



No.5-ITPO(8)/E-I/2017
INDIA TRADE PROMOTION ORGANISATION
ADMINISTRATION DIVISION

Pragati Maidan, New Delhi,
2nd July, 2018

OFFICE ORDER NO.ADMN./ 735 /2018

Subject: Revision of Pay-Scales w.e.f. 01.01.2017 for the unionised staff, i.e. Senior Assistants and below (Group 'C' and 'D') of ITPO.

The Competent Authority has approved the revision of pay scales in respect of Unionised regular employees (Group 'C' and 'D') w.e.f. 01.01.2017 as follows:

Designation	Existing Pay Scales w.e.f. 01.01.2007	Revised Pay Scales (w.e.f. 01.01.2017)
Senior Assistant & equivalent	12300-31340	29000-110000
Assistant & equivalent	11600-28360	27500-99000
Junior Assistant & equivalent	10800-24270	25000-85000
JGO/SG/Sr. Attendant & equivalent	10300-21390	24000-75000
Attendant & equivalent	10000-20340	23500-71000

2. **Pay fixation/fitment benefit:**

i) A uniform fitment benefit @ 15% of Basic Pay (as on 31.12.2016) plus IDA (@119.5% as on 01.01.2017) would be allowed to all employees. The aggregate amount would be rounded off to the next Ten Rupees and pay fixed in the revised scale.

ii) **Methodology for pay fixation:**

To arrive at the revised Basic Pay(BP) as on 01.01.2017, fitment methodology shall be as under:

A		B		C		D (Revised BP as on 01.01.2017)*
Basic Pay + Stagnation increment(s) as on 31.12.2016 (Personal Pay / Special Pay not to be included)	+	Industrial Dearness Allowance (IDA) @ 119.5% as applicable on 01.01.2017 [under the IDA pattern computation methodology linked to All India Cumulative Price Index (AICPI) 2001=100 series]	+	15% of A+B	=	Aggregate amount rounded off to the next Rs.10/-.

* In case revised BP as on 01.01.2017 arrived so is less than the minimum of the revised pay scale, pay will be fixed at the minimum of the revised pay scale.

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3. Increment:

A uniform rate of 3% of Basic Pay (Rounded off to next multiple of Rupees 10) will be applicable for both annual increment as well as promotion increment. The details regarding stagnation increment and bunching of Pay would be as per DPE's OM dtd. 03.08.2017 (Para 6).

4. Dearness Allowance:

100% DA neutralization would be continued for all the Employees, who are on IDA pattern of scales of pay w.e.f. 01.01.2017. Thus, IDA as on 01.01.2017 will become zero with link point of All India Consumer Price Index (AICPI) 2001= 100, which is 277.33 (Average of AICPI for the months of September, October & November, 2016) as on 01.01.2017. The periodicity of adjustment will be once in three months as per the existing practice. The quarterly DA payable from 01.01.2017 will be as per new DA scheme. Under the revised scheme, the rate of Industrial Dearness Allowance w.e.f. 01.01.2017 will be as under:

Effective Date	Rate (in %)
01.01.2017	0
01.04.2017	-1.1
01.07.2017	-0.2
01.10.2017	2.2
01.01.2018	3.4
01.04.2018	3.5

5. House Rent Allowance (HRA):

The rate of House Rent Allowance to the employees will be as follows w.e.f. 10.5.2018, (i.e. the date of issue of Presidential directives by DOC in respect of Executive below Board level):-

Classification of cities	Rate of HRA
X- Class (Population of 50 Lakh and above) Delhi, Mumbai, Chennai, Kolkata	24% of Basic Pay

The rates of HRA would be revised to 27% when IDA crosses 25% and further revised to 30% when IDA crosses 50%.

6. Perks & Allowances:

The ceiling of perquisites/allowances has been approved as 31% of the Basic Pay as per the perquisites to be adopted by the employees under the "Cafeteria Approach". Under the concept of "Cafeteria Approach", the employees are allowed to choose from a set of Perks

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and Allowances as given in the **Annexure-'A'**. The charges on account of hospitalization and diagnostic investigations would be outside the ceiling of Perks and Allowances, whereas, OPD charges are considered as part of Perks and Allowances basket.

Other allowances like OTA, night duty allowance, washing allowance, etc. will be negotiated separately in due course of time.

7. Gratuity:

The ceiling of Gratuity of the Employees is raised from Rs 10 Lakh to Rs 20 Lakh with effect from 01.01.2017 as per DPE guidelines. The funding for the entire amount of Gratuity would be met from within the ceiling of 30% of Basic Pay plus DA. The ceiling of gratuity shall increase by 25% , whenever IDA rises by 50%.

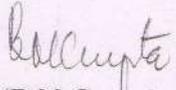
8. Contributory Provident Fund:

Consequent upon revision of Pay Scales and DA, Employer's as well as Employees' contribution to the Provident Fund /Pension Fund will be recalculated and recovered at the applicable rate w.e.f. 01.01.2017.

9. Arrears:

Orders for payment of Arrears will be issued separately.

10. Residual matters will be as per DPE OM No.W-02/0028/2017-DPE(WC)-GL-XIII/17 dated 03/08/2017. and OM No.W-02/0028/2017-DPE(WC)-GL-XIV/17 dated 04/08/2017 and subsequent guidelines issued from time to time.


(B N Gupta)

Senior Manager(Admn.)

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3. All HoDs
4. Regional Offices, Chennai/Kolkata/Mumbai
5. Salary/Vigilance/General/E-II/E-III/E-I(Computer)
6. Office Order Register/Notice Boards

INDIA TRADE PROMOTION ORGANISATION

Perks & Allowances under the Cafeteria Approach

Sl. No.	Head of Account	Percentage of Basic Pay	Opting Please tick (✓)
1	Medical OPD (1/12 th of One month basic as on 1 st April) Mandatory	8.33**	
2	Transport Allowance (Residence to and from Office)	10%	
3	Vehicle Maintenance & Running Expenses (subject to owning a vehicle)	10%	
4	Driver Salary	5%	
5	Telephone / Internet / Mobile	5%	
6	Children Education Allowance	10%	
7	Children Hostel Expenditure Allowance	10%	
8	Leave Travel Concession (Availing of LTC shall be as per extant ITPO LTC Rules)	20%	
9	Membership of professional bodies	5%	
10	Club Membership	5%	
11	Professional upgradation	5%	
12	Professional Attire Allowance	5%	
13	Home furnishing/furniture	5%	
14	House upkeep Allowance	10%	
15	Business dress maintenance	5%	
16	Garden related expenditure	5%	
17	Domestic help	5%	
18	Lunch Subsidy / Food Meal / Non-Alcoholic Beverages (less value of coupons provided if opted for, tax benefit maximum upto Rs.1200)*	6%	
19	Entertainment	5%	
20	Newspaper/Periodicals/Magazine Allowance	6%	
21	Fitness Allowance	10%	
22		1.67%	

* I hereby opt for coupons upto my entitlement.
I hereby do not opt coupons upto my entitlement.

(Please tick ✓
 either)

- ** Employee can avail the remaining 1.67% under any other head except at Sl. No.1, which is to be specified at Sl. No.22
- Total perks should not exceed 31%.

Signature _____
Name _____
Emp. No. _____
Designation _____