

No.: 4584-E/PW/O/E-I/2M-46/2021

Dated:27.10.2021

BRITANNIA ENGINEERING LIMITED
REVISION OF PAY AND ALLOWANCES REGULATION, 2021

In pursuance of the Government Order No. 6446(65)-F(P2) dated 29.11.2019, issued by the Finance Department, Government of West Bengal, the Governor is pleased, in interest of public service, to accord permission to the Board of Directors of Britannia Engineering Limited for according approval of the implementation of the recommendations of the 6th Pay Commission as regards the structure of the emoluments & other condition of services in respect of the employees of the company.

The following regulation as framed the Board of Directors of Britannia Engineering Limited in exercise of power under **clause (6) of Article 175** of the Articles of Association of the Company having been duly approved shall be applicable in respect of the employees of Britannia Engineering Limited . :-

1. SHORT TITLE AND COMMENCEMENT:

- (i) These regulations may be called Britannia Engineering Limited employees (Revision of Pay, Allowances and conditions of Services) Regulation, 2021.
- (ii) They shall be deemed to have come into force notionally with effect from 1st Day of January, 2016 and actually from the 1st Day of January, 2020.

2. Application :

These Regulations shall apply to whole time and regular employees of Britannia Engineering Limited who were in service on 31st Day of December, 2015 and continued thereafter.

3. Definition :

- (i) "Annexure" means Annexure annexed herewith.
- (ii) "Existing basic pay" means the pay drawn in the prescribed existing Pay Band and Grade Pay but does not include any other type of pay.
- (iii) "existing Pay Band and Grade Pay" means the running Pay Band and the Grade Pay applicable to the post held by the employee
- (iv) "existing pay structure" means the present system of Pay Band and Grade Pay applicable to the post held by the employee as on the 1st Day of January, 2016 whether in a substantive or officiating capacity.
- (v) "existing emoluments" means the sum of existing basic pay and existing dearness allowance allowed to the basic pay as on 1st Day of January, 2016;
- (vi) "Pay Matrix" means the Matrix specified in Annexure-II with levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay;
- (vii) "Level" in the Pay Matrix shall mean the level corresponding to the existing Pay Band and Grade Pay as specified in Annexure-II.

- (viii) "Pay in the Level" means pay drawn in the appropriate cell of the Level as specified in Annexure – II;
 - (ix) "revised pay structure" means the Pay Matrix and Level specified therein corresponding to the existing Pay Band and Grade Pay of the post unless a different revised level is notified separately for the post;
 - (x) "basic pay" in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;
 - (xi) "revised emoluments" means the Pay in the Level of an employee in the revised pay structure;
4. Words and expressions used but not defined in these Regulations shall have the same meanings as respectively assigned to them in the West Bengal Service Rules, Part-I.

5. Level of Posts :

From the date of commencement of these Regulations the level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay as specified in the Pay Matrix.

I. Revised Pay structure :

In line with the recommendation of the Pay Commission, the revised pay structure in the form of Pay Matrix in respect of the employees of Britannia Engineering Limited shall be as that given in Annexure-II.

The Revised Pay structure shall come into force notionally from 01.01.2016 with actual effect from 01.01.2020

II. Exercise of option to come under the revised pay structure:

An employee of Britannia Engineering Limited may elect to come under the revised pay structure either from 01.01.2016 or from the date of next or any subsequent increment or from the date of promotion or upgradation which took place till 25.09.2019 provided that the employee who joined service on or after 01.01.2016 will have no option to come under the revised pay structure and he shall draw pay in the revised pay structure at the initial cell of the applicable Level of the Pay Matrix from the date of his joining, vide Annexure-III.

Note:- An employee is not eligible to exercise option to come under the revised pay structure from a date beyond 25.09.2019 or from the date of any increment that fell due after any promotion that took place during 01.01.2016 to 25.09.2019.

