

NTPC LTD
Corporate HR Division
(HR-Policy & Wages Group)

Ref No. 01:HR-Policy & Wages:28(4):Aim1:17

Date :16/09/2009.

CORPORATE HR CIRCULAR NO. 662/2009

SUB : Revision of Pay-scales and Allowances for employees in the executive category.

The management is pleased to revise the pay-scales and allowances for employees drawing pay in the executive scales of pay or on secondment / deputation to other organizations in the regular pay-scales of NTPC, as per details given below.

1.0 Revised Scales of Pay

1.1 The existing and the corresponding revised scales of pay effective from 1.1.2007 for executives are as given below :

Grade	Existing Pay-Scale(Rs)	Revised Pay-Scale(Rs)
E1	10750-16750	20600-48500
E2	11225-17250	24900-50500
E2A	12000-17500	24900-50500
E3	13750-18700	29100-54500
E4	16000-20800	32900-58000
E5	17500-22300	36600-62000
E6	18500-23900	43200-66000
E7	19000-24750	51300-73000
E7A	19500-25600	51300-73000
E8	20500-26500	51300-73000
E9	23750-28550	62000-80000



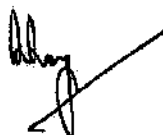
- 1.2 The existing structure of grades and entitlements in case of executives shall remain the same wherever there is a sharing of pay scales .
- 1.3 Applications for Board level posts in Schedule A CPSEs shall be forwarded to Public Enterprises Selection Board in respect of executives in E8 and above grades only.

2.0 Fitment in the revised scales of pay

2.1 For executives including Executive Trainees on rolls of NTPC on 1.1.07 or on secondment / deputation to other organizations in NTPC pay-scales on 1.1.07:

- (a) The basic pay in the revised pay-scale shall be fixed as follows :
Add
 - (i). Basic Pay plus Stagnation Increments in the existing scale of pay as on 1.1.2007.
 - (ii) DA at the rate of 78.2% on (i) above.
 - (iii) Fitment Benefit at the rate of 30% of [(i)+(ii)] above.

The aggregate so arrived at shall be rounded off to the next Rs 10/- and basic pay fixed equivalent to that amount. If the amount so arrived at is less than the minimum of the revised pay-scale, basic pay shall be fixed at the minimum of the revised pay-scale.
- (b) In case of executives stagnating at the maximum of their scales or in receipt of stagnation increments as on 1.1.2007 in the 1997 pay-structure, the maximum of scale shall be taken as Basic Pay for the purpose of fitment in the revised 2007 pay-scales.
- (c) In all other cases, Special Pay shall be ignored for the purpose of fitment in the revised 2007 pay-scales and shall be discontinued in the revised structure with effect from 1.1.2007.



- (d) Special Personal Pay / Personal Pay, if any, shall also stand discontinued in the revised structure with effect from 1.1.2007.
- (e) In case of bunching i.e. in case executives in same grade drawing different amounts as basic pay start drawing the same amount of revised basic pay as on 1.1.2007, for every such two different amounts of basic pay so bunched, benefit of one increment shall be given to the executive drawing higher basic pay in the pre-revised structure. However, bunching would not include cases drawing same revised basic pay on fitment in the revised pay-structure only on account of rounding off to the next Rs 10/-

2.2 For executives who have joined after 1.1.2007

- (a) Basic pay of executives / Executive Trainees appointed / absorbed in NTPC pay-scales after 1.1.2007 who were allowed basic pay at the minimum in the pre-revised scales of pay shall be fixed at the minimum of the corresponding revised scales of pay.
- (b) In case of Executives who were allowed a higher start in the pre-revised scales of pay, their pay may be refixed as on appointment in the new revised scales.
- (c) Employees promoted / appointed on or after 1.1.2007 from non-executive grade to the executive grade shall draw the minimum revised basic pay in the relevant executive grade pending revision of pay-structure of employees in non-executive category subject to the following conditions:
 - (i) In such cases if sum of revised Basic Pay and Dearness Allowance on the date of appointment / promotion is less than sum of pre-revised Basic Pay, Dearness Pay and



Dearness Allowance, the difference of the same shall be allowed as Personal Pay.

