

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)



PAY AND ALLOWANCES RULES (REVISED)
W.E.F. 01.11.2013 (THAT IS FROM THE DATE OF NOTIFICATION)

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)

RULES GOVERNING PAY AND ALLOWANCES OF NSC EMPLOYEES

1. APPLICABILITY & COVERAGE:

- (a) These Rules may be called the 'Rules Governing Pay and Allowances' of NSC Employees.
- (b) These Rules shall replace the practices in this respect being followed at present. These Rules shall come into force with effect from the date these are notified by the Management after approval of the Board of Directors.
- (c) These Rules shall apply to all regular employees of the Corporation including those on probation. **Management Trainee, Diploma Trainee, Trainee**, Field Trainees, Apprentices, Daily Rated, Casual and Contract staff are however not covered by these Rules.

2. GENERAL PROVISIONS RELATING TO PAY & ALLOWANCES:

- 2.1 The Corporation reserves the right to determine the scales of pay or fix pays applicable from time to time to different posts of different descriptions under the Corporation.

Provided that the Corporation shall not create or make appointment to any post carrying revised pay scale of Rs.65000-75000 and above or any other scale applicable to the post of Functional Director/ CMD without the prior sanction of the Central Government.

- 2.2 The Corporation also reserves the right to specify the kinds and rates of allowances which the employees of the Corporation shall be eligible to receive from time to time and to enhance, modify, reduce or revoke such allowances.

3. COMMENCEMENT AND CESSATION:

- (1) An employee shall commence to draw the pay of the post on which he is appointed and the allowances applicable thereto from the date he assumes charge of the post if such charge is assumed in the forenoon and from the following day if the charge is assumed in the afternoon and shall cease to draw the same from the day he relinquishes charge if the charge is relinquished in the forenoon and from the following day if the charge is relinquished in the afternoon.

Provided that in the case of an employee who dies while in service, pay shall cease to be payable with effect from the day subsequent to that on which the death occurs.

- (2) Where an employee is transferred from one post to another, he shall during the period of interval between the date of his handing over charge of the old post and the date of his taking over charge of the new post draw, pay and allowances applicable to the old post.

4. Scales of pay:

The NSC employees are governed by IDA pattern of pay structures:

The Scales of Pay adopted for its various cadres/ posts and the typical designations to which they are applicable are indicated in **Appendix-I**.

5. PAY ON FIRST APPOINTMENT:

- 5.1 The pay of an employee on his first appointment to a post in service of the Corporation shall normally be fixed at the minimum of the time scale applicable to the post in which he is appointed.

- 5.2 Where any person is appointed to a post to which a time scale is applicable, has been in continuous service for a period of not less than 2 years in any Department of the Central/ State Government/ PSU/ Autonomous Body/ University etc. prior to joining NSC, and was drawing Basic Pay above the minimum of the scale of the post in which he is being appointed, his starting pay would be fixed after protecting the pay drawn by him in his/ her parent company/ department subject to the condition that he/she was governed by the same DA pattern in his/her parent organization as applicable to the post in NSC. In cases, where DA is dissimilar, the starting pay will be fixed after protecting pay plus DA drawn by him/ her in his/ her parent organization.

Pay of a departmental candidate selected against the open advertisement will be fixed as on promotion.

- 5.3 Higher initial pay upto a maximum of 5 increments may be granted by the Appointing Authority on the specific recommendations of the Selection Committee or a representation made by the concerned employee before joining NSC. In making the recommendation, the Selection Committee should, however, take into consideration qualification, experience, merit, performance in the interview and existing emoluments including perquisite and other benefits already being enjoyed by the candidate in his previous organization.

Note: *As a corporate policy, not more than five advance increments over and above the minimum of pay scale shall be granted in any case.*

