

Phone No.2702615,  
 Fax No. 0761-2665805

E-mail : [mppgcl@mp.nic.in](mailto:mppgcl@mp.nic.in) / [mppgcl@yahoo.com](mailto:mppgcl@yahoo.com)  
 Website: <http://www/mppgenco.nic.in>

Jabalpur, Date : 23/11/2015

No. ED(HR&A)/MPPGCL/DS-IV/ 5264

**ORDER**

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 MPPGCL is pleased to formulate the policy of grant of benefit of Third Time Scale Pay in MP Power Generating Company Ltd. with effect from 01.09.2015, for all those employees, who have either been transferred and absorbed from erstwhile MPSEB or appointed by the Company.

2. The benefit of Third Time Scale Pay will be allowed after completion of 30 years of 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 way of promotion, as per the terms and conditions annexed herewith.

3. The table shown below indicates the pay band and grade pay of such direct recruitment cadres and corresponding pay band and grade pay upon grant of benefit of Third Time Scale Pay :

Upon recruitment		Upon grant of Third Time Scale Pay	
Pay Category	Pay Band +Grade Pay	Pay Category	Pay Band + Grade Pay
<b>ClassII</b>			
O-1	15600-39100 + 5400	O-4	37400-67000+8700
<b>ClassIII</b>			
E-8	9300-34800 + 4400	O-3	37400-67000+7600
E-7	9300-34800 + 4100	O-3	37400-67000+7600
E-6	9300-34800 + 3800	O-2	15600-39100+6600
E-5	5200-20200 + 2900	O-1	15600-39100+5400
E-4	5200-20200 + 2500	E-8	9300-34800+4400
<b>Class-IV</b>			
E-2	5200-20200 + 2000	E-5	5200-20200+2900
E-1	5200-20200 + 1900	E-4	5200-20200+2500

The terms and conditions governing grant of benefit of Third Time Scale Pay, are annexed herewith.

Encl: As above.

By Order



(A.K. AVASTHI)  
 EXECUTIVE DIRECTOR (HR&A)  
 MPPGCL: JABALPUR

--- contd...2/-

Jabalpur, Date : 23/11/2015

No. ED(HR&A)/MPPGCL/ DS-IV/ 5265

Copy forwarded to:-

1. The OSD(Energy), Govt. Of MP, Vallabh Bhawan, Mantralaya , Bhopal
2. The Executive Director/ Chief Engineer (O&M:Gen.)/ (FM)/ (Civil:Engg.)/ CS/Engg./ PRG/(MM)/(R&M)/ (O&M:Hydel) ,MPPGCL, Jabalpur.
3. The Executive Director / Chief Engineer(Gen.), STPS/ SGTPS/ATPS/ SSTPP, MPPGCL, Sarni / Birsinghpur / Chachai/Khandwa.
4. The Chief Financial Officer, MPPGCL, Jabalpur.
5. The Executive Director /Chief General Manager (HR)/(HR&A), MPPMCL/ MPPTCL/ MPPKVVCL/ MPMKVVCL/ MPPKVVCL, Jabalpur/ Bhopal/ Indore.
6. The Addl. Chief Engineer(Gen.:Stores)/ THC/ Civil S&I , MPPGCL, Jabalpur/ Sirmour.
7. The Chief Security officer, MPPGCL, Jabalpur.
8. The Executive Assistant to Chairman, MPPGCL , Vallabh Bhawan, Bhopal.
9. The Superintending Engineer(O&M)/(Gen.)/(Constn.), RABS HPS/ GandhiSagar HPS/ PENCH HPS/ Rajghat HPS/ Bansagar -II/ Bansagar-III/IV HPS/ Madhikheda HPS/ Civil- HM, MPPGCL, Bargi/ Gandhisagar/ Totladoh/ Chanderi/ Silpara./ Deolond/ Jhinna/ Shivpuri/ Jabalpur.
10. The Chief Medical Officer/ Sr. Medical Officer, MPPGCL, Sarni/ Birsinghpur/ Chachai/ Khandwa.
11. The Superintending Engineer / Executive Engineer (Civil) S&I, MPPGCL Rewa / Gond Behera Ujjani, Singrauli/ Shivpuri.
12. The Senior Accounts Officer(COG&HS)/ Accounts Officer, MPPGCL, Jabalpur/ SGTPS, Birsinghpur/ STPS, Sarni/ ATPS, Chachai/ SSTPP, Khandwa / THC, Sirmour. .
13. The PS/ PA to MD / Director.(Technical)/ (Commercial) , MPPGCL Jabalpur.



