

## COMPENSATION PACKAGE AND BENEFITS POLICY

**Title: -\_Compensation and Benefits Policy.**

### **Scope:**

This policy is applied to all employees of company.

### **Policy Description:**

The policy highlights the commitment to maintain compensation and benefits in compliance with all applicable laws and regulations and ensure their internal and external equity. The purpose is to attract skilled and experienced employees and compensate them fairly regardless of gender, race, color, religion, sex, national origin, age, disability, or marital status.

The HR department will be responsible for policy guidance and administration by providing counsels to all departments.

### **Definitions**

**“Compensation & Benefits”** Compensation and benefits refers to the compensation/salary and other monetary and non-monetary benefits passed on by the company to its employees comprising of :

- (a) **“Direct compensation”** refers to “Salary” inclusive of Basic Pay, House Rent, Conveyance Allowance, Medical Allowance, Adhoc Relief Allowances, Special Pay and other institutional specified allowances, as the case may be, this is the basic parameters and variable pay for work.
- (b) **“In-direct compensation”** refers to a balanced good work-life in a high spirits career and recognized by colleagues and seniors as well as Development & Career covers Training and Development, mentor programs, talent (mobility) schemes.
- (c) **“Benefits”** means in addition to direct for fixed compensation, in-direct (monetary & non-monetary) benefits offers to manpower by the Employer. Focal Benefits are being offered to employees (Officers & Officials) by the Employers after seeking concurrence of an appropriate forums in Power Sector of COMPANY / Formations / Autonomous & Semi-Autonomous Bodies.
- (d) **“Allowances”** refers to an employee shall be entitled to such allowances and other benefits as may be notified by company from time to time.
  - **Special Allowance:** Special Allowance at a prevailing rate per month is admissible to all officers of COMPANY, as per prescribed qualification in their relevant Service Rules.
  - **Headquarter Allowance:** Headquarter Allowance @ 20% of the basic pay not exceeding to Rs. 12,000/- per month is admissible to employees working in company H/Qs only. This allowance will also be admissible to staff attached with company H/Qs.
  - **Orderly Allowance:** Orderly Allowance at a prevailing rate per month will be allowed to officers of BPS- 20 & above.

- **Monthly Transport Subsidy to General Managers:** Transport Subsidy at a prevailing rate is allowed to General Managers in lieu of Option-I Car.
- **Monthly Transport Subsidy to Chief Engineers:** Transport Subsidy at a prevailing rate is allowed to Chief Engineer in lieu of Option-I Car.
- **Qualification Allowances / Pay:** (i) Ph. D. allowance at a prevailing rate per month will be allowed to Officers only for their relevant field of work. (ii) Qualification allowance at a prevailing rate will be allowed to the all officers who acquire MS/M.Phil. Degree from University recognized by H.E.C in their related field (iii) Qualification pay at a prevailing rate will be allowed to the officers completed Middle Management Course and Senior Management Course Allowance
- **Additional / Current Charge Allowance:** Additional / Current Charge Allowance @ 20% of Basic Pay not exceeding to Rs.12, 000/-per month will be allowed to the officers BPS-17 and above on holding the additional / current charge.
- **Livery Allowance:** Livery allowance at a prevailing rate per month is allowed to LM-LM-II, ALM, Naib Qasid etc., & I.
- **Special Allowance For Drivers:** Prescribed prevailing Special Allowance is allowed to all Drivers (Currently only bus drivers HTV are getting) working in company.
- **Special Conveyance / Motor Cycle Allowance:** Special conveyance / motorcycle allowance is allowed to Line Superintendents, Meter Readers and Bill Distributors at a prevailing rate
- **Proficiency Allowance:** Proficiency allowance equivalent to 2-advance increments are allowed to Jr. Clerks working as whole time typist after qualifying the mandatory typing test.
- **Crew Allowance :** Crew Allowance per month will be allowed to employees who have obtained Grid maintenance crew training and physically performing the crew maintenance duties as per prevailed rates.
- **Shift Allowance:** Shift allowance is admissible to security staff and other entitled staff at a prevailing rate
- **T&I / P&I Allowance:** T&I / P&I allowance, as existed rates in vogue is admissible to staff of GSO / GSC.
- **Computer Allowance:** Computer allowance is admissible to computer cadre staff, as per policy in vogue.
- **Integrated Allowance:** Integrated allowance at a prevailing rate per month is admissible to LMs-I & II, ALMs, Naib Qasid and Daftri etc.
- **Danger Allowance:** Danger allowance at a prevailing rate per month is admissible to LM-I, LM-II and certified ALMs.