6. Fixation of Pay on promotion:

- (i) When an employee is promoted to a higher post or grade, one increment equal to 3% of the sum of the pay in the existing pay scale will be computed and rounded off to the next multiple of 10. This amount will be added to the existing pay of the employee. If the pay after adding the above increment is less than the minimum of higher pay scale to which promotion is taken place, his pay will be stepped up to such minimum of the higher pay scale. If such employee is drawing pay at the rate of maximum of the lower scale at the time of his promotion, then his pay will be increased by adding one increment equal to 3% of his pay and then fixed in the promoted pay scale. The employee can give an option, within one month from the date of his appointment to the promoted post, for fixation of his pay in the new post either straight away from the date of his appointment to the new post or from the date of his next increment in the old post.
- (ii) In case the concerned employee opts to get his pay fixed in the higher grade from the date of his next increment in the existing post, the next date of increment will fall due upon completion of 12 months of qualifying service from the date pay is re-fixed on the second occasion. Option has to be exercised within one month of the date of promotion for fixation of pay under rule (i) or (ii) above. For this purpose, an option clause should be incorporated in the promotion order itself to enable the employee to exercise the option within a month. Option once exercised shall be final unless a change in option is necessitated due to revision of pay scales retrospectively and within one month of receipt of revised pay fixation orders after such pay revision, or due to any unforeseen development or change of rules.
- (iii) Any Special Pay or Charge Allowance, if any, paid to an employee will not be taken into account for the purpose of fixation of pay in the higher grade.
- (iv) In the case of an employee reverted from a higher to a lower grade, his pay in the lower grade will be fixed at the stage, he would have been in, had he continued in the lower grade, but for promotion to the higher grade.
- (v) The Management may modify the provisions in the rules for fixation of pay from time to time by issue of general orders for governing cases of hardships or anomalies.

7. INCREMENT:

- 7.1 Annual increment will be @3% of Basic Pay. The annual increment will be drawn as a matter of course from the 01st of the month of joining or the month in which his pay was fixed or re-fixed (after drawl of annual increment) on promotion, except when it is withheld as a 'punishment'. All increments shall fall due on completion of one year of approved service.

Provided that in the case of a person appointed on probation, the increment will not be drawn unless he/she has completed the period of probation to the satisfaction of the Appointing Authority and a confirmation order in this regard has been issued. In cases where the probation period has been extended by the Competent Authority, the annual increment shall be released at the time of clearance of probation but the effective date of increment shall remain unchanged.

7.2 Period which counts for increment:

The following service in the stage of a time-scale counts for increment at that stage:

- (i) All periods of duty.
- (ii) Service in another post, other than a post carrying less pay.
- (iii) All kinds of leave, other than extraordinary leave on personal affairs.
- (iv) EOL granted:
 - (a) on medical certificate
 - (b) otherwise than on medical certificate due to the inability of the employee to join duty on account of civil commotion.
 - (c) for prosecuting higher technical and scientific studies with due approval of Management.
- (v) Joining Time

Note: Period of unauthorized absence or extraordinary leave for non-medical reasons will not count for increment.

8. STAGNATION INCREMENT:

The rate of stagnation increment will be 3% of the revised basic pay and employees will be allowed to draw maximum three stagnation increments, at the rate of one increment after completion of two years, upon reaching the maximum of the pay scale provided the employee gets a performance rating of 'Good' or above during the concerned years.

9. PERKS & ALLOWANCES (APPLICABLE TO BOTH CATEGORIES OF EMPLOYEES)

The following Allowances are payable to the employees, as clarified hereunder:

9.1 HOUSE RENT ALLOWANCE:

House Rent Allowance to employees of NSC is payable at the following rates:

Classification of City	Rate of HRA
X class cities (Population of 50 lacs & above)	30% of the basic pay
Y class cities (Population of 5-50 lacs)	20% of the basic pay
Z class cities (Population of less than 5 lacs)	10% of the basic pay

Other Conditions applicable to payment of HRA:

- Names of the classified cities are at **Appendix-II**.
- NPA is treated as part of pay for this purpose. Special Pay/ Personal Pay etc. are not to be included.
- HRA will be admissible with reference to the place of duty irrespective of place of residence.
- HRA for the first 180 days of combined period of leave/ vacation/ holidays will be admissible during leaves of all kinds including study leave at the rate admissible before proceeding on leave. Beyond this period HRA can be claimed by furnishing prescribed certificates.
- During the period of leave with medical certificate HRA will be admissible upto 8 months.
- In cases when an employee does not join duty after leave, the HRA will be regulated as under:
 - (a) If it is due to invalidation/ death, HRA paid for the leave period will not be recovered.
 - (b) In case of resignation, recovery to be effected before accepting resignation.
- **During leave Preparatory to Retirement:** HRA will be admissible on furnishing the prescribed certificate.
- **During suspension period:** It will be admissible for the first 180 days. Beyond this period, payment will be subject to furnishing of the required certificate.
- **During joining time:** It will be admissible at the same rates as at the old station.
- **During temporary transfer:** It will be admissible upto 90 days at the rates applicable at the old station and beyond this period at the rates applicable at the new station.
- **During training period within India:** It will be admissible at the rates applicable to Headquarter of the concerned employee only, even when no DA is drawn for the period beyond 180 days. In cases when DA is not drawn, it will be admissible at the rates applicable to the HQ station or the Training Station whichever is more favorable.