- (ii) In such cases if sum of revised Basic Pay and Dearness Allowance on the date of appointment / promotion is less than sum of pre-revised Basic Pay, Dearness Pay, Dearness Allowance and monthly Adjustable Advance, the difference to the extent of monthly Adjustable Advance being paid shall be allowed as Personal Adjustment.
 - (iii) While Personal Pay shall be taken into account for all payments linked to basic pay, Personal Adjustment shall not be considered for any payment linked to basic pay.
 - (iv) On revision of pay-structure of the applicable non-executive category, both Personal Pay and Personal Adjustment shall be adjusted / recovered against arrears payable.
- (d) Executives who have joined from other PSUs / Central / State Governments and whose pay is revised in their earlier organization shall be entitled to normal pay-protection, as per rules, with effect from 1.1.2007.

3.0 Annual Increment and Stagnation Increment

- 3.1 The rate of annual and stagnation increment in the revised scales of pay shall be 3% of Basic Pay being drawn. The amount of each increment shall be rounded off to the next Rs 10 (Rs ten).
- 3.2 The existing anniversary date of increment applicable to the executives shall not change as a consequence of fitment in revised scales. As a result of annual increment, only such representation for resolution of anomaly shall be examined where a senior employee drawing higher



basic pay than a junior employee as on 31.12.2006, draws less basic pay in the revised pay-scale than the junior employee for a continuous period of 12 months, provided both are in the same grade.

- 3.3 Executives shall be allowed to draw upto 3 stagnation increments, one after every 2 years, upon reaching the maximum of the revised pay-scale provided the executive gets a performance rating of "Good" or above.
- 3.4 Stagnation Increments shall be treated as basic pay for all purposes except for further stagnation increments and promotion benefit.

4.0 Dearness Allowance

The Dearness Allowance in the revised pay-scales as on 1.1.2007 shall be zero. With effect from 1.4.2007, the Dearness Allowance (DA) payable would be governed as per the following provisions :

- 4.1 DA shall be revised on 1st April, 1st July, 1st October and 1st January of each year based on the percentage increase in the quarterly average of AICPI for the quarters ending February, May, August and November respectively over AICPI 126.33 (Basis 2001=100).
- 4.2 There shall be 100% neutralization of DA for all executives. Based on the revised DA scheme, payment of Dearness Allowance with effect from 1.1.2007 shall be as under :

Period	Rate of DA (% of Basic Pay)
01.01.2007 to 31.03.2007	0
01.04.2007 to 30.06.2007	0.8
01.07.2007 to 30.09.2007	1.3
01.10.2007 to 31.12.2007	4.2
01.01.2008 to 31.03.2008	5.8



Period	Rate of DA (% of Basic Pay)
01.04.2008 to 30.06.2008	6.3
01.07.2008 to 30.09.2008	9.2
01.10.2008 to 31.12.2008	12.9
01.01.2009 to 31.03.2009	15.6
01.04.2009 to 30.06.2009	16.9
01.07.2009 to 30.09.2009	18.5

5.0 Special Increment for promoting small family norms

5.1 Special Increment allowed to executives for undergoing sterilization operation earlier to 1.1.2007 shall be revised with effect from 1.1.2007 to an amount equivalent to one increment at the minimum of the pay-scale (3% of the minimum of the revised scales) corresponding to the pay-scale of the post against which the employee had earned the Special Increment. The other terms and conditions in this regard shall remain unchanged.

5.2 In respect of executives who become entitled to Special Increment on or after 1.1.2007, the amount of the same shall be revised on the basis of the applicable revised rate of increment on revised basic pay on the date of applicability. The effective date shall continue to be the first day of the month following the date of sterilization.

6.0 Pay-Fixation on Promotion

Basic Pay shall be fixed in the promoted grade after allowing one notional increment at the rate of 3% of basic pay in the pre-promoted revised pay-scale and rounding off the resultant to the next multiple of Rs 10/-.



7.0 City Compensatory Allowance (CCA)

CCA stands dispensed with in the revised structure with effect from 26.11.2008.

8.0 House Rent Allowance (HRA)

With effect from 26.11.2008, HRA shall be granted as per the revised classification of cities / towns declared by the Central Government on revised basic pay.

Revised Classification of Cities / Towns	Rates of HRA (% of revised basic pay)
X (previously classified as A1)	30%
Y (previously classified as A, B1 & B2)	20%
Z (previously classified as C).	10%

9.0 Superannuation Benefits

9.1 Superannuation benefits shall be paid at the rate of 30% of revised basic pay and DA. This shall include Contributory Provident Fund (CPF), Gratuity, Pension & Contributory Scheme of Post Retirement Medical Facilities.