- **T.A / D.A ALLOWANCE**

T.A / D.A Allowance is allowed to the employees, as per existing rates in accordance with entitlements

- **Ex-Gratia Grant**

- a) Ex-Gratia grant at a prevailing rate will be allowed in case of fatal accident of employee or to an employee who become totally (100%) disable (to be determined by Medical Board) during performing official duties.
- b) In case of disability less than 100%, Ex-Gratia grant will be admissible in accordance with the percentage of disability of employee to be determined by Medical Board.

- **Overtime Allowance**

- a) Employees in Staff Grades will be eligible for overtime on the rates approved by the Board from time to time.
- b) Work on overtime is not encouraged. It is management's responsibility to ensure that overtime work is minimized to essential requirements only.
- c) Overtime periods of less than one hours per day are not paid. Additional overtime thereafter will be inclusive of two hours.

- **House Acquisition / house Rent Allowance**

If the company is not provided official accommodation to the employees, the house rent allowance of 45% of the initial prevailing basic pay of employee irrespective of their posting or the terms and conditions as agreed with the employee in other cases.

- **Mobile Phone Facility**

Mobile phone facility shall be paid to the entitled employees as per company's policy.

## **Significant Benefits**

### **Annual Increments:**

- a) As per announcement of GoP for regular employees annual increments shall be due on every year to all employees of the company. However other employees who are hired on contract bases on lump sum package are allowed annual increment based on their performance against given KPIs by their supervisors, however minimum 5% annual increment shall be allowed if the supervisor has not declared the performance of the employee in writing as unsatisfactory/below average of particular year.

The KPIs of different cadres are attached at Annexure-K. The KPI report should be submitted to the HR Section by 15th November of the year. The HR directorate is responsible for the submission of KPIs within given time line.

- b) The Chairman BOD may grant honorarium or reward to employee on the basis of his/her meritorious performance and the recommendation of the Reporting Officer and the Section Head concerned @ maximum of 20% of basic pay.
- c) The grant of increment may be denied if,
  - The performance of a Regular or Deputationist is not satisfactory as declared by his Reporting Officer or Section Head or
  - The annual increment has been withheld by the competent authority of company in a disciplinary case.

## **ADVANCE INCREMENTS**

### **Advance Increment Upon Acquiring Higher Qualification**

01 x advance increment will be allowed upon acquiring higher qualification (than prescribed for the relevant post) in the field of employee's expertise.

### **Advance Increment Upon Securing 1st Position In DPE / DPT**

01x Advance Increment will be allowed upon securing 1st position in Departmental Promotion Examination (DPE) / Departmental Promotion Training (DPT), but only once in career subject to relevant terms and conditions.

### **Advance Increments to Jr. Engineers (BPS-17) upon induction**

Four advance increments are allowed on induction to those Jr. Engineers (BPS-17) of any discipline who possess BE / B.Sc. Engineering degree of a University recognized by HEC duly registered with PEC.

### **Advance Increments On The Basis Of MBA Qualification**

04 advance increments are allowed to the following officers (BPS-17 & above) as per given details: -

- a) All officers (BPS-17 & above) who possess MBA/Master Degree in Management Sciences are allowed 04 advance increments in light of PEPCO O.M No. GM(HR)/HRD/A-332/1387-1420 dated 04.05.2015 & O.M No. GM(HR)/HRD/A-332/1511-45 dated 15.05.2015
- b) Officers (BPS-17 & above) who possess ACMA/CA degrees are allowed the said benefit in light of PEPCO O.M GM(HR)/HRD/A-332/ 1387-1420 dated 04.05.2015.