- HRA will not be admissible to those provided with company's quarter/ house. License Fee at the rates applicable for different type of company quarters will continue to be recovered from the allottees.
- HRA will be discontinued from the date of occupation or from 8th day of allotment of company quarters whichever is earlier. In case of refusal, HRA will be discontinued from the date of allotment itself.
- On transfer, in cases where the employees are not in occupation of company's quarter at the old station and not allowed company's accommodation at new station or have to retain existing accommodation at old station due to family circumstances, will be regulated as under:
 - (a) for the first 2 months of date of joining : At the same rate drawn at
at new station. old station.
 - (b) for the next 4 months or the end of : At the rate drawn at old
Academic year, whichever is later station or maximum
admissible at the new
station had he taken a
residence on rent
whichever is lower.
- HRA will be admissible to employees living in a house owned by self, or spouse, children/ Father/ Mother. Also admissible if he owns a house but lives in a rented house.
- HRA will **not** be admissible if an employee shares rent free accommodation allotted to another employee and if the employee resides in a accommodation allotted to his/ her parents son/ daughter allotted by any Government or Semi-Government organization including PSUs, Banks, Autonomous Bodies etc.
- HRA will **not** be admissible if the spouse of the employees has been allotted accommodation at the same station by any Government or Semi-Government organization including PSUs, Banks, and Autonomous Bodies etc.
- For claiming HRA, each employee is required to submit a declaration about his residential address in the month of April each year in **Appendix-III**.

9.2 DEARNESS ALLOWANCE:

Dearness Allowance is granted to compensate the price increase.

For the employees governed by IDA pattern, 100% DA neutralization was adopted w.e.f. 01.01.2007 taking the percentage of Dearness Allowance as 0% with link point of AICP Index 2001-100. The periodicity of adjustment

of DA is once in 3 months. **The percentage of DA as on 01.01.2009 was 16.6% and as on 01.07.2015 it is 102.6%. The DA percentage is revised in every quarter on receipt of OM of DPE, in this respect.**

OTHER CONDITIONS APPLICABLE TO PAYMENT OF DA:

- (i) **During leave** – DA is paid on the element of Basic Pay + NPA forming part of leave salary. During leave preparatory to retirement DA is admissible for the first 300 days of leave spent in India. DA is not admissible during extraordinary leave or for any period of leave preparatory to retirement spent outside India.
- (ii) **During joining time** – DA will be payable based on joining time pay.
- (iii) **During suspension** – Based on the subsistence allowance.

9.3 NON-PRACTICING ALLOWANCE:

The non-practicing allowance limited to 25% of Basic Pay will be payable to the regular Medical Officers appointed by the Corporation. This Allowance will count as 'Pay' for all service benefits. This allowance will be subject to the terms and conditions as applicable under Central Government Rules for payment of this allowance.

9.4 CASH HANDLING ALLOWANCE TO CASHIERS:

Cash Handling Allowance is admissible to the Accounts Assistants/ Sr. Accounts Assistant/ Assistant (HR)/ Sr. Assistant (HR)/ Supervisor other than regular cashiers, who are assigned to perform the duties of Cashiers at the following rates:

<u>Amount of average monthly cash disbursed</u>	<u>Rate per month</u>
Upto Rs.50,000/- per month	: Rs.150/-
Over Rs. 50,000/- & upto Rs.2,00,000/-	: Rs.300/-
Over Rs. 2,00,000/- & upto Rs.5,00,000/-	: Rs.400/-
Over Rs.5,00,000/- & upto Rs.10,00,000/-	: Rs.500/-
Over Rs.10,00,000/-	: Rs.600/-

Conditions:

- (i) Only one official should be allowed to draw the allowance in the whole Office.
- (ii) The Allowance is not admissible to UDC-cum-Cashiers, LDC-cum-Cashiers and Cahiers as cash handling is part and parcel of their duties.
- (iii) The amount of Allowance will depend on the average amount of monthly cash disbursed, excluding payment by cheques/ DDs and bank transfers etc. the amount of receipts should not be taken into account.
- (iv) The rate of Allowance should be reviewed every financial year and sanctioned/ notified on the basis of average amount of cash disbursements during the previous financial year.