9.2 With effect from 1.1.2007, employer's as well as employee's contribution to the Provident Fund shall be recovered on the basis of the revised salary.

9.3 Gratuity shall be calculated and paid on the basis of revised Basic Pay and DA. The ceiling on Gratuity stands revised to Rs 10 lakhs (Rs ten lakhs) with effect from 1.1.2007.

9.4 The existing scheme of Contributory Scheme of Post Retirement Medical Facilities (PRMS) for executives shall continue to remain operative.



- 10.0 Adjustable advance against salary revision extended to employees in executive scales of pay vide CHRC No. 624/2007 dated 7.11.2007 and CHRC No. 639/2008 dated 26.09.2008 shall be adjusted / recovered against pay revision arrears payable.
- 11.0 The existing scheme for providing Company Car to senior executives shall continue to operate.
- 12.0 In terms of DPE OM's dated 26/11/2008 and 8/6/2009 officers on deputation from Central Government who have joined NTPC upto 26.11.2008 and are drawing salary in NTPC pay-scales shall be allowed to draw salary in the revised 2007 NTPC pay-structure till the end of their deputation tenure. However, in case of those who have come on deputation after 26.11.2008 and in cases of extension given after 26.11.2008, salary shall be drawn as per entitlement in the parent department.
- 13.0 **Resignation / Death / Retirement cases**
- 13.1 The arrears arising out of revision of pay-scales and allowances mentioned above shall be admissible to executives who have separated from the company on or after 1.1.2007. The benefits of PF and Gratuity, shall also be admissible to these executives and or their nominee / legal heirs. Consequently the contribution towards the Provident Fund based on revised salary shall be recovered from arrears payable in all such cases.
- 13.2 Concerned HR and Finance departments shall ensure that before arrears are released in the afore-mentioned cases, all dues / advances, if any, of the company against the concerned employee are recovered.
- 14.0 Leave Encashment shall be payable on the basis of revised salary with effect from 1/1/2007. Consequently arrears on account of Leave encashment already



availed on or after 1/1/2007 shall be payable. The deduction on account of Half Pay Leave shall also be dealt with accordingly.

- 15.0 In case of employees under suspension, Subsistence Allowance shall be paid on the basis of revised basic pay.
- 16.0 In case of NTPC Family Economic Rehabilitation Scheme, the revised benefit to the nominees of an executive who died on or after 1.1.2007 shall be allowed only after deposit of balance amount of Provident Fund and Gratuity.
- 17.0 Any doubt/clarification relating to implementation of this circular shall be referred to Corporate HR Division.
- 18.0 All payments shall be subject to Income Tax as per Income Tax Act.

This issues with the approval of the Competent Authority.

Distribution : As enclosed.
Hindi version to follow


(S.Roy)
GM(HR)

NTPC LTD
Corporate HR Division
(HR-Policy & Wages Group)

Ref No. 01:HR-Policy & Wages:28(4):Alm1:17

Date : 16/09/2009.

CORPORATE HR CIRCULAR NO.663/2009

SUB : Revision of Perquisites and Allowances for employees in the executive category.

The management is pleased to revise other Perquisites and Allowances for employees drawing pay in the executive pay scales/ on secondment / deputation to other organizations in the regular pay-scales of NTPC and such employees drawing pay in the executive pay scales who have separated from the company on or after 1/1/2007 on account of superannuation or death as per details given below.

1.0 Other Perquisites and Allowances

- 1.1 "Cafeteria approach" shall be adopted for other perquisites & allowances allowing executives to choose from a given set or cafeteria of perquisites and allowances subject to the condition that the sum total of these perquisites and allowances shall not exceed 50% of revised basic pay.
- 1.2 In accordance with DPE guidelines, the recurring expenditure on maintaining and running infrastructure facilities such as schools, hospitals, clubs etc shall be accounted within the ceiling of 50% of revised basic pay.



- 1.3 Accordingly, the following shall form part of the cafeteria limited to 47% of revised basic pay with effect from 26.11.2008.