### **Additional Charge:**

- a) Where considered in the interest of the company's work an employee may with the approval of the CEO be given the additional charge of a vacant post (for which he is qualified and considered suitable) till such time as determined by the CEO
- b) In all cases of additional charge of an equivalent post, the employee entrusted with the additional charge shall be paid 20% of his basic pay an additional charge allowance

### **Current Charge Of Higher Post:**

- a) Where considered in the interest of the company's work, a regular or deputationist who is the senior most amongst his Section may with the approval

of the competent authority be given the current charge of a higher position against a vacant post till such time as determined by the company

- b) In all cases of current charge of a higher post, the regular or deputationist entrusted with the current charge of another post shall be paid 20% of his basic pay as current charge allowance

### **Medical Reimbursement/Facility**

Medical reimbursement & medical facility are allowed as per Health care The chronic and life saving emergency cases declared as such by Company's Medical Board shall however, be exempted from the application of the above conditions.

### **Cash Medical Allowance**

Cash Medical Allowance @ Rs. 1500/- is admissible to the employees BPS-1 to 15.

### **Free Electricity Units**

Free Electricity Units are admissible to employees working on contract / regular basis. Scale wise detail is given as under:-

<b>Sr. No.</b>	<b>Basic Pay Scale</b>	<b>No. of Units per month</b>
1.	BPS-01 to BPS-04	100
2.	BPS-05 to BPS-10	150
3.	BPS-11 to BPS-15	200
4.	BPS-16	300
5.	BPS-17	450
6.	BPS-18	600
7.	BPS-19	880
8.	BPS-20	1100
9	General Managers	1300

### **Loans & Advances**

Company employees are allowed to apply and receive loans & advances as per their pay scales subject to availability of funds for the purpose of construction of house, purchase of house, purchase of plot, and purchase of motorcar / motorcycle.

### **Benefits for Deceased Employees**

In case an employee dies his family shall be entitled for cash compensation / lump sum payment equal to 365x days. His / her family shall be entitled for cash compensation /

lump sum payment equal to the period short of 365 x days if the employee dies during the period of encashment / LPR.

- Funeral Charges as per prevailing rates-.
- General Provident Fund.
- General Life Insurance.
- Pension / Gratuity as per prevailing rules.
- Appointment of 01xNo. Child in BPS-01 to 15 as per his / her qualification.
- Assistance Package as per prevailing rates duly approved by BOD of the company.

### **Welfare Grants**

Different types of welfare grants will be admissible to the employees given as below:-

- Marriage Grant
- Monthly Welfare Grant
- Scholarships

### **Terminal Benefits**

The regular employees of company upon retirement and a compulsorily retired employee shall be entitled to the following terminal benefits upon separation from service:

- Contributory Provident Fund
- Gratuity / Pension Benefits

An employee who is dismissed or removed from service shall be entitled only to receive his contribution to GPF along with the profit only on his contribution and shall not be entitled to any other terminal benefits.)

### **Gratuity/Pension**

A regular company employee on retirement on superannuation earlier retirement shall be entitled to receive such gratuity/pension as is prescribed in pension rules. In the event of the death of a regular employee, his family shall be entitled to receive such gratuity, as is prescribed in the rules. No gratuity shall be admissible to a regular employee who is dismissed or removed from service for reasons of misconduct.

The employees who are appointed on lump sum package are entitled the gratuity as per rules and according to their term of employment

## **KEY PERFORMANCE INDICATORS**

### **1. Operation Distribution**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Losses i. Progressive ii. AT & C			
2.	Billing i. Govt. ii. Private iii. Total			
3.	Recovery i. Govt. ii. Private iii. Total			
4.	Mobile Meter Reading (MMR) Accuracy %			
5.	SAIFI			
6.	SAIDI			
7.	Number of cases reported for Over / Wrong billing			
8.	Number of Fatal Accidents: i. Employees ii. General Public	Zero		
9.	Number of Non-Fatal Accidents of Employees	Zero		
10.	Number of Disciplinary action initiated on poor performance, safety violations, administrative etc.	N/A		
11.	Number of Disciplinary Cases decided	N/A		
12.	Number of Disciplinary Cases pending	N/A		
13.	Number of cases with Debt Adjustment (with amount)	N/A		
14.	Number of cases with Credit Adjustment (with amount)	N/A		
15.	Number of Complaints i. Technical ii. Commercial	<u>Received</u>	<u>Resolved</u>	