- (v) Every official appointed to work as Cashier, unless he is exempted by the Competent Authority, should furnish security of the required amount.
- (vi) The allowance will be granted from the date of appointment as Cashier after furnishing security of the required amount.
- (vii) As a corporate policy, the officials who are assigned the duties of 'Cashier' must be rotated after a period of 3 years.

9.5 PERKS AND ALLOWANCE APPLICABLE ONLY TO THE EMPLOYEES GOVERNED BY IDA PATTERN:

In accordance with the instructions/ guidelines issued by the Government of India at the time of revision of wage structure of employees and as approved by Board of Directors in its 236th Board Meeting held on 04th March, 2011, the Management decided to revise the Perks & Allowances of NSC employees governed by IDA pay scales, with effect from 26th November, 2008 by adopting 'Cafeteria Approach' as detailed below: -

All regular employees (Board level executives, below Board level executives and non-executives) governed by IDA pay scales on the rolls of the Corporation as on 26.11.2008 and those joining the Corporation on a subsequent date, are allowed to choose from the given set of perquisites and allowance under 'cafeteria approach', subject to the condition that the sum total of these perquisites and allowances shall not exceed 42% of the revised basic pay of the individual employees.

The following shall form part of perquisites and allowances under 'cafeteria approach' limited to 42% of the revised basic pay w.e.f. 26.11.2008: -

Sl. No.	Perks and Allowance	Percentage of basic pay under IDA Scale
1.	Transport Allowance or Conveyance Allowance	15% + (5% additional for PH) 15%
2.	Driver's Allowance	5%
3.	Children Education Allowance For studying in School For studying in College (UG level) For studying in College (PG level or professional degree courses)	5% 8% 10%
4.	Hostel Allowance	5%
5.	Lunch Subsidy / Tiffin Allowance	5%
6.	Professional 'up-gradation' Development, Newspaper / Periodicals / Professional Literature Allowance	10%
7.	Hard & Soft House Furnishing / Re-furnishing Allowance	10%
8.	Electricity and Water Allowance	10%

9.	Family maintenance and disturbance Allowance	5%
10.	Uniform & Maintenance Allowance	5%
11.	Domestic / Housekeeping assistance Allowances	5%
12.	Internet / Communication Allowance	5%
13.	Engagement of Gardner Allowance	5%
14.	Disability allowance for dependent children	5%
15.	Interest subsidy on loans Allowance	5%
16.	LTC Allowance	10%
17.	Washing Allowance	5%
18.	Expenditure on vehicle repair and maintenance Allowance	10%
19.	Sundry Allowance	2%
20.	Entertainment / Club Membership Allowance	15%

Implementation modalities:

- The eligible employees would be required to exercise their option for payment of Perks & Allowances under 'Cafeteria Approach' in the prescribed format once at the beginning of each financial year and shall be made as per the option subject to prescribed ceiling.
- All payments on account of Perks & Allowances/ Subsidies being availed/ paid to the above employees governed by IDA pattern w.e.f. 26.11.2008 i.e. the date of implementation of the new scheme of perks and allowances under 'Cafeteria Approach'.
- The festival advance, or any other allowance on subsidized rate of interest will be discontinued from the date of notification of these rules.

Adjustment of LTC and other allowances:

- LTC (Hometown and All India) shall henceforth form part of 'Cafeteria Approach' for payment of perquisites and allowances within the overall ceiling of 42% Eligible employees (IDA pattern) who have not availed either Hometown or All India LTC during the block years 2010-13 will not be allowed to avail such facility henceforth as the Scheme is deemed to have been discontinued w.e.f. the current block starting from 01.01.2010. In case of those employees who have already availed the facility of LTC for the block of 2006-09 (on or after 26.11.2008) and 2010-13, the monetary value of the same will be adjusted from the arrears and balance from the salary on monthly basis, or otherwise recovered from concerned employees governed by the new scheme. Any payment/ recovery in this regard shall be made accordingly from the existing employees. However, in case of employees who ceased to be in service before actual implementation of the new scheme, no recovery on account of LTC already availed during the block of 2006-09 (on or after 26.11.2008) and from 01.01.2010 to 15.03.2011 for the current Block will be made for the amount in excess of the total arrears payable under 'Cafeteria Approach' to such employees and the arrears shall be adjusted against the amount drawn against such LTC. However, if the LTC drawn is lesser than the total amount of arrears, the balance admissible shall be payable.

- The payments already made on account of the above Perks & Allowances to the entitled employees during the intervening period i.e. 26.11.2008 till the actual implementation of the new scheme is recovered/ adjusted from the concerned employees.

