

M.P.PASCHIM KSHETRA VIDYUT VITRAN CO.LTD.
GPH CAMPUS, POLOGROUND, INDORE

Fax no.-0731-2423300, Website-www.mpwz.co.in

No.-MD/WZ/JS/I/HPS/.....**770**

Indore, Dated:.....**- 2 DEC 2015**

ORDER

The policy of grant of benefit of Third Time Scale Pay is formulated with effect from 01.09.2015 for all those employees/officers, who have either been transferred and absorbed from erstwhile MPSEB or appointed by the company. It is in line with the Government of Madhya Pradesh Finance Deptt. order (s) No. F-11/17/2014/Niyam/Char dated 30.09.2014, regarding "Assured Career Progression Scheme" (Third Time Scale Pay), and as per the approval of GoMP, Energy Department, Bhopal vide No. 10610/2014/XIII, Bhopal dtd. 09.11.2015.

The benefit of Third Time Scale Pay will be allowed after completion of 30 years of qualifying service from first appointment in recruitment cadre of erstwhile MPEB/ MPSEB/ Company, from 01.09.2015 or any date thereafter, to those employees, who have got only two upgradations, either by way of higher pay scale and/or by the way of promotion, as per the terms and conditions annexed herewith.

Encl: As Above

BY ORDER


(MANOJ PUSHP)

**CHIEF GENERAL MANAGER (HR&A)
MPPKVVCL, INDORE**

Endt.No.MD/WZ/JS-I/HPS/ 21589

Copy forwarded to:

Indore, dated

- 2 DEC 2015

1. The Officer on Special Duty, Energy Deptt, GoMP, Vallabh Bhawan, Bhopal.
2. The Chief General Manager (HR&A), M.P.Power Management Co.Ltd., Jabalpur.
3. The Chief General Manager (HR&A), MP Madhya KVVCo.Ltd., Bhopal.
4. The Director (Commercial/Technical) Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
5. The Executive Director (HR&A), M.P.Power Generating Co.Ltd., Jabalpur.
6. The Executive Director (HR&A), MP Poorva KVVCo.Ltd., Jabalpur.
7. The Executive Director (UR), M.P.P.K.V.V.Co.Ltd Ujjain.
8. The Executive Director (FS), Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
9. The Executive Director & Chief Vigilance Officer, M.P.P.K.V.V.Co.Ltd Indore.
10. The Chief Engineer (IR), M.P.P.K.V.V.Co.Ltd Indore.
11. The Chief Engineer & Project Director (RAPDRP-A & B and IPDS), Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
12. The Chief Engineer (Civil), M.P.P.K.V.V.Co.Ltd Indore.
13. The Chief Engineer (Operation), M.P.P.K.V.V.Co.Ltd Indore.
14. The Chief Financial Officer, Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
15. The Addl.Chief Engineer (MT), M.P.P.K.V.V.Co.Ltd Indore.
16. The Addl.Chief Engineer (O&M) Circle, M.P.P.K.V.V.Co.Ltd Shajapur.
17. The Superintending Engineer (Works/VS/BD/HT-Cell), Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
18. The Superintending Engineer (IT), M.P.P.K.V.V.Co.Ltd Indore to display this order on company web site.
19. All Superintending Engineer (City/O&M/Civil) circle, M.P.P.K.V.V.Co.Ltd
20. The Joint Secretary-II, Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
21. The Joint Secretary-III, CEC cell, Corporate Office, M.P.P.K.V.V.Co.Ltd Indore.
22. All Executive Engineer, (City/O&M/STM/STC/MT/Civil/Store) Dn. M.P.P.K.V.V.Co.Ltd
23. The Deputy Secretary, Corporate Office, M.P.P.K.V.V.Co.Ltd., Indore.
24. All Sr./Regional Accounts Officer, M.P.P.K.V.V.Co.Ltd.,
25. The Staff Officer to M.D.(WZ) M.P.P.K.V.V.Co.Ltd., Indore.
- For information & necessary action.

Note: Employees who have been retired after 01.09.2015 may submit their application for grant of benefit of Third Time Scale w.e.f. 01.09.2015 or any later date (up to the date of retirement) in the prescribed proforma enclosed with this order (if applicable).

All concerned offices are instructed to inform about the same to all the employees who have been retired from their jurisdiction after 01.09.2015.

