in which employed:		
	*		*/. 1	C 4 1!	7.7.1		
			*(to be scored out, i	j not applica	ible)		
To be	forwarded	on or before	23.08.2024 to:		$T_{\rm eff} = 0.00$		
	AND THE	•					
Head	of Division	/ Circle / Zor	ne / Regional Office in	field			
Head	OI DIVISION	/ Circle / Zoi	ne / Regional Office in	i Hold			
		OR					
					200		
Chief	General M	anager (HR)	/ Chief General Manag	ger (T/E) in (	Corporate Office		

	ANNE	XURE – 'C' - I TO ADM. CI	R. NO. 677 DATE 14.08.2	024		
		EXECUTIVE ENGINEER	R AND EQUIVALENT			
	EXISTING	PAY SCALE	REVISED	REVISED PAY SCALE		
	81695-3145-97	420-3570-175960	97220-3745-115945-4250-209445			
Sr. No.	STAGES (OLD)	19 % OF COL NO 2	TOTAL OF COL NO 2 AND 3	FITMENT IN NEW SCALE		
1	2	3	4	5		
1	81695	15523	97218	97220		
2	84840	16120	100960	100965		
3	87985	16718	104703	104710		
4	91130	17315	108445	108455		
5	94275	17913	112188	112200		
6	97420	18510	115930 115945			
7	100990	19189	120179	120195		
8	104560	19867	124427	124445		
9	108130	20545	128675	128695		
10	111700	21223	132923	132945		
11	115270	21902	137172	137195		
12	118840	22580	141420	141445		
13	122410	23258	145668	145695		
14	125980	23937	149917	149945		
15	129550	24615	154165	154195		
16	133120	25293	158413	158445		
17	136690	25972	162662	162695		
18	140260	26650	166910 166945			
19	143830	27328	171158	171195		
20	147400	28006	175406	175445		
21	150970	28685	179655	179695		
22	154540	29363	183903	183945		
23	158110	30041	188151	188195		
24	161680	30720	192400	192445		
25	165250	31398	196648	196695		
26	168820	32076	200896	200945		
27	172390	32755	205145	205195		
28	175960	33433	209393	209445		

#### ANNEXURE - 'C' - II TO ADM. CIR. NO. 677 DATE 14.08.2024 SR.EXECUTIVE ENGINEER / AGM AND EQUIVALENT **EXISTING PAY SCALE REVISED PAY SCALE** 86460-3570-104310-3980-191870 102890-4250-124140-4740-228420 STAGES (OLD) 19 % OF COL NO 2 FITMENT IN NEW SCALE Sr. **TOTAL OF COL NO 2** No. AND 3

#### ANNEXURE - 'C' - III TO ADM. CIR. NO. 677 DATE 14.08.2024 SUPERINTENDING ENGINEER AND EQUIVALENT **EXISTING PAY SCALE REVISED PAY SCALE** 92380-3980-112280-4405-204785 109935-4740-133635-5245-243780 Sr. STAGES (OLD) 19 % OF COL NO 2 TOTAL OF COL NO 2 FITMENT IN NEW SCALE No. AND 3

#### ANNEXURE - 'C' - IV TO ADM. CIR. NO. 677 DATE 14.08.2024 DEPUTY CHIEF ENGINEER/ GENERAL MANAGER AND EQUIVALENT **EXISTING PAY SCALE REVISED PAY SCALE** 105035-4610-215675 124995-5490-256755 19 % OF COL NO 2 **TOTAL OF COL NO 2** FITMENT IN NEW SCALE Sr. STAGES (OLD) AND 3 No.

#### ANNEXURE - 'C' - V TO ADM, CIR, NO. 677 DATE 14.08.2024 **CHIEF ENGINEER AND EQUIVALENT EXISTING PAY SCALE REVISED PAY SCALE** 118195-5025-228745 140655-5980-272215 STAGES (OLD) 19 % OF COL NO 2 **TOTAL OF COL NO 2** FITMENT IN NEW SCALE Sr. No. AND 3

#### ANNEXURE - 'C' - VI TO ADM. CIR. NO. 677 DATE 14.08.2024 **EXECUTIVE DIRECTOR AND EQUIVALENT EXISTING PAY SCALE REVISED PAY SCALE** 125895-5540-242235 149820-6595-288315 STAGES (OLD) Sr. 19 % OF COL NO 2 TOTAL OF COL NO 2 FITMENT IN NEW SCALE No. AND 3