Sl. No.	Perks & Allowances	% of revised basic pay
1.	Canteen Allowance / Meal Vouchers	5% - 7.5%
2.	Children Education Reimbursement	10%
	Hostel Subsidy	10%
3.	Professional Updation Allowance	10%
4.	Conveyance / Transport Allowance	2% - 5%
5.	Washing Allowance	5%
6.	Reimbursement of expenditure on vehicle repair & maintenance.	5%
7.	Domestic Help Allowance	10%
8.	Electricity Reimbursement	10%
9.	Newspaper / Professional Literature Reimbursement	5%
10.	Driver Allowance	10%
11.	House Upkeep Allowance	5%
12.	Self Development Allowance	15%
13.	Club Membership	10%
14.	Gardener Allowance	10%
15.	LTC	15%
16.	Other Allowances	Upto 10%

- 1.3.1 LTC shall be allowed to be availed as per existing rules for the block year 2008-2009. However for the period 26.11.2008 to 31.12.2009, monthly monetary value of LTC as per entitlement of executive under encashment for distance upto 1800 kms or monthly monetary value of LTC as per actuals, whichever is lower shall be adjusted against payments under the "cafeteria" for other perks and allowances.



- 1.3.2 With effect from 1.1.2010, for the block year 2010-2011 and onwards LTC shall form part of the cafeteria for other perks and allowances. For claiming Income Tax benefit vouchers pertaining to the journey undertaken for the applicable block year may be submitted within the relevant financial year.
- 1.4 Executives would be required to exercise their option under "cafeteria approach" in the prescribed format through ESS only once at the beginning of every financial year and payment of perquisites / allowances shall be made as per the option subject to the prescribed ceiling. In case of transfer, executive shall be allowed to change the option. However, for the period 26.11.2008 to 31.3.2010, option shall be exercised within three months of the date of issuance of this circular.
- 1.5 The above "cafeteria payment" shall be made on the basis of certification.
- 1.6 Executive Trainees (ETs) shall be entitled only for Transport Allowance, Washing Allowance and Canteen Allowance / Meal Vouchers during training period. ETs shall not be entitled to other perquisites / allowances forming part of the cafeteria during initial training period. However, on regularization, they shall be allowed to exercise their option under "Cafeteria approach" by the end of the month following the month in which they are regularized.
- 1.7 Payments made on account of the following items for the period starting from 26.11.2008 shall be adjusted / recovered against arrears payable in respect of afore-mentioned other perquisites and allowances.
- (a) Cash Canteen Compensation inclusive of tea-subsidy.
 - (b) Newspaper and Professional Literature Reimbursement.
 - (c) Tuition Fees and Admission Fees
 - (d) Hostel Subsidy.
 - (e) Child Transport.



- (f) Washing Allowance.
- (g) Internet Connection Reimbursement.
- (h) Professional Body Membership.
- (i) Transport Subsidy.
- (j) Electricity Reimbursement.
- (k) Conveyance Reimbursement amounting to Rs 800/- per month.
- (l) Merit Scholarship.
- (m) Vehicle Maintenance

1.8 Accordingly, the following existing rules shall be discontinued with effect from 26.11.2008 in respect of employees in executive category.

- (a) Children Education Reimbursement.
- (b) Merit Scholarship.
- (c) Internet Connection Reimbursement.
- (d) Professional Body Membership.
- (e) Cash Canteen Compensation inclusive of Tea-Subsidy.
- (f) Washing Allowance.
- (g) Newspaper / Professional Literature Reimbursement.
- (h) Electricity Reimbursement.
- (i) Transport Subsidy.
- (j) Any other rule as deemed fit

1.9 If an employee does not opt for cafeteria within the prescribed time frame then the balance payment on account of perquisites and allowances shall be granted. However after the prescribed time limit of 3 months is over there shall be no payment on account of the perquisites and allowances under the Cafeteria in the revised structure of pay and the amount already paid during the time period for declaring options under cafeteria shall be recovered. Further in case of employees under suspension, only subsistence allowance as applicable on the revised basic pay shall be payable. A suspended employee shall not be eligible to opt for perquisites under the cafeteria. Executives on long leave such as Study Leave, EOL on any grounds and Child Care Leave shall not be eligible to opt for perquisites and allowances under the Cafeteria.



- 1.9.1 In respect of employees posted outside India the perquisites and allowances under the Cafeteria shall be notified separately.
- 2.0 The detailed rules in respect of the items of "Cafeteria" shall be issued separately.
- 3.0 In case of separation on account of superannuation, death or repatriation to parent organization no option for cafeteria shall be taken. Only the balance amount out of 47% of revised basic pay after adjusting / recovering any sum already paid on account of other perquisites and allowances shall be paid. Income tax exemption, if any, may be sought directly from Income Tax authorities.
- 4.0 Payments on account of perquisites and allowances shall be subject to Income Tax as per Income-Tax Act. Vouchers/documentary evidence, if required, may be submitted for claiming exemption under IT Act.
- 5.0 This issues with the approval of the Competent Authority.