Joint Secretary-I
MPPKVVCL, INDORE

Terms and conditions for Grant of Third Time Scale Pay (Higher Pay Scale):-

- (i) Requisite qualifying service shall be 30 years for the purpose of grant of benefit of Third Time Scale Pay. Following Shall be excluded in counting the qualifying service for Third Time Scale Pay :
- Period declared as not on duty.
 - Un-authorised leave/leave not regularised.
 - Leave without pay not on medical ground.
 - Period declared as Dies-non.
 - Suspension period not regularised.
 - Period spent between removal/dismissal and reinstatement.
 - Any period specifically declares as not to be treated towards qualifying service.
 - Extension in training period.
 - Extension in probation period.
- (ii) In any cadre, the service shall be counted from the date of appointment to the post, which is a recruitment post of that cadre. For example, recruitment post in the ministerial wing is OA Gr.III while that in the Line Staff, it is Line Attdt. Whereas, in officers cadre, it is Assistant Engineer.
- (iii) The employee should be otherwise fit for promotion on the basis of overall performance as per the criteria laid down and as may be prescribed from time to time and has at least earned minimum benchmark gradings/requisite gradings, as required for promotion to the post equivalent to Pay Band and Grade Pay for which Third Time Scale Pay is being considered.
- (iv) Employee has passed necessary examination (if any) as prescribed/as may be prescribed to get promotion to the higher grade, as per rules.
- (v) The service rendered by the employee as Trainee (excluding the extended period of training) shall be counted for the purpose of grant of Third Time Scale Pay.
- (vi) If any employee is appointed as a result of open selection/by lateral induction to a direct recruitment post, then, the service of such employee for the purpose of Third Time Scale Pay, shall be counted from the date of joining to such post, subject to condition that employee has got two up gradations either by the way of higher pay scale and/or by the way of promotion. Also provided that, the service rendered on posts other than post of line of promotion will not be counted, unless otherwise specifically allowed.
- (vii) If any, employee has secured three up gradations either by the way of higher pay scale and/or by the way of promotion, then such an employee shall not be eligible for Third Time Scale Pay after introduction of the new policy of grant of Third Time Scale Pay upon completion of 30 years of service.
- (viii) Any employee who is continuing in the same cadre of post as a measure of disciplinary action/punishment, is not eligible to opt for Third Time Scale Pay.
- (ix) General Administration Department, GoMP guidelines issued vide memo no. F/C-6-6-2/94/3/1 dated 30.06.1994 shall be followed for sealed cover procedure, in case in which disciplinary/court proceedings are pending against the government servant.

Para 2 (1) of the memo stipulates that the sealed cover procedure is to be followed in respect of following:-

- a) Government servant under suspension.
 - b) Government servant against Charge/Sheet has been issued and disciplinary proceeding is pending.
 - c) Government servant against whom challan has been filed in the court of law and the case is pending.
- (x) If an employee who is entitled to opt for Third Time Scale Pay & who has exercised option in accordance with the conditions laid down, is not found suitable for giving the benefit from the date from which employee has exercised the option, the intimation that the employee has not been found suitable for giving Third Time Scale Pay, would be sent to the employee after decision is taken.
- (xi) The case of such employee would be reconsidered after their appraisal report (AR) for subsequent year(s) is received & will be reviewed as is being done in the case of promotion ; it will not be necessary for the employee to give option afresh. However, if the employee decides not to exercise option, he/she should intimate about it in writing to their controlling officer for onward submission.
- (xii) If the employee is found fit on reconsideration in the subsequent year as noted above, he/she would be allowed Third Time Scale Pay from 1st April of the following year for which the last AR is considered and found fit. If such employee wants to change the date of grant of Third Time Scale Pay other than 1st April (which was offered by company), subsequent to the date offered, employee will be allowed to do so. The employee must exercise, his/her option within a period of 1 month from the date of issue of order, failing which he/she would not be permitted to change the date of grant of Third Time Scale Pay.
- (xiii) Employee working in Static Cadre(s), the Third Time Scale Pay will be allowed, after completion of 30 years of qualifying service, to those who have got two Higher Pay Scale/Up gradations, as per the sequence of Grade Pay, and in no case, the employee shall be allowed to supersede/jump the intermittent Grade Pay.
- (xiv) Employees, whose recruitment cadre/pay scales have been upgraded after 01.04.2006, shall be deemed to have been working notionally from the recruitment date, only for the purpose of considering Third Time Scale Pay.
- (xv) An employee, who avails the benefit of this rule will have to give an undertaking in writing that he shall on his/her appointment against a regular post, join at the place of his/her posting. On his/her refusal to do so, company shall forfeit the benefit under this rule & he/she shall stand reverted to the original lower post/grade with effect from the date of promotion order consequent upon which he/she shall draw the pay which he/she would have drawn had he not been given the benefit of earlier Higher Pay Scale/ Third Time Scale Pay under this rule. However, in such cases there shall be no recovery of amount already paid.
- (xvi) Not exercising the-option to avail Third Time Scale Pay after 30 years of qualifying service will, however, not debar an employee for considering for promotion under normal rules.
- (xvii) An employee after grant of Third Time Scale Pay will continue to perform same function and discharge the same duties and carry the same designation till he/she is appointed against a regular vacancy. He/she will be entitled to the benefit of pay