## **KEY PERFORMANCE INDICATORS**

### **2. Planning & Design**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Number of HT Proposals prepared and sanctioned			
2.	Number of LT Proposals prepared and sanctioned			
3.	Number of Schemes prepared and sanctioned under ELR			
4.	Number of Schemes prepared and sanctioned under DoP			
5.	Number of Industrial Connections i. Initiated ii. Approved			
6.	Number of Studies carried out for Energy Loss Reduction			
7.	Number of HT Feeders Mapped			
8.	Number of Proposals prepared for new Grid Stations			
9.	Number of Proposals prepared for energizing 132 & 66 KV Transmission Lines Network for Rehabilitation or construction of new lines.			
10.	The percentage of Technical Losses reduced through above performance indicators			



## **KEY PERFORMANCE INDICATORS**

### **3. Material Management**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Percentage of Material Procured in line with Annual Procurement Plan			
2.	Percentage of availability of following material in the Store:  (i) Transformers (ii) Meters (iii) Structure/Poles (iv) Conductor (v) T&P (vi) Personal Protective Equipment (vii) Other Distribution system Equipment (viii) Vehicles / Cranes / Utility Vehicles			
3.	Auction of dismantle redundant material.			
4.	Number of Audit Paras regarding procurement of Material and Disposal of Material.			
5.	Release and distribution of following material:  (i) Transformers (ii) Meters (iii) Structure/Pole (iv) Conductor (v) T&P (vi) Personal Protective Equipment (vii) Other Distribution system Equipment (viii) Vehicles / Cranes / Utility Vehicles			

## **KEY PERFORMANCE INDICATORS**

### **4. Construction**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Number of LT Proposals completed			
2.	Number of HT Proposals completed			
3.	Number of Schemes completed under ELR			
4.	Number of Schemes completed under DoP			
5.	Number of Schemes completed in deposit work			
6.	Number of Schemes completed under Village Electrification Program.			
7.	Number of Projects capitalized i.e completion of A-90.			

## **KEY PERFORMANCE INDICATORS**

### **5. GSC**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Number of Grid Stations completed within given timeframe and financial allocation:  (a) Deposit Work (b) Turnkey basis (c) Own Resources (d) Loan			
2.	Number of Transmission Lines re-conducted			
3.	Number of Transmission Lines new conducted			
4.	Number of Projects capitalized i.e completion of A-90.			

## **KEY PERFORMANCE INDICATORS**

### **6.     S&I**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	(a) Connection checked  (b) Discrepancies observed  (c) Total units detected  (d) Complaint received from G.M (M&S) PEPCO  (e) Question received from National Assembly/Senate  (f) Reply sent to National Assembly/Senate  (g) Inquiries received  (h) Inquiries completed.			

## **KEY PERFORMANCE INDICATORS**

### **7. M&S**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Inquiries received within defined time period			
2.	Inquiries finalized			
3.	Pending			
4.	Follow up of Disciplinary Cases as a result of Inquires conducted by M&S			

## **KEY PERFORMANCE INDICATORS**

### **8.      GSO**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Target</b>	<b>Current Year</b>	<b>Previous Year</b>
1.	Tripping of 132/66 kV Line (more than 20 minutes)			
2.	Maintenance of Grid Station (No. of grids)			
3.	Maintenance of Transmission Line (No. of T/L)			
4.	Break down  i)      GS ii)     TL			
5.	Rectification of Break down with time period  i)      GS ii)     TL			
6.	No. of Accidents Fatal / Non-Fatal			

## **KEY PERFORMANCE INDICATORS**

### **9. DISCO Project Management Unit (PMU)**

<b>Sr. No.</b>	<b>Key Performance Indicators</b>	<b>Start date M/Y</b>	<b>Completion target date M/Y</b>	<b>Completed as per the target Y/N</b>	<b>Physical progress of the ongoing works (%)</b>
1.	No of new 132KV KV grid station completed and commissioned (with allied transmission line)				
2.	No of converted 66KV grid station into 132KV grid station and commissioned (with allied transmission line)				
3.	No of the augmented grid stations (Installations of New Power Transformers)				
4.	Extension work No of line bays completed				
5.	New transmission lines completed (KMs)				
6.	2 <sup>nd</sup> Circuit stringing of transmission lines				
7.	System Constraints targets				
8.	ADB tranche 2 targets				
9.	ADB Tranche 3 targets.				
10.	STG targets				
11.	PSDP targets				
12.	Any other targets and achievements (Please elaborate)				