Illustration-1 : An employee got promotion on 21.10.2016. He is not eligible to exercise option to come under the revised pay structure w.e.f. the date of subsequent increment on 01.07.2017 or 01.07.2018 or 01.07.2019. He is, however, eligible to exercise such option w.e.f. 01.01.2016 or 01.07.2016 or 21.10.2016.

Illustration-2 : An employee got promotion on 14.04.2017 and got pay fixation benefit w.e.f. 01.07.2017. He is not eligible to exercise option to come under the revised pay structure w.e.f. 01.07.2018 or 01.07.2019. He is, however, eligible to exercise such option w.e.f. 01.01.2016 or 01.07.2016 or 01.07.2017.

III. Fixation of Pay in the Revised Pay Structure:

Initial pay in the revised pay structure of the employees of Britannia Engineering Limited shall be determined by multiplying the pre-revised basic pay (Band Pay + Grade Pay) on the date of option by a factor of 2.57 and rounding off the same to the nearest rupee and the figure so arrived at will be located in the appropriate (corresponding) Level in the Pay Matrix as given in Annexure - II, and if such an identical figure corresponds to any Cell in the applicable Level in the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix, vide Annexure-IV.

IV. Fixation of Pay on Promotion:

For fixation of pay on promotion, an employee may have option to get his pay fixed either from the date of promotion straightway or from the date of next increment.

- a) In case the employee opts to get his pay fixed from the date of promotion, he shall be allowed one increment in the Level from which he is promoted and the figure so arrived at shall be placed at a Cell equal to the figure in the applicable Level of the promotion post and if no such Cell is available in the Level to which he is promoted, his pay shall be fixed at the next higher Cell in that Level and his increment will fall due on the 1st Day of July on completion of atleast 6 months from the date of such promotion.
- b) In case the employee opts to get his pay fixed from the date of next increment, then on the date of promotion his pay shall initially be fitted in the applicable Level of the promotion post at the same Cell as that of his existing pay and in absence of such Cell, it shall be fitted in the next higher Cell and such pay shall be finally refixed as per the provisions as at (a) above after accrual of increment in the lower post. The next increment shall, however, fall due on the next 1st July.

V. Increment in the Pay Matrix:

After fixation of pay in the appropriate Level in the Pay Matrix, the subsequent increment in the Level shall be at the immediate next higher Cell vertically arranged downwards in that Level.

VI. Date of Annual Increment:

In respect of employees of Britannia Engineering Limited there shall be a uniform date of annual increment as existing now and such date of annual increment shall be the 1st Day of July of every year. An employee completing six months or more service in the revised pay structure as on 1st Day of July, shall be eligible to be granted increment.

VII. House Rent Allowance:

Employees of Britannia Engineering Limited shall be allowed House Rent Allowance @ 12% of Revised Basic Pay subject to a maximum of Rs. 12000/- p.m. w.e.f. 01.01.2020 and also subject to other terms and conditions as applicable to the State Government employees. The ceiling of House Rent allowance drawn by husband and wife together has also been raised to Rs. 12000/- p.m. For the purpose of drawal of House Rent Allowance the basic pay in the revised pay structure does not include any other type of pay.

VIII. Medical Allowance:

Payment of Medical Allowance and other Medical Benefits will be regulated as under :-

- a) The employees who are now in receipt of Medical Allowance @ Rs. 300/- p.m. shall be allowed enhancement of the rate to Rs. 500/- p.m. w.e.f. 01.01.2020.
- b) The employees who are covered under ESI (Medical Benefit) will not be allowed any Medical Allowance.

IX. Retirement Benefits:

There will be no change in the existing retirement benefits in respect of the employees who are now covered under CPF-Gratuity-cum –EPF (Pension) Scheme under the relevant employees' Provident Funds and Miscellaneous Provisions Act, 1952 & Employees' Pension Scheme, 1995 – for these employees the existing ceiling limit of Gratuity shall be enhanced to Rs.12 Lakh w.e.f. 01.01.2016.

If any doubt or difficulty arises in interpreting the Regulations or in giving effect to them or if any lacuna / inconsistency is found in actual application, it shall be referred to the Government for final decision.