fixation as per rules governing promotion from one grade to another. Consequent to grant of Third Time Scale Pay, he/she would also be entitled to other benefits, which flow from the Basic Pay e.g. House rent allowance, etc. Appointment in the regular post shall not be treated for any purpose as a further promotion and will not attract the benefit of pay fixation due on promotion.

- (xviii) The seniority in the lower grade shall be maintained as per normal seniority procedure and option for Third Time Scale Pay under this order will not entitle the employee to have higher seniority over the employees who have not opted for the same and they will be considered for appointment in the higher grade only as per normal seniority list and not on the basis of date of grant of Third Time Scale Pay.
- (xix) As a result of senior employee not exercising option to avail the benefit of Third Time Scale Pay (30 years) and his/her junior(s) opting for this benefit, the later gets higher salary, no relief will be given to the former. Similarly the stepping up of pay of senior employee equal to that of the junior employee shall not be allowed in case the junior employee happens to draw higher pay on account of Third Time Scale Pay.
- (xx) The scheme of grant of Third Time Scale Pay is deemed to have come into force with effect from 01.09.2015 and all those employees, who have completed 30 years of service in the manner as mentioned above and fulfil other conditions mentioned herein above would be considered for granting the benefit of Third Time Scale Pay with effect from 01.09.2015 or from any date after 01.09.2015, as may be opted by employee. However the employee shall submit the option within 3 months from the date of issue of this order. Similarly, such employee, who would complete 30 years of service and have secured only two up gradations either by the way of higher pay scale and/or by the way of promotion, as defined in these rules, may after the issue of this order shall have to submit their option prior to the date from which they would like to avail the benefit of Third Time Scale Pay. If the options, as aforesaid, are not exercised, prior to the date opted by them, the option would be treated from the prospective date, which shall not be the date earlier to the date of application as would be received in the office of employee where he/she is posted.
- (xxi) Options for availing Third Time Scale Pay (after 30 years of service) can be exercised in the form A, appended herewith. Employees shall also have to give an undertaking in form B, appended herewith.
- (xxii) Service particulars statement is appended herewith. The service details as mentioned shall be checked and verified by the controlling officer of the employee.
- (xxiii) Record of such employees, who have opted for Time Scale Pay (HPS) shall be maintained in the concerning offices.

Encl.: - 1. Option form (Form-A)
2. Undertaking (Form-B)
3. Service Particulars statement


Joint Secretary-I
MPPKVCL, INDORE

M.P.PASCHIM KSHETRA VIDYUT VITRAN CO.LTD., INDORE

FORM-A

OPTION FORM

(Order no. MD/WZ/JS-I/HPS/...7.7.0..., dated 02/12/15...)

Please indicate details of Promotions and Higher Pay Scales, separately:-

Details of Higher Pay Scale (s)	
1st Higher Pay Scale	
Vide Order No.	dated
Post of which HPS granted
Date from which HPS granted
2nd Higher Pay Scale	
Vide Order No.	dated
Post of which HPS granted
Date from which HPS granted
Details of Promotion (s)	
1st Promotion	
On the post
Vide Order No.	dated
Date of Joining
2nd Promotion	
On the post
Vide Order No.	dated
Date of Joining

Having secured only two up gradations either by the way of promotion and/or by the way of Higher Pay Scale, whatsoever, etc. and having completed 30 years of qualifying service as on, I hereby opt for the benefit of Third Time Scale Pay with effect from as per aforesaid order.