(S.Roy)
GM(HR)

Distribution : As enclosed
Hindi version to follow

NTPC LTD

CORPORATE HR DIVISION

(HR-POLICY GROUP)

Ref No.01:HR-Policy: 7(7)/7(8)

Date: 16.09.2009

CORPORATE HR CIRCULAR NO.664 /2009

**SUB: 1) Amendment in NTPC Advance Rules such as
House Building Advance, Conveyance Advance, Multipurpose
Advance and Furniture / Household Items Advance for employees in
Executive category**

2) Introduction of NTPC Children Higher Education Loan

1.0 The Management is pleased to revise the following NTPC Employee Advances for employees drawing pay in the executive pay scales and amend certain rules thereof.

2.0 **NTPC House Building Advance**

2.1 The maximum amount of House Building Advance admissible to Executives shall be as under:

RULE	EXISTING	REVISED
6.1.1	<p>Ceiling limit for new construction / purchase of ready built houses is as under:</p> <p>i) 90 months' salary / wages of employee or</p> <p>ii) 100% of cost of construction including that of acquisition of land /100% cost of the property, as the case may be, or</p> <p>iii) Rs. 7.5 lakhs, whichever is least</p>	<p>Ceiling limit for new construction / purchase of ready built houses is as under:</p> <p>i) 90 months' salary / wages of executive or</p> <p>ii) 100% of cost of construction including that of acquisition of land /100% cost of the property, as the case may be, or</p> <p>iii) Rs. 20 lakhs (twenty lakhs), whichever is least.</p>

RULE	EXISTING	REVISED
6.1.2	<p>The ceiling limit for enlargement of living accommodation in an existing house</p> <p>i) 30 months' salary / wages of the employee or</p> <p>ii) 100% cost of enlargement or</p> <p>iii) Rs.2.5 lakhs, whichever is least:</p>	<p>The ceiling limit for enlargement of living accommodation in an existing house</p> <p>i) 30 months' salary / wages of the executives or</p> <p>ii) 100% cost of enlargement or</p> <p>iii) Rs.5 lakhs, whichever is least.</p>

- 2.2 **Rate of Interest:** The rate of interest on HBA shall continue to be charged on the basis of existing slabs as under:

EXISTING SLABS(RS.)	RATE OF INTEREST
Upto 1,50,000	5.5%
1,50,001-2,50,000	6.5%
2,50,001-3,50,000	7.5%
3,50,001-4,50,000	8.5%
4,50,001-5,50,000	9.0%
Above 5,50,000	9.5%

- 2.3 It has also been decided to amend the Eligibility period for HBA, purposes for which HBA is granted and the cost ceiling on HBA as under:

RULE	EXISTING	REVISED
4.1	All employees who, on the date of making application for advance, have rendered not less than five years' continuous service in the regular establishment (i.e. excluding service as work-charged, muster roll or trainee) shall be eligible for grant of the advance	All executives who on the date of application of advance, have rendered not less than 3 years of continuous service in the regular establishment (i.e. excluding service as work-charged, muster roll or trainee) shall be eligible for grant of the advance.
5.1.3	Purchase of a ready built house or ownership flat (which has not been	Purchase of a ready built house or ownership flat (which has not been

RULE	EXISTING	REVISED
	lived in since its construction) in the name of the employee or jointly in the name of the employee and name of his / her spouse if the agency offering it for sale is a Government, semi-Government or an Autonomous Institution like DDA, City Improvement Trust, State Housing Board, Registered Cooperative House Construction Building Society etc., including a house or flat under self financing scheme of such organization.	lived in since its construction) in the name of the employee or jointly in the name of the employee and name of his / her spouse if the agency offering it for sale is a Government, semi-Government or an Autonomous Institution like DDA, City Improvement Trust, State Housing Board, Registered Cooperative House Construction Building Society, Limited Company / registered private builder/ promoter* including a house or flat under self financing scheme of such organization.
8.7.6	The total amount of advance sanctioned by the Company and the loan proposed to be taken under second mortgage does not exceed the prescribed cost ceiling of the value of the property, as indicated below: 200 times the salary /wages of the employees, subject to a minimum of Rs.3.0 lakhs and a maximum of Rs.18.00 lakhs. However, on merits of each individual case, CMD may relax the cost ceiling upto a maximum of 25% of the aforesaid cost ceiling in individual cases.	The total amount of advance sanctioned by the Company and the loan proposed to be taken under second mortgage does not exceed the prescribed cost ceiling of the value of the property, as indicated below: 200 times the salary /wages of the employees, subject to a minimum of Rs.3 lakhs(Three lakhs) and a maximum of Rs.45 lakhs(Forty five lakhs) . However, on merits of each individual case, CMD may relax the cost ceiling upto a maximum of 25% of the aforesaid cost ceiling in individual cases.

