

## **OIL INDUSTRY DEVELOPMENT BOARD**

### **Regulations for Pay & Allowances**

#### **1. Preliminary**

These Regulations are framed for regulating pay and allowances of officers (other than those appointed by the Central Government) and other employees of the Board under sub-section (5) of section 5 of the Oil Industry (Development) Act, 1974 read with Rule 20 of the Oil Industry Development Board Employees (General Conditions of Service) Rules 1984.

#### **2. Short Title and Commencement**

1. These Regulations may be called the Oil Industry Development Board Employee's (Pay and Allowances) Regulations, 1984.
2. These shall come into force from the date of their approval by the Board.

#### **3. Application**

1. These Regulations shall apply to all the employees of the Board, except those who are appointed by the Central Government and those who are on foreign service terms with the Board in whose case the terms and conditions of appointment by the Central Government and the terms and conditions of service agreed to between the Board and the lending organisation would apply.

#### **4. Definitions – In these regulations, unless the context otherwise requires :-**

- (1) 'Allowance' means dearness allowance and other allowance(s) granted to meet personal expenditure necessitated by the special circumstances in which duty is performed and includes city compensatory allowance, project allowance, house rent allowance, efficiency bonus allowance, traveling allowance and such other allowances as may be classified as allowance by the Board.
- (2) 'Continuous Service' means uninterrupted service under the Board.

- (3) 'Competent authority' in relation to exercise of a power, means the Board and includes any officer or authority to whom the power is delegated by the Board under the Oil Industry (Development) Rules, 1975 or by any specific or General Orders,
- (4) 'Duty' includes :
- (a) service as a probationer or apprentice, provided that such service is followed by confirmation
  - (b) joining time;
  - (c) period of training; or
  - (d) such other period declared as duty by the Board by general or special orders.
- (5) 'Fee' means a recurring or non recurring payment to an employee from a source other than the funds of the Board, whether made directly to the employee or indirectly through the intermediary of the Board, but does not include :-
- (i) un-earned income such as income from property, dividends and interest on securities; and
  - (ii) income from literary, cultural artistic scientific and technological efforts and income from participation in sports activities as amateur.
- (6) 'Honorarium' means a recurring or non recurring payment granted to an employee from the funds of the Board as remuneration for special work of an occasional or intermittent character;
- (7) 'Pay' means the amount drawn monthly by an employee as :-
- (i) the pay of the post held by an employee other than special pay or pay granted in view of his personal qualification) or pay to which he is entitled by virtue of his position in a cadre; and
  - (ii) special pay and personal pay; and
  - (iii) any other emoluments which may be specially classed as pay by the Board.
- (8) 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of :

- (a) the specially arduous nature of the duties; or
- (b) a specific addition to the work of responsibility; or
- (c) the unhealthiness of the locality in which the work is performed.

(9) 'Time Scale Pay' means pay which, subject to any conditions prescribed in this regard, rises by periodical increments from a minimum to a maximum.

## **5. Pay and Allowance**

- (1) The scales of pay, Dearness Allowance, and City Compensatory Allowances of the employees of the Board shall be the same as notified in the rules or as prescribed by the Government from time to time.

## **6. Drawal of Pay**

Unless otherwise provided an employee shall draw pay and allowances attached to his post from the date he assumes the duties and shall cease to draw them as soon as he ceases to discharge the duties of the post.

Provided that if he assumes the duties in the afternoon, he shall commence drawing pay and allowances of that post from the following pay.

## **7. Fixation of Pay on Initial Appointment**

On initial appointment of an employee, the Board may fix the salary in such scale and at such a stage or fix consolidated emoluments at such an amount as it may consider appropriate with regard to appointments it is competent to make.

## **8. Fixation of Pay on Promotion**

The initial pay of an employee on appointment to a post carrying duties and responsibilities of greater importance than those attaching to the post held by him shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has secured.