Allowances which are to be continued as per existing Rules:

The following existing allowances shall not form part of the Perks & Allowances under the new scheme of 'Cafeteria approach' and payment shall continue to be made to the entitled employees as per the existing rules, terms & conditions:

- House Rent Allowance
- Non-practicing Allowance/ North East Allowance (Wherever applicable)
- Cash Handling Allowance
- Medical Reimbursement, as per rules
- Hindi Incentive
- Any other allowance which may be added by the Management in future.

Other Conditions/ Assumptions/ Exclusions:

- The payment of the Perks & Allowances under this scheme will be regulated on the following assumptions/ conditions:
 - a) The employees governed by IDA pattern have to give an option at the beginning of every financial year in respect of their choice in selecting the perks/ allowances within the prescribed ceiling. The option shall be submitted in duplicate to the concerned HR Department who shall forward the same to Finance Department after keeping a copy of the option for record. The option once exercised shall final and valid for the related financial year. The option form is enclosed as **Appendix-IV**.
 - b) The distribution of total perks/ allowances opted shall not exceed 42% of running basic pay for the financial year.
 - c) Normally the perks/ allowances as per the option given by concerned employee limited to the permissible amount, shall be paid along with monthly salary without production of any further documentary evidence.
 - d) Payments on account of perks/ allowances shall be made subject to income tax or any other tax as applicable under the law. Vouchers, documentary evidence, as required may be submitted for claiming exemptions under the income tax, wherever permissible.
 - e) No option for the perks/ allowances shall be obtained from the employees separated on account of resignation, voluntary retirement/ superannuation, death etc. In such cases, the admissible amount due shall be payable to them after adjusting recovery wherever necessary on account of excess paid or income tax etc.
- An employee under suspension shall not be eligible to get the above perks/ allowances under the 'Cafeteria approach'. Further, employees on

long leave such as study leave, EOL or unauthorized absence shall not be eligible for perks/ allowances under 'Cafeteria approach'.

- The employees who resign and leave the service without formal release order, or such employees who desert the service without intimation or due notice or unauthorized absent themselves from duty without proper sanction of leave or leave extension shall also not be eligible for perks/ allowances under this scheme for such period.

10. PAYMENT OF GRATUITY:

All regular employees of the Corporation, irrespective of their salary and status, are entitled to the payment of Gratuity as applicable under provisions of the Payment of Gratuity Act, 1972, as amended from time to time. The entitlement and procedure etc. for regulating the payment of Gratuity is in accordance with the statutory rules framed under the said Act. In order to ensure the fulfillment of this statutory liability the Corporation has formed a Trust and the financial liability on this account is being paid to LIC / **Can HSBC OBC Life Insurance Company Ltd** (as applicable to the concerned employee every year on the basis of actuarial calculations, for payment of Gratuity to the employees as applicable to them on the date of cessation of service. However, the guidelines of DPE in respect of transfer of gratuity etc will be followed in respect of movement of an employee from/to another PSE.

11. PROVIDENT FUND AND EMPLOYEES PENSION SCHEME:

All employees of the Corporation are entitled to the facility of contributory Provident Fund and Pension as applicable under the provisions of EPF / EPS, of **Employees Provident Fund & Miscellaneous Provision Act, 1952** as amended from time to time. In order to ensure the fulfillment of this statutory liability, the Corporation, being an Exempted Establishment under the Act, has formed a separate NSC Employees' Provident Fund Trust under the Provisions of the said Act, which manages all financial transactions relating to the contributions received from employees on this account and employer's contribution including disbursement of refundable and non-refundable advances to the subscribers and the investment of the corpus of the fund with various banks/ institutions as per the provisions of the said Act and rules framed under the said Act as also the Notifications issued by the EPFO/ Government. The requisite contribution of employees and employer and administrative charges etc. under the Employees' Pension Scheme, as applicable under the provisions of the said Act, are deposited with the concerned Govt. Authorities established under the said Act, so that the employees and their families get Pension as may become due to them after completing the prescribed age of pensionable service or after cessation of their service for any other reasons etc. as the case may be. The liability towards Deposit Linked Insurance Scheme provided under the said Act was **deposited with EPFO** for making the payment of dues to the nominees of the employees on the eventualities specified in the said scheme.