This has the concurrence of the Finance (Audit) Department, vide their U.O. No. Gr. P1/2021-2022/0244 dated 08.10.2021.



Joint Secretary (Personnel)
Public Works Department

No.: 4584/1(6)-E/PW/O/E-I/2M-46/2021

Dated:27.10.2021

Copy forwarded for information to:

1. P.S. to Hon'ble M.I.C., P.W.D.
2. P.S. to Secretary, P.W.D.
3. F.A., P.W.D.
4. P.S. to Secretary, Finance Department.
This has a reference to their U.O. No. Gr. P1/2021-2022/0244 dated 08.10.2021.
5. The Chairman, Britannia Engineering Limited.
6. The Managing Director, Britannia Engineering Limited.



Joint Secretary (Personnel)
Public Works Department

BRITANNIA ENGINEERING LIMITED

Annexure-I

Sl No.	Name of the Post	Exiting Pay Band Scale under 5 th Pay Commission			Revised Pay Structure under 6 th Pay Commission		Remarks
		Name of Pay Band	Pay Band Scale	Grade Pay	Level & Row as per proposed Pay Matrix under 6 th Pay Commission	New entry point (Basic) as on 01.01.2016	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Managing Director	PB-5	Rs. 22500-46700/-	Rs. 8000/-	21/01	81400/-	
2.	General Manager	PB-4	Rs. 7100-38200/-	Rs. 6600/-	19/01	62700/-	
3.	Financial Controller	PB-4	Rs. 7100-38200/-	Rs. 6200/-	18/01	56200/-	
4.	Managers (Project/Sales/Material/R&D/Product/TD/P&A)	PB-4	Rs. 7100-38200/-	Rs. 6200/-	18/01	56200/-	
5.	Works Manager	PB-4	Rs. 7100-38200/-	Rs. 6200/-	18/01	56200/-	
6.	Company Secretary	PB-4	Rs. 7100-38200/-	Rs. 5200/-	17/01	44500/-	
7.	Assistant Finance Manager	PB-4	Rs. 7100-38200/-	Rs. 5200/-	17/01	44500/-	
8.	Assistant Managers(Project/Sales/Stores & Despatch/Market/Purchase/D&D/Assembly Shop/Production/Personnel/PP & C/Smithy/P&E/Maint./ Export Promot. & Dev./ Engineering Services/Quality Control)	PB-4	Rs. 7100-38200/-	Rs. 5200/-	17/01	44500/-	
9.	Senior Accounts Officer	PB-4	Rs. 7100-38200/-	Rs. 4600/-	16/01	37500/-	
10.	Senior Sales Officer	PB-4	Rs. 7100-38200/-	Rs. 4600/-	16/01	37500/-	
11.	Senior Sales & Service Engineer	PB-4	Rs. 7100-38200/-	Rs. 4600/-	16/01	37500/-	
12.	Senior Purchase Officer	PB-4	Rs. 7100-38200/-	Rs. 4600/-	16/01	37500/-	
13.	Senior Security & Vigilance Officer	PB-4	Rs. 7100-38200/-	Rs. 4600/-	16/01	37500/-	
14.	Senior Personnel Officer	PB-4	Rs. 7100-38200/-	Rs. 4600/-	16/01	37500/-	