(P.K. Shrivastava)  
JOINT SECRETARY-II  
MPPGCL : JABALPUR


**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.
- (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 plant, it is Plant Atttd. Whereas, in officers cadre, it is Assistant Engineer (GT)/(GA) etc.
- (iii) The employee should be otherwise fit for promotion on the basis of overall performance as per the criteria laid down by the MPPGCL 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) He/she has passed necessary examination (if any) as prescribed/as may be prescribed by the MPPGCL, to get promotion to the higher grade, as per rules of the MPPGCL.
- (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 upgradations either by way of higher pay scale and/ or by way of promotion. Also provided that, the service rendered on posts other than posts of line of promotion will not be counted, unless otherwise specifically allowed.
- (vii) If any employee has secured three upgradations/ promotions/ pay scales, whatsoever, then such an employee shall not be eligible for Third Time Scale Pay (Higher Pay Scale), 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 Deptt., GoMP guidelines issued vide memo No. F/C- 6-6-2/94/3/1 dtd. 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:
  - (i) Government Servant under suspension,
  - (ii) Government Servant against whom Charge Sheet has been issued and disciplinary proceeding is pending.
  - (iii) 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 and who has exercised option in accordance with the conditions laid down, is not found suitable for giving the benefit from the date from which he/she 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, as soon as possible, after decision is taken.
- (xi) The case of such employee would be reconsidered after his/her Appraisal Report (AR) for subsequent year(s) is received and 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 himself/herself decides not to exercise option, he/she should intimate about it in writing to his/her 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 the MPPGCL), subsequent to the date offered by the MPPGCL, he/she 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) For employees, who are 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/upgradations, 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 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 and 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 the 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 functions 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 the 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) If as a result of a senior employee not exercising option to avail of the benefit of Third Time Scale Pay (30 years) and his 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 grant 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 fulfill other conditions mentioned herein above would be considered for granting the benefit of Third Time Scale Pay w.e.f. 01.09.2015 or from any date after 01.09.2015, as may be opted by him/her, provided, however that he/she shall submit the option within three months from the date of issue of this order. Similarly, such of the employee, who would complete 30 years of service and have secured only two up-gradations by way of promotion/higher pay scale/upgradation, whatsoever, etc., 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 HR Department of MPPGCL, for Class I & II officers and in the office of Controlling Officer for Class-III & IV employees.
- (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) A register of such of the employees, who have opted for Third Time Scale Pay (HPS) shall be maintained in the HR Department of MPPGCL.

Encl. Option Form / Undertaking

  
(P.K. Shrivastava)  
Joint Secretary- II  
O/o ED(HR&A):MPPGCL:Jabalpur

**APPLICATION FOR THIRD TIME SCALE PAY- OPTION FORM**  
( To be filled by applicant )

- 1. Name : \_\_\_\_\_
- 2. Father's/ Husband's Name : \_\_\_\_\_
- 3. Date of birth : \_\_\_\_\_
- 4. Educational qualification : \_\_\_\_\_
- 5. Employee No. : \_\_\_\_\_
- 6. Designation : \_\_\_\_\_
- 7. (i) Appointment as Trainee as \_\_\_\_\_ Date \_\_\_\_\_  
(ii) First appointment as \_\_\_\_\_ Date \_\_\_\_\_  
(iii) Appointed as \_\_\_\_\_ Date \_\_\_\_\_  
(iv) Appointed as \_\_\_\_\_ Date \_\_\_\_\_  
(v) Appointed as(Present post) \_\_\_\_\_ Date \_\_\_\_\_

8. Gradation no. \_\_\_\_\_ published for the post of : \_\_\_\_\_ vide  
Order No. \_\_\_\_\_ Date \_\_\_\_\_

9. Details of First Higher Pay Scale sanctioned earlier :-

- (i) Date : \_\_\_\_\_
- (ii) Order No. & Date \_\_\_\_\_
- (iii) Post \_\_\_\_\_
- (iv) Pay scale Rs. \_\_\_\_\_
- (v) Grade pay Rs. \_\_\_\_\_

10. Details of Second Higher Pay Scale sanctioned earlier:-

- (i) Date : \_\_\_\_\_
- (ii) Order No. & Date \_\_\_\_\_
- (iii) Post \_\_\_\_\_
- (iv) Pay scale Rs. \_\_\_\_\_
- (v) Grade pay Rs. \_\_\_\_\_

11. Option for Third Time Scale Pay ( III HPS):-

Having secured only two up-gradations either by way of promotion and / or by 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 of the post of \_\_\_\_\_ with effect from \_\_\_\_\_ as per aforesaid order.

12. Details of leave without pay ( On Medical/ Non- Medical Ground)/Service period declared as not on duty (if any) \_\_\_\_\_ days ( Furnish complete details i.e. period(s) and photocopy of orders).

13. During the period of service :-

(a) Whether any Show Cause Notice / Departmental Enquiry/ Court case against applicant is pending-----

(b) Whether undergoing any punishment. -----

(c) Whether Adverse/ Advisory remarks received during last five years ( Indicate period & grading only).-----

14. Supersession period ( If any)-----

15. Details of suspension period ,( if any)-----

16. Whether refused promotion earlier to the post for which HPS granted ? -----

(Note : Furnish complete details & enclose photocopy of orders, wherever required. )

**CERTIFICATE**

Certified that the above information furnished by me is correct. If any of the above information is not found correct the company may take disciplinary action against me.

Encl. Form B (Undertaking)

Signature -----

Date-----

Name -----

Designation-----

Office -----

**VERIFICATION BY CONTROLLING OFFICER**

The above information furnished by Shri -----  
Designation ----- has been verified & found correct . It is also  
verified that :-

1. At present no departmental enquiry is pending or contemplated against the above employee nor any show cause notice has been issued to him.
2. He has not been awarded any punishment during last five years (if any punishment awarded, status / details thereof).
3. He is not undergoing any punishment at present.
4. This application for Third Time Scale Pay is received in office on dated -----

( Sign & seal of controlling officer)

Note : - (i) Strike out which is not applicable .

(ii) Class- I & II Officers may submit advance copy of application to the  
O/o ED(HR&A), MPPGCL, Jabalpur directly.

**FORM OF UNDERTAKING**

Order No.ED(HR&A)/MPPGCL/DS-IV/5264-65. Dated 23/11/2015

I .....S/o / W/o .....in the  
working as .....  
O/o .....MPPGCL .....  
have gone through the Terms and Conditions of Order No.ED(HR&A)/MPPGCL/DS-IV/  
5264-65 dated 23/11/2015 of Third Time Scale Pay. Having understood the provisions, I  
hereby agree to the terms and 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 Officer/Employee

Name : .....

Designation .....

Office to which

attached .....

(Countersigned by the controlling officer )