Place:

Date:

Signature of the Employee

Name :

Designation.....

Employee no:.....

Office to which

attached

**Seal & Signature of
Controlling Officer**

M.P.PASCHIM KSHETRA VIDYUT VITRAN CO.LTD., INDORE

FORM- B

FORM OF UNDERTAKING

(Order no. MD/WZ/JS-I/HPS/.....770.,dated..02/12/15.)

I working as in the
O/o..... have gone through the terms and condition of order
no. dated of Third Time Scale Pay. Having understood the provisions, I
hereby agree to the terms & conditions as stated therein. I further hereby give an undertaking that
on my absorption against the regular post, I shall join the post at the place of posting and on my
refusal to do so, the benefit under aforesaid order(s) shall be forfeited and I shall stand reverted to
my original lower grade of and shall draw pay which I, would have drawn,
had I not been given the benefits of HPS/Third Time Scale Pay.

Place :.....

Date:

Signature of the Employee

Name :.....

Designation.....

Employee no:.....

Office to which
attached

**Seal & Signature of
Controlling Officer**

Rego

SERVICE PARTICULARS STATEMENT FOR GRANT OF BENEFIT OF THIRD TIME SCALE PAY**(To be filled by the employee in addition to the required option form & undertaking)**

1. Name of employee
2. Employee No.
3. Father/Husband's Name
4. Designation
5. Existing Pay Scale
6. Present place of posting
7. Date of Birth
8. Date of retirement
9. Educational Qualification
10. Technical Qualification
11. Departmental training (Lineman training/
Overhead training/Accounts training/others) Type of training Result
.....
12. Date of first appointment as Trainee
13. Extended period of training
14. Date of first appointment as Regular
15. Extended period of probation in each cadre
starting from first appointment to the
date of option for Third Time Scale Pay
16. Details of appointment/promotion/TBPS
promotion (Start with first appointment
as Trainee)

S. No	Date of Appointment	Designation	Order no. & date	Date of Joining

17. Details of Higher Pay scale granted:

S. No	Date from which HPS sanctioned	First/ Second	Under which rule (9/18/25)	Order no. & date

Rejo

18. Date from which exercising the option for grant of Third Time Scale Pay.
19. a) Whether any departmental enquiry is pending:
 b) Whether undergoing any punishment,
 if so give full details of punishment:

Certified that the above information furnished by me is correct. If the above information is not found correct, the Company may take disciplinary action against me.

Enclosure: Form-A (option form)
 Form-B (Undertaking)

Place:.....

Date:

Signature of the Employee

Name :.....

Designation.....

Employee no:.....

Office to which
 attached

-----FOR OFFICE USE-----

1. The details stated above by the employee is checked on the basis of service records & documents available in the office and it is found correct.
2. The details of Departmental enquiry/Lokayukt/Criminal/ legal and punishment up to the date of option for Third Time Scale Pay have been filled up correctly in the enclosed prescribed proforma-I.
3. Date of application....., Inward no..... & date.....
4. Employee has submitted option for grant of benefit of Third Time Scale Pay w.e.f.....for the post of It is certified that he has not been promoted to this post as on the date of option for Third Time Scale Pay i.e. on dtd..

5. Order details of fixation of pay under
 TBPS promotion
6. a. Period declared as not on duty
- b. Un-authorised leave/leave not regularised.
- c. Leave without pay not on medical ground.
- d. Period declared as Dies-non.
- e. Suspension period not regularised.
- f. Period spent between removal/dismissal and reinstatement.

Beg

- g. Any period specifically declares as not to be treated towards qualifying service.
.....
- h. Extension in training period.
- i. Extension in probation in each cadre
- Total service not to be treated as qualifying service =.....
7. As per the service record of employee, He/She has completed
.....years.....months.....days..... of continuous service on
..... (Total service – Break in service as per serial no. 6) for grant of
benefit of Third Time Scale Pay.
8. Employee has availed training(Lineman training/ Overhead training/Accounts
training/others)..... provided by the department vide order no
..... dated.....and the result of training
is.....

**Seal & Signature of
Controlling Officer**

RCP

Proforma-
I

Details of Disciplinary actions for the period from..... To

Name of employee:

Seal & signature of concerned head of office