BRITANNIA ENGINEERING LIMITED

Annexure-I

15.	Superintendents (Road Roller & Gear Shop/ Machine Shop & Tool Room/ Smithy Shop/ Assembly Shop/ Foundry Shop/ Safety/ Drawing)	PB-4	Rs. 7100- 38200/-	Rs. 4600/-	16/01	37500/-	
16.	Officer (Accounts/ Sales/ Stores/ Purchase/ Personnel/ Labour & Welfare)	PB-4	Rs. 7100- 38200/-	Rs. 4300/-	14/01	32400/-	
17	Chief Draftsman	PB-4	Rs. 7100- 38200/-	Rs. 4300/-	14/01	32400/-	
18	Assistant Planning Engineer	PB-4	Rs. 7100- 38200/-	Rs. 4300/-	14/01	32400/-	
19	Foreman (Project/ Road Roller/ Gear Shop/ Foundry/After Sales & Service/ Tool Room/ PP&C/Maint./AVD/ Assembly Shop/ Smithy Shop/ Inspection/ Machine Shop)	PB-4	Rs. 7100- 38200/-	Rs. 4300/-	14/01	32400/-	
20	Assistant officer (Sales/ Purchase/ Stores/ Security/ Personnel/ Welfare/ Labour)	PB-4	Rs. 7100- 38200/-	Rs. 3900/-	12/01	29400/-	
21	Technical Asstt. (Drawing)	PB-4	Rs. 7100- 38200/-	Rs. 3900/-	12/01	29400/-	
22	Chemist	PB-4	Rs. 7100- 38200/-	Rs. 3900/-	12/01	29400/-	
23	Asstt. TA to GM	PB-4	Rs. 7100- 38200/-	Rs. 3900/-	12/01	29400/-	
24	Asstt. Foreman (Project/ Gear Shop/ Machine Shop/ Road Roller/ Foundry Shop/ Tool Room/ Assembly Shop/ Smithy/ PPC/Maint./ Engg./ Inspection/ Drawing Office)	PB-4	Rs. 7100- 38200/-	Rs. 3900/-	12/01	29400/-	
25	Cashier	PB-3	Rs. 5700- 30200/-	Rs. 3500/-	10/01	25800/-	

BRITANNIA ENGINEERING LIMITED

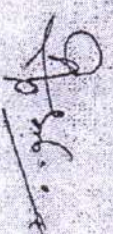
Annexure-I

26	Accountant	PB-3	Rs. 5700-30200/-	Rs. 3500/-	10/01	25800/-	
27	Sr. Sales Asstt.	PB-3	Rs. 5700-30200/-	Rs. 3500/-	10/01	25800/-	
28	Sr. Purchase Asstt.	PB-3	Rs. 5700-30200/-	Rs. 3500/-	10/01	25800/-	
29	Asstt. Chemist	PB-3	Rs. 5700-30200/-	Rs. 3500/-	10/01	25800/-	
30	Supervisors (Project/ Gear Shop/ Machine Shop/ Road Roller/ Foundry Shop/ Tool Room/ Assembly Shop/ Smithy/ PPC/Electrical Maint./ Mechanical Maint./ Stores/ Security/Inspection / Planning & Estimation)	PB-3	Rs. 5700-30200/-	Rs. 3500/-	10/01	25800/-	
31	Asstt. Cashier	PB-3	Rs. 5700-30200/-	Rs. 3200/-	09/01	23900/-	
32	Asstt. Accountant	PB-3	Rs. 5700-30200/-	Rs. 3200/-	09/01	23900/-	
33	Asstt. Supervisor, Sectional Head, Stenographer, Progress Chaser, Inspector, Works Study Assitt., Draftsman, Tracer, Havildar.	PB-2	Rs. 4400-21800/-	Rs. 2700/-	07/01	20800/-	
34	Graduate Clerical Staff	PB-2	Rs. 4400-21800/-	Rs. 2300/-	05/01	18200/-	
35	Under-Graduate Clerical Staff	PB-2	Rs. 4400-21800/-	Rs. 2100/-	04/01	17200/-	
36	Non-Metric Clerical Staff	PB-2	Rs. 4400-21800/-	Rs. 1900/-	03/01	16200/-	
37	Car Driver & Lorry driver	PB-2	Rs. 4400-21800/-	Rs. 1900/-	03/01	16200/-	
38	Peon and Watch & Ward Staff	PB-1	Rs. 4100-15100/-	Rs. 1700/-	01/02	15300/-	
39	Highly Skilled Workman	PB-2	Rs. 4400-21800/-	Rs. 2500/-	06/01	19300/-	
40	Skilled Workman	PB-2	Rs. 4400-21800/-	Rs. 2300/-	05/01	18200/-	
41	Semi-Skilled Workman	PB-2	Rs. 4400-21800/-	Rs. 1900/-	03/01	16200/-	
42	Un- Skilled Workman	PB-1	Rs. 4100-15100/-	Rs. 1700/-	01/02	15300/-	

