



Subject: Restructuring of JKSPDC – Manpower Policy.

Reference: Resolution passed by the Board of Directors, JKSPDC in its 60th meeting held on 19.9.2013.

Order No: 169 – JKSPDC of 2013

Dated: 14.11.2013.

Consequent upon approval accorded by the Board of Directors, J&K State Power Development Corporation, in its 69th meeting held on 19th September, 2013, to the recommendations made by the consultants, M/S Ernst and Young in their report on Restructuring of JKSPDC, it is hereby ordered as under:-

1. The JKSPDC shall build mechanism for development of its own cadres at various levels. The following policy will be adopted for this purpose:-
 - (i) the posts shall be filled up (a) partly by absorption of those already on deputation with the JKSPDC and (b) deputation, recruitment (direct/lateral), and short term contracts (1-2 years) based on JKSPDC's requirements. There shall be no cap on the number of posts that can be filled up by absorption of those already on deputation with the JKSPDC provided that:
 - (a) they undergo the rigorous filter process in JKSPDC;
 - (b) those of the in-service officers seeking voluntary retirement from the parent cadres for absorption in JKSPDC shall have to follow the defined procedures and provisions of J&KCSRs. The parent Department, on acceptance of the



voluntary retirements of any officer for absorption in JKSPDC will be required to pay all terminal benefits to the concerned officer for the service rendered by him in the Government upto the date of his voluntary retirement.

- (c) employees who join JKSPDC afresh on absorption basis will be covered by EPF scheme/ New Pension Scheme in accordance with the rules and orders on the subject.
- (ii) In order to ensure that persons who are absorbed in JKSPDC are of the right calibre and do not become a liability for JKSPDC, rigorous filter mechanism for selection shall be implemented in an objective and transparent manner involving external agencies.
- (iii) The mechanism, criteria and method of selection for absorption in JKSPDC shall be as specified in Annexure I, II, III and IV to this order.

2. The employees selected for absorption in JKSPDC shall be eligible for 'one step promotion' as per following scheme:-

- (i) Engineers.

Existing position.	Total years of experience for one step promotion.	Years spent in current designation.	Offered position if eligibility is met.
J.E. (Diploma)	NA	(a) Less than 8 years	(a) Manager.
			(b) Assistant

		(b) 8 years +	General Manager
JE Degree	NA	(a) Less than 4 years.	(a) Manager
		(b) 4 years +	(b) Assistant General Manager
AE	10	Nil	Deputy General Manager
AEE	15	Nil	Senior Deputy General Manager
EE	17	Nil	General Manager.
SE	20	Nil	Chief General Manager.

(ii) Ministerial staff.

Existing Position.	Years spent in current designation.	Offered Position.
Junior Assistant	(a) Less than 12 years	(a) Junior Assistant.
	(b) 12 years+	(b) Senior Assistant
Senior Assistant	Less than 8 years	Senior Assistant
	8 years +	Head Assistant
Head Assistant	Less than 8 years	Head Assistant



	8 years+	Office Superintendent.
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(iii) Technical staff.

The existing workers (Technicians/Operators, etc.) who may opt for absorption in the JKSPDC will be required to undergo following skill up-gradation exercise for fitment into appropriate designations:-

	Training	Assessment	Fitment
Workers working at a higher grade job	(i) 3-6 months training in batches. (ii) I.T.I. equivalent training to be provided.	Skill assessment exercise in batches will be conducted. The exercise may be conducted by an external agency to ensure fairness and transparency.	Fitment of workers into appropriate designations based on assessment outcome.

3. There shall assured career progression for the employees of the JKSPDC, other than those who serve with the Corporation on deputation basis or are appointed for short term durations, as per following scheme:-



- (i) The current designations at junior and middle management levels are classified into clusters as shown below:-

Engineers		Other cadres like Accounts, Legal, etc.	
Cluster 1	Managers and Assistant General Managers.	Cluster 1	Manager.
Cluster 2	Senior Deputy General Manager and Deputy General Manager.	Cluster 2	Senior Deputy General Manager , Deputy General Manager and Assistant General Manager.

- (ii) The vacancies will be based on defined clusters ensuring intra-cluster promotability subject to meeting a minimum benchmark performance criteria and eligibility criteria as prescribed in the rules and regulations governing the Government employees of equivalent levels in the Government. For Engineering cadre, the movement from Manager to Assistant General Manager shall be to the extent of posts as are defined for promotion quota.
- (iii) Inter cluster promotions in all cadres will be based on availability of vacancies and subject to meeting a minimum benchmark performance criteria.