12. PAY AND ALLOWANCES OF AN EMPLOYEE DISMISSED/ REMOVED FROM SERVICE:

- (i) The pay and allowances of an employee who is dismissed or removed from service shall cease from the date of his dismissal or removal from service.
- (ii) During the pendency of disciplinary proceedings, the Competent Authority may withhold payment of gratuity, for ordering the recovery from gratuity of the whole or part of any pecuniary loss caused to the company if the employee is found in a disciplinary proceeding or judicial proceeding to have been guilty of offences/ misconduct as mentioned in sub-section(6) of section 4 of ***The Payment of Gratuity Act, 1972***, or to have caused pecuniary loss to the company by misconduct or negligence during his service including service rendered on re-employment after retirement. However, the provisions of Section 7(3) and 7(3-A) of the Payment of Gratuity Act, 1972, should be kept in view in the event of the delayed payment.

13. INTERPRETATION:

- (a) The corporation reserves itself the right to modify, cancel or amend all or any of these rules or any supplementary rules/ amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.
- (b) In case of doubt or dispute in regard to the interpretation of these rules and/ or the supplementary rules and or amendments issued thereto, the decision of the Chairman-cum-Managing Director shall be final. However, he may at his discretion seek a decision of the Board of Directors on matters involving substantial questions of policy. The CMD will have the authority to relax any of the provisions of these rules in respect of a category or categories of persons for reasons to be recorded in writing.
- (c) In case any aspect related to these rules is not covered, the matter shall be referred to CMD along with rule position applicable in Government of India/ other major PSUs, for taking a final decision, which shall also be updated in these rules.

APPENDIX-I

NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING-"MINI RATNA COMPANY")
PAY SCALES & REVISED DESIGNATIONS OF EXECUTIVE/NON-EXECUTIVE
EXECUTIVE

Code	IDA Pay Scale (in Rs.)	Designation
Schedule "B"	75000-90000	Chairman-cum-Managing Director
	65000-75000	Director (Finance) Director (Commercial)
E-7	43200-66000	Sr. General Manager (HR) Sr. General Manager (Prodn.) Sr. General Manager (Mktg.) Sr. General Manager (F&A) Sr. General Manager (Engg.) Sr. General Manager (MM & Logistics)
E-6	36600-62000	General Manager (HR) General Manager (Prodn.) General Manager (Mktg.) General Manager (F&A) General Manager (Engg.) General Manager (MM & Logistics)
E-5	32900-58000	Addl. General Manager (HR) Addl. General Manager (Prodn.)/ QC/Farms Addl. General Manager (Mktg.) Addl. General Manager (F&A) Addl. General Manager (Engg.) Addl. General Manager (MM & Logistics) Addl. General Manager (Corpo.Affairs) & Company Secretary Addl. General Manager (Vig.)
E-4	29100-54500	Dy. General Manager (HR) Dy. General Manager (Prodn.) / QC/Farms Dy. General Manager (Mktg.) Dy. General Manager (F&A) Dy. General Manager (Engg.) Dy. General Manager (MM & Logistics) Dy. General Manager (Corpo.Affairs) & Company Secretary Dy. General Manager (Vig.)
E-3	24900-50500	Asstt. General Manager (HR) Asstt. General Manager (Prodn.) / QC/Farms Asstt. General Manager (Mktg.) Asstt. General Manager (F&A) Asstt. General Manager (Engg.)Agril,Civil,Elect. Asstt. General Manager (MM & Logistics) Asstt. General Manager (Corpo.Affairs)&Company Secretary Asstt. General Manager (Vig)

E-2	20600-46500	Manager (HR) Manager (Prodn.) / QC/Hort. Manager (Mktg.) Manager (F&A) Manager Engg. (Agril.) Manager (Engg.) Civil Manager (Engg.) Elect. Manager (Engg.) Mech. Manager (OL) Manager (Vigilance) Manager (Legal) Manager (MM& Logistics) Manager (Stores) Manager(IT)
E-1	16400-40500	Assistant Manager (HR) Assistant Manager (Prodn.) / QC/Hort. Assistant Manager (Mktg.) Assistant Manager (Finance & Accts.) Assistant Manager (Engg.) Agril./Mech. Assistant Manager (Engg.) Civil Assistant Manager (Engg.) Elect. Assistant Manager (Engg.) Mech. Assistant Manager (OL) Assistant Manager (Vigilance) Assistant Co. Secy-cum-AM(Legal) Assistant Manager(Legal) Assistant Manager(IT) Assistant Manager (Store)
E-0	12600-32500	Officer (HR)/Vig. Officer/ Law Officer Production Officer Plan Protection Officer Horticulture Officer Statistical Officer Stores officer Materials Officer Marketing Officer Accounts Officer Security Officer Officer (Agri. Engg.) Officer(Mech. Engg.) Officer(Civil Engg.) Officer(Elect. Engg.) Officer(IT) Private Secretary