* Details regarding the procedure for availing HBA for this purpose shall be issued separately.

3.0 NTPC Conveyance Advance Rules:

The maximum amount of Conveyance Advance for purchase of Motor Car in respect of executives shall be as under:



RULE	EXISTING	REVISED
5.1.1	<p>Actual cost of Motor Car or 90% of Maruti (Ordinary / Standard 800CC model), whichever is lower for executives in the Grade of E-1 and above</p> <p>Actual cost of Motor car or 90% of the amount (Zen LX) whichever is lower for executives in the Grade of E6 & above</p>	<p>Actual cost of Motor Car or Rs.3 lakhs(three lakhs) whichever is lower for executives in the grades of E1-E4</p> <p>Actual cost of Motor Car or Rs. 5 lakhs(Five lakhs) whichever is lower for executives in the grades of E5-E6</p> <p>Actual cost of Motor Car or Rs. 6.5 lakhs(Six lakhs fifty thousand) whichever is lower for executives in the grades of E7 and above</p>

4.0 NTPC Multipurpose Advance Rules

RULE	EXISTING	REVISED
4.0	The amount of Advance admissible shall be one months basic pay as on date of application	The amount of advance admissible shall be one month's Basic Pay and prevailing Dearness Allowance as on the date of application

5.0 NTPC Scheme for sanction of Advance for purchase of Furniture / Household Items

RULE	EXISTING	REVISED
3.0	<p>E1 - E4 : Rs 15,000</p> <p>E5 - E7 : Rs 25,000</p>	The amount of advance admissible shall be one month's Basic Pay and prevailing Dearness Allowance as on the date of application

6.0 Introduction of NTPC Children Higher Education Loan

With a view to assist our Executives in meeting the expenditure incurred on higher education of their children studying in India or abroad, it has been decided to introduce the NTPC Children Higher Education Loan. The salient features of the loan scheme are as under:



6.1 Eligibility:

All regular Executives whose children have secured admission / or currently pursuing Graduation / Post Graduation / Professional courses from recognized / approved Universities / Institutions both in India or abroad.

6.2 Amount of Loan

The total amount of NTPC Children Higher Education Loan shall be decided based on the expenses involved in pursuing the course and repaying capacity of executives as under:

- i) For Studies in India: 80% of the total course fee OR Rs.10 lakhs whichever is lower.
- ii) For Studies Abroad: 80% of the total course fee OR Rs.15 lakhs whichever is lower.

6.3 Interest Rate

The rate of interest on NTPC Children Higher Education Loan shall be 7.5% p.a. The advance shall carry simple interest from date of payment of advance, the amount of interest shall be calculated on the balance outstanding on the beginning of each month.

6.4 Repayment

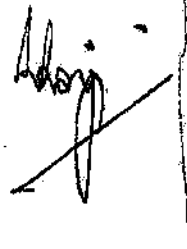
The loan granted to an executive under these rules, together with the interest thereon, shall be repaid in full before superannuation / separation from service of the employee by monthly instalments within a period of 15 years; repayment of principal in 10 years (120 instalments) and interest in 5 years (60 instalments). It shall be open to an employee to repay the amount in a shorter period, if he so desires. In case of death of an employee who has drawn this loan, the entire outstanding loan alongwith accrued interest shall be waived off.

6.5 Commencement of Recovery

This loan shall be recovered from the pay of the month following that in which loan is drawn.

6.6 The detailed terms and conditions regarding the NTPC Children Higher Education Loan shall be issued separately.


7.0 All other terms and conditions of NTPC HBA Rules, Conveyance Advance Rules, Multipurpose and Furniture / Household Items Advance Rules shall remain unaltered.



8.0 All the Employee Advance as above shall be granted to those executives in whose case the total deduction from salary amounts to not more than 75% of the gross pay as per CPC No.420 / 99 dt. 07.10.99.