- (iv) The career path for Skilled and Unskilled workmen shall be as under, with eligibility period for movement within grades as 8 years:-

Unskilled Workers who can be upgraded through training to move to the skilled workmen cadre		Skilled Workers	
Technical	Ministerial	Technical	Ministerial
Helper Assistant Store Keeper Store Helper Store Khalasi and similarly placed class of employees.	Peon Sweeper Dak Runner Diman Chowkidar	Technician- 1 Technician-2 Technician-3 Technician-4	Office Superintendent. Head Assistant. Senior Assistant Junior Assistant.

- (v) For skilled workers, there shall be three level growth without vacancy consideration subject to skill upgradation and meeting of benchmark performance/eligibility criteria. The Helpers who are able to clear the assessment will be given Technician IV designation and the corresponding pay band and grade pay.
- (vi) In the case Government employees who serve the Corporation on deputation basis shall be governed by the Government rules. They shall, however, be governed by other corporate related allowances during their service with the corporation.



4. The JKSPDC employees shall be entitled to the following benefits and allowances:-

S.No.	Benefit/Allowance	Details
(i)	Project Allowance	Projects
		Hard Location: 20% of Basic Pay
		Soft Location 15% of Basic Pay
		Plants.
		Hard Location: 10% of Basic Pay
		Soft Location 7% of Basic Pay
		Hard and Soft location will be notified by JKSPDC from time to time.
(ii)	House Rent Allowance	<p>(a) Employees shall be given an option to keep the family at hometown and the HRA shall be provided of that location.</p> <p>(b) The bachelor accommodation shall be provided rent free at project site.</p>
(iii)	Performance Related Bonus.	The JKSPDC will define certain percentage not exceeding 5% of PBT for calculating Performance Related Bonus. This defined percentage will be used to calculate Performance Related

		<p>Bonus corpus which may be paid as per following formula:-</p> <p>(a) 50% of PRB will be given to the employees of the operational plants where the capacity index is equal to or more than 85%.</p> <p>(b) 30% of the PRB will be given to the employees working in the Projects which have achieved the milestones in the year.</p> <p>(c) 20% of PRB will be given to other employees of the Corporate/Regional Offices.</p>
(iv)	Health and Accident Insurance	All employees shall be covered under Group Accident Insurance Scheme as also under Hospitalization Insurance cover through empanelled hospitals upto Rs.1 lakhs.
(v)	Extension of service.	For good performance, and in the interest of a project, an employees may be retained in service for two years beyond the age of superannuation, to be evaluated through an objective and transparent evaluation system.



This order or any of the provisions of the same shall take effect from the date as may be specified by the JKSPDC through any order/notification.

Sd/-
(Mehraj Ahmad Kakroo) IAS
Managing Director, JKSPDC

No. JKSPDC/HR/Adm/CJ/2013

Dated: 14.11.2013

Copy to:-

1. Economic Advisor to the Government of Jammu and Kashmir, New Secretariat, Srinagar.
2. Chief Secretary, J&K Government.
3. Principal Secretary to Government, Planning and Development Department.
4. Principal Secretary to Government, Finance Department.
5. Principal Secretary to Government, Power Development Department.
6. Commissioner/Secretary to Government, PHE, Irrigation and FC Department.
7. Commissioner/Secretary to Government, Public Works Department.
8. Secretary to Government, General Administration Department.
9. Executive Director, JKSPDC.
10. Director Finance, JKSPDC.
11. All Chief Engineers/Chief Project Engineers, of JKSPDC.
12. Company Secretary, JKSPDC.
12. All Superintending Engineers of JKSPDC.
13. Chief Geologist, JKSPDC.
14. Private Secretary to Hon'ble Chief Minister (Chairman, JKSPDC).
15. All Executive Engineers of JKSPDC.
16. All General Manager (Accounts)/ CP&AOs of JKSPDC.
17. All General Managers/Deputy General Managers of the Corporate Office.
18. PS to Chairman, SERC for information of the Chairman, SERC.



19. PS to M.D. for information of the Managing Director, JKSPDC.
20. Order file/Misc file.

Sd/=

(Firdous Hussain)

Administrative Officer, JKSPDC