NON- EXECUTIVES

Scale Code	IDA Pay Scale (in Rs.)	Designation
S-4	10900-31500	Assistant Officer (HR) Assistant Officer (F&A) Assistant Officer (Vig.) Assistant Officer (Legal) Assistant Officer (Mktg.) Assistant Officer (OL) Assistant Officer (Seeds) Assistant Officer (QC) Assistant Officer (Statistics) Assistant Officer (Stores) Assistant Officer (Horticulture) Senior Technician Gd I Junior Engg. Grade-I(Agril. Engg) Junior Engg. Grade-I(Civil. Engg) Junior Engg. Grade-I(Mech. Engg) Junior Engg. Grade-I(Elect. Engg) Junior Engg. Grade-I(Stores) Draftsman Gd-I Assistant Private Secretary Programmer Gd- I Senior Vehicle Driver Gd- I
S-3	10500-29500	Supervisor (HR) Supervisor (Accounts) Supervisor (Vig.) Supervisor (Legal) Supervisor (Mktg.) Supervisor (OL) Supervisor (Prodn.) Supervisor (QC) Supervisor (Statistics) Supervisor (Stores) Supervisor (Horti.) Sr. Technician Gd-II Jr.Engg. Gd-II(Agri.Engg.) Jr.Engg. Gd-II (Civil) Jr.Engg. Gd-II (Mech.) Jr.Engg.Gd-II (Elect.) Jr.Engg.Gd-II (Stores) Draftsman Gr-II Programmer Gd-II Sr. Technician Gd-II (Computer) Sr. Vehicle Driver Gr-II Sr. Stenographer Gd-I
S-2	9800-27600	Sr.Assistant (HR) Sr.Assistant (Accounts)

		Sr.Assistant (Vig.) Sr.Assistant (Legal) Sr.Assistant (Mktg) Sr.Assistant (OL) Sr.Assistant (Agri.) Sr.Assistant (QC) Sr.Assistant (Statistics) Sr.Assistant (Store) Sr.Assistant (Horti.) Sr.Technician Gr-III Junior Engg. (Argil.)Gr.-III Junior Engg. (Mech.)Gr.-III Junior Engg.(Civil)-Gr.-III Junior Engg.(Elect.)-Gr.-III Junior Engg.(Stores)-Gr.-III Draftsman Gd-III Sr.Asstt./Sr.Tech.(Computer) Programmer Gd-III Sr.Vehclie Driver Gd-III Sr.Stenographer Gd-II
S-1	9400-25700	Assistant Gr.-I (HR) Assistant Gr.-I (Accounts) Assistant Gr.-I (Vig) Assistant Gr.-I (Legal) Assistant Gr.-I (Mktg.) Assistant Gr.-I (OL) Assistant Gr.-I (Agri.) Assistant Gr.-I (QC) Assistant Gr.-I (Statistics) Assistant Gr.-I (Stores) Assistant Gr.-I (Horti.) Stenographer Gd-I Computer Asstt./Tech. Gd-I Vehicle Driver Gd-I Jr. Engg. Gd-IV (Agri. Engg) Jr. Engg. Gd-IV (Civil. Engg) Jr. Engg. Gd-IV (Mech. Engg) Jr. Engg. Gd-IV (Elect. Engg) Jr. Engg. Gd-IV (Stores) Sr. Technician Gd-IV Draftsman Gd-IV Programmer Gd-IV
NS-6	8700-24500	Assistant Gr.-II (HR) Assistant Gr.-II (Accounts) Assistant Gr.-II (Mktg.) Assistant Gr.-II (Agri.) Assistant Gr.-II (QC) Assistant Gr.-II (Horti.) Assistant Gr.-II (Stores) Technician Gd-I