9.0 This comes into force with immediate effect.

This issues with the approval of the Competent Authority.


(S.Roy)
GM(HR)

Distribution: As overleaf
Hindi version to follow

NTPC LTD

CORPORATE HR DIVISION (HR-POLICY GROUP)

Ref No.01:HR-Policy:7(2)

Date:16 .09.2009

CORPORATE HR CIRCULAR NO.665/ 2009

SUB: Amendment in NTPC Leave Rules

- 1.0 It has been decided to amend certain provisions of NTPC Leave Rules as under:
- 2.0 **Maternity Leave:** The ceiling of Maternity Leave is hereby revised from the existing 135 days to 180 days with immediate effect (Clause 17.1 of NTPC Leave Rules accordingly stands modified).The female executives who are availing Maternity Leave on the date of issuance of this order, shall also be covered under the revised ceiling of 180 days.
- 3.0 **Earned Leave:** Earned Leave (EL) encashment shall henceforth be allowed to executives two times in a financial year (Clause 30.2 of NTPC Leave Rules accordingly stands modified).
- 4.0 **Introduction of Special Additional Leave for executives at NTPC projects / stations**
- 4.1 Executives posted at NTPC Projects / stations shall be allowed 10(ten) days of Special Additional Leave per annum with effect from 01.09.2009.
- 4.2 This Special Additional Leave shall be encashable.
- 4.3 The Special Additional Leave should be availed / encashed within a relevant financial year after which it shall lapse. This leave shall not be carried forward due to any reason whatsoever.
- 5.0 The Special Additional Leave shall be on monthly pro rata basis for the period of service rendered at project/station.
- 6.0 All other terms and conditions of NTPC Leave Rules shall remain unaltered.

This issues with the approval of the Competent Authority.

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GM(HR)

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NTPC LTD
Corporate HR Division
(HR-Policy & Wages Group)

Ref No. 01:HR-Policy:7(5)

Date : 16/09/2009.

CORPORATE HR CIRCULAR NO. 666/2009

SUB : Revision In House Rent Recovery/License Fee for employees in the executive category.

1.0 Consequent upon the Revision in Salary and Benefit structure for employees drawing pay in the executive scales of pay with effect from 1/1/2007 as circulated vide CHRC No /2009 dated , it has been decided to revise the rates of House Rent Recovery / License Fee as under:

2.0 House Rent Recovery (HRR) / License Fee

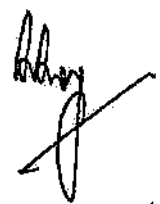
With effect from 26.11.2008, HRR/License Fee shall be revised as under :

A. Company Leased Accommodation

Entitlement for quarter	HRR / License fee (Rs / month)	
	Existing	Revised
B	1070	1780
C	1310	2180
D	1620	2750

B. City Based townships (Including BTPS)

Type of Quarter occupied	HRR / License fee (Rs / month)	
	Existing	Revised
A	420	710
B	1070	1780
C	1310	2180
D	1620	2750



C. Project / Station townships

Type of Quarter occupied	HRR / License fee (Rs / month)	
	Existing	Revised
A	210	355
B	530	890
C	650	1090
D	810	1375

3.0 All other terms and conditions of House Rent Recovery/License Fee shall remain unaltered.

This issues with the approval of the Competent Authority.

(S. Roy)
GM(HR)

Distribution: As enclosed
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Confidential



INTER OFFICE MEMO

FROM : GM (HR),CC

TO : 1. RED - NR,SR,NCR,ER-
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2. ED(PMI)/ED(HR)/ED(FIN)
3. GM(HR-S)/GM(Fin) - Noida
4. GM(HR & CC),CC
5. All Heads of HR / Fin. -
Regions
6. DGM(Finance), ERP

REF : 01:HR-Policy:7(5)/711

DATE : 16.09.2009

Copies AGM (Fin.-Estt & A/Cs),
EOC-Noida
DGM (Fin.-Estt.), CC

SUB : **Revision in Monthly Rental Ceilings for Company Leased Residential Accommodation(Below Board Level Executives)**

- 1.0 It has been decided to revise the Monthly Rental ceilings of Company Leased Residential Accommodation for executives below Board level with effect from 26.11.2008 as enclosed at Annexure I.
- 2.0 In terms of DPE OM dated 20/5/2009 regarding discontinuation of reimbursement of expenditure towards repair and maintenance of Company Leased Residential Accommodation, it has been decided to discontinue the same. Accordingly the reimbursement of expenditure incurred on repair and maintenance of Company Leased Residential Accommodation shall be adjusted in case of residential lease of executives or their near relatives with effect from 26.11.2008. In all other cases it will be discontinued with effect from the date of issuance of this order.
- 3.0 Payment towards Company Leased Residential Accommodation shall be subject to Income Tax as per Income Tax Act.
- 4.0 All other terms and conditions of Company Leased Residential Accommodation Rules shall remain the same.