Provided that where an employee is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by an amount equal to the last increment in the time scale of the lower post.

## 9. **Fixation of pay in certain cases of appointment**

The Board may appoint an employee to hold or officiate in two or more independent posts at one time and in such cases his pay is regulated as follows:

- (a) the highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his holding full charge of the duties of that post;
- (b) for each other post, he may draw ten percent of the presumptive pay of the additional post or posts, if the additional charge is held for a period exceeding 30 days;
- (c) no additional pay shall be admissible to an employee who is appointed to hold current charge of the routine duties of another post or posts;

## 10. **Drawl of Increments**

- (1) An increment shall ordinarily be drawn as a matter of course, unless it is withheld, and shall be granted on the first of the month in which it falls due. Increment may be withheld if the conduct of an employee has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the authority concerned shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.
- (2) Premature increments in time-scale may be granted by the authority who has the power to create a post in that time-scale of pay.
- (3) All duty in a post on time-scale counts for increment in that time scale.
- (4) All leave other than extraordinary leave without pay exceeding 30 days in a year, whether at a stretch or in two or more spells, counts for increments.
- (5) If an employee is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increment in the time-scale of the lower post.

- (6) A period of over-stay of leave shall not count for increment in a time scale of post unless it is commuted into ordinary leave by the competent authority.

#### 11. **Stagnation Increment**

Employees who reach and stagnate at the maximum stage of a pay scale, and are consequently not able to draw any further annual increment, will be entitled in additional increments in accordance with the orders of the Central Government for payment of these increments to Central Government Servants.

#### 12. **House Rent Allowance**

- (1) The employees of the Board shall be entitled to H.R.A. at 30% of their basic pay.
- (2) The Board shall bear the additional liability to the extent of 20% of the pay in providing the hired accommodation to the officers drawing pay of Rs.1600/- and above.
- (3) The ceiling for H.R.A. in Delhi without production of H.R.A. will be Rs.400/- per month.

#### 13. **Tea Allowance**

As no subsidized canteen facilities exist for the Board, its employees will be entitled to tea allowance at the rate of Rs.30 per month.

#### 14. (i) Reimbursement towards Transport Expenses

As the Board is not providing any transport to employees for attending the place of duty, the employees shall be reimbursed expenses towards transport at the rate of Rs.35/- per month.

Provided that this will not be admissible to the officers who maintain their own vehicles and get reimbursement of running expenses as under :-

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| 1. Officers drawing pay Rs.1500 and above    | : Rs.550 per month for maintaining car.                         |
|  | Rs.150 per month for maintaining scooter / Motor Cycle / Moped. |
| 2. Employees drawing pay of Rs.650 and above | : Rs.125 per month for Scooter/Motor Cycle/Moped.               |

(ii) No reimbursement shall be admissible during :-

- (a) joining time, Earned Leave and period of tour/temporary transfer
- (b) holidays pre-fixed or suffixed to leave and joining time.
- (c) Any period of 15 days or more during which an officer/employee in receipt of this reimbursement does not maintain the vehicle or the motor car/motor cycle etc. maintained by him remains out of order or is not used for official purposes for any other reasons.

(iii) Reimbursement of running/maintenance expenses is subject to an officer/employee owning and maintaining a motor car or motor cycle etc. in good running condition and using it for all official journeys upto 16 kms. From the usual place of work at the headquarters.

**15. Overtime Allowance**

(1) Overtime will be paid at single hourly rate for overtime work done beyond normal office hours.

(2) The hourly rate of overtime will be computed as under:-

$$\frac{\text{Basic Pay + D.A.}}{154 \text{ hours}}$$

(3) Overtime work will be allowed only if, in the interest of the Board, it can not be postponed till the next working day and is certified to be so by the competent authority in advance.

(4) Overtime will not be paid for more than 100 hours a month to staff car driver and 50 hours a month to other employees.

(5) Overtime will be allowed only to employees drawing basic pay upto Rs.750/- per month.