		DEO Gd-II Stenographer Gd-II Computer Asstt. Gd-II Computer Tech Gd-II Vehicle Driver Gd-II Tractor Driver Gd- II Lab Asstt Gd-I Tracer Gd-I Sr. Photocopier Operator
NS-5	8200-22200	Assistant Gd-III (HR) Assistant Gd-III (Accounts) Assistant Gd-III (Mktg.) Assistant Gd-III (Agri.) Assistant Gd-III (QC) Assistant Gd-III (Horti.) Assistant Gd-III (Stores) DEO Gd-III Stenographer Gd-III Computer Tech. Gd-III Vehicle Driver Gd-III Tractor Driver Gd- III Technician Gd-II Lab Asstt. Gd-II Tracer Gd-II Photocopier Operator
NS-4	7600-21100	Assistant Gd-IV (HR) Assistant Gd- IV (Accounts) Assistant Gd- IV (Mktg.) Assistant Gd- IV (Agri.) Assistant Gd- IV (QC) Assistant Gd- IV (Horti.) Assistant Gd- IV (Stores) Technician Gd-III Vehicle Driver Gd-IV Tractor Driver Gd- IV DEO Gd-IV Computer Tech. Gd-IV Lab Asstt. Gd-III Tracer Gd-III
NS-3	7200-20300	Assistant Gd-V (HR) Assistant Gd- V (Accounts) Assistant Gd- V (Mktg.) Assistant Gd- V (Agri.) Assistant Gd- V (QC) Assistant Gd- V (Horti.) Assistant Gd- V (Store) Technician Gd-IV Vehicle Driver Gd-V Tractor Driver Gd- V

		DEO Gd-V Computer Tech. Gd-V Lab Asstt. Gd-IV Tracer Gd-IV
NS-2	7000-19700	Office Attendent Gd-I Head Security Guard Regular Worker Gd-I(for those regularised from DPWs/DWWs) Helper Gd-I(respective discipline) Mali Gd-I, Tool Room Attendent Gd-I Truck Jeep Driver (from existing employees only) Tractor Driver Gd- VI Lab Attendent Gd-I Safai Karmi Gd-I
NS-1	6800-19100	Office Attendent Gd-II Sr. Security Guard Regular Worker Gd-II (for those regularised from DPWs/DWWs) Helper Gd-II(respective discipline) Mali Gd-II, Tool Room Attendent Gd-II Lab Attendent Gd-II Safai Karmi Gd-II
NS-0	6700-18900	Security Guard Office Attendent Gd-III Regular Worker Gd-III (for those regularised from DPWs/DWWs) Helper Gd-III(respective discipline) Mali Gd-III, Tool Room Attendent Gd-III Lab Attendent Gd-III Safai Karmi Gd-III

Scale for the existing NSC employee of Group 'D'

D1	7600-19600	Wireman/Lab Attendent/Mazdoor/Peon cum Watchman/Packer/Chowkidar/Safaiwala/Frash
D2	8000-21100	Sr.Watchman/Sr.Lab Attendant/Multipurpose Attendent

Note: The existence of any particular designation in the above chart will not entitle an employee to claim promotion as a matter of right unless clearcut post/Vacancy exists in the cadre/ Organization.

ANNEXURE

to O.M. No.2/5/2014-E.II(B) dated 21.07.2015.

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF
HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	—	—
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corpn.), Guntur (UA), Nellore (UA)
3.	ARUNACHAL PRADESH	—	—
4.	ASSAM	---	Guwahati (UA)
5.	BIHAR	---	Patna (UA)
6.	CHANDIGARH	---	Chandigarh (UA)
7.	CHHATTISGARH	—	Durg-Bhilai Nagar (UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	—	—
9.	DAMAN & DIU	---	---
10.	DELHI	Delhi (UA)	
11.	GOA	---	---
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	HARYANA	---	Faridabad*(M.Corpn.), Gurgaon*(UA)
14.	HIMACHAL PRADESH	---	---
15.	JAMMU & KASHMIR	---	Srinagar (UA), Jammu (UA)
16.	JHARKHAND	—	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bengalure/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corpn.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	KERALA	—	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19.	LAKSHADWEEP	---	---
20.	MADHYA PRADESH	—	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M.Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M.Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA)
22.	MANIPUR	---	---
23.	MEGHALAYA	---	---
24.	MIZORAM	---	---
25.	NAGALAND	---	---
26.	ODISHA	---	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)	---	Puducherry/Pondicherry (UA)
28.	PUNJAB	---	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Coprn.)
29.	RAJASTHAN	---	Bikaner (M.Corpn.), Jaipur (M.Corpn.), Jodhpur (UA), Kota (M.Corpn.), Ajmer (UA)
30.	SIKKIM	---	---
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	---	---
33.	UTTAR PRADESH	---	Moradabad (M.Corpn.), Meerut (UA), Ghaziabad*(UA), Aligarh(UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M.Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	---	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

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

NOTE

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.