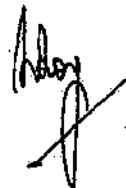
This issues with the approval of Competent Authority.

(S.Roy)

Annexure I

**Revised Monthly Rental Ceilings for hiring of Company Leased Residential
Accommodation (Rs/month)**

Grade	Cities – Delhi (UA), Greater Mumbai (UA), Chennai (UA), Bengaluru (UA), Kolkatta (UA), Hyderabad (UA)		All Indian State Capital Cities / Towns		All other cities classified as Y as per GOI list	
	Existing	Revised	Existing	Revised	Existing	Revised
E1	10050	20930	8790	16280	6280	11630
E2	10350	21560	9060	16780	6470	11990
E2A	10500	22730	9190	17680	6560	12630
E3	11220	24530	9820	19080	7010	13630
E4	12480	26100	10920	20300	7800	14500
E5	13380	27900	11710	21700	8360	15500
E6	14340	29700	12550	23100	8960	16500
E7	14850	30760	12990	23910	9280	17090
E7A	15360	31820	13440	24740	9600	17680
E8	15900	32850	13910	25550	9940	18250
E9	17130	36000	14990	28000	10710	20000



**NTPC LTD
Corporate HR Division
(HR-Policy & Wages Group)**

Ref No. 01:HR-Policy & Wages:28(4):Alm1:17

Date :16/09/2009.

CORPORATE HR CIRCULAR NO.667/2009

SUB : Amendment of Locational and Non Practicing Allowance for employees in the executive category.

The management is pleased to revise the following Locational and Non Practicing Allowance for employees drawing pay in the executive pay scales including those on secondment / deputation to other organizations in the regular pay-scales of NTPC and employees drawing pay in the executive pay scales who have separated from the company on or after 1/1/2007 on account of superannuation or death as per details given below.

1.0 Non-Practicing Allowance

With effect from 26.11.2008, Non Practising Allowance (NPA) shall be paid at the rate of 25% of revised basic pay. This will not be considered for any other purpose.

2.0 Locational Allowances : The matter regarding Locational Allowances is being referred to the Government. Pending final decision, the admissibility shall be as under:

2.1 Field Compensatory Allowance (FCA) : FCA limited to 10% of revised basic pay shall be paid to the executives posted at Projects / Stations. This payment is subject to recovery in case the necessary approval pertaining to Payment of Locational Allowances is not granted by the Government.

2.2 Other Locational Allowances : The quantum of the following locational allowances as on 26.11.2008 in the pre-revised 1997 structure, shall continue to be paid to eligible executives in the revised 2007 pay-structure till further orders on salary as defined in 1997 pay structure.



- (i) Balance FCA payable at projects where commercial operations have not started.
- (ii) Hill / Remote Area Allowance.
- (iii) Hardship Duty Allowance.
- (iv) Heating Allowance.

2.3 For those executives on transfer after 26.11.2008 who become eligible to receive the above locational allowances, the amount payable shall be the quantum of Locational Allowances as on 26.11.2008 in the pre revised 1997 structure.

2.3.1 For those executives who join after the date of issuance of this order the amount of locational allowances payable shall be calculated based on the minimum of the pre-revised 1997 pay scale of the grade in which the executive joins NTPC.

2.4 North-East Allowance

With effect from 26.11.2008, North-East Allowance at the rate of 12.5% of revised basic pay shall be paid to executives posted at NTPC projects located in the North-East .

2.5 Coal Mining Site Allowance

With effect from 26.11.2008, Coal Mining Site Allowance at the rate of 15% of revised basic pay shall be paid to executives posted at coal mining sites.

3.0 All payments shall be subject to Income Tax as per Income Tax Act.

4.0 All other terms and conditions governing the payment of Locational and Non Practicing Allowance shall remain the same.

This issues with the approval of the Competent Authority.

(S.Roy)
GM(HR)

Distribution: As enclosed
Hindi version to follow.