ANNEXURE - II

Proposed Pay Matrix for 8 Manufacturing Units

Pay Band	PB-1 4100-15100					PB-2 4400-21800					PB-3 5700-30200					PB-4 7100-38200					PB-5 22500-46700				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Grade Pay	1700	1800	1900	2100	2300	2500	2700	2900	3200	3500	3700	3900	4000	4300	4500	4600	4800	5200	5600	6000	6200	6600	7100	8000	
Old Entry Pay	5800	5900	6300	6600	7100	7500	8100	8600	9140	9850	10450	11000	11430	12130	12600	14050	16580	21050	23480	29500	30500				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
1	14900	15400	16200	17200	18200	19300	20800	22500	23900	25800	27400	29400	30500	32400	33600	37500	44500	56200	62700	79000	81400				
2	15300	15900	16700	17700	18700	19900	21400	23200	24600	26500	28200	30300	31400	33400	34600	38600	45800	57900	64600	81400	83800				
3	15900	16400	17200	18200	19300	20500	22000	23800	25300	27400	29000	31200	32300	34400	35600	39600	47200	59500	66500	83800	86300				
4	16300	16800	17700	18700	19900	21100	22700	24600	26100	28200	29900	32100	33300	35400	36700	41000	48800	61400	68500	86300	88900				
5	16800	17400	18200	19300	20500	21700	23400	25300	26900	29000	30800	33100	34300	36500	37800	42200	50100	63200	70600	88900	91600				
6	17300	17900	18700	19900	21100	22400	24100	26100	27700	29900	31700	34100	35300	37600	38900	43500	51600	65100	72700	91600	94300				
7	17800	18400	19300	20500	21700	23100	24800	26900	28500	30800	32700	35100	36400	38700	40100	44800	53100	67100	74900	94300	97100				
8	18300	19000	19900	21100	22400	23800	25500	27700	29400	31700	33700	36200	37500	39900	41300	46100	54700	69100	77100	97100	100000				
9	18800	19600	20500	21700	23100	24500	26300	28500	30300	32700	34700	37300	38600	41100	42500	47500	56300	71200	79400	100000	103000				
10	19400	20200	21100	22400	23800	25200	27100	29100	31200	33700	35700	38400	39800	42300	43800	48900	58000	73300	81800	103000	106100				
11	20000	20900	21700	23100	24500	26000	27900	30300	32100	34700	36800	39600	41000	43600	45100	50400	59700	75500	84300	106100	109300				
12	20600	21400	22400	23800	25200	26800	28700	31200	33100	35700	37900	40800	42200	44900	46500	51900	61500	77800	86800	109300	112600				


 Date: _____
 Place: _____

13	21200	22000	23100	24500	26000	27600	29600	32100	34100	36900	39900	42000	43500	46200	47900	53500	63300	80100	89400	112600	116000
14	21800	22700	23800	25200	26800	28400	30500	33100	35100	37900	40200	43300	44800	47600	49300	55100	65200	82500	92100	116000	119500
15	22500	23400	24500	26000	27600	29300	31400	34100	36200	39000	41400	44600	46100	49000	50900	56800	67200	85000	94900	119500	123100
16	23200	24100	25200	26800	28400	30200	32300	35100	37300	40200	42600	45900	47500	50500	52300	58500	69200	87900	97700	123100	126800
17	23900	24800	26000	27600	29300	31100	33300	36100	38400	41400	43900	47300	48900	52000	53900	60300	71300	90200	100600	126800	130600
18	24600	25500	26800	28400	30200	32000	34300	37300	39600	42600	45200	48700	50400	53600	55500	62100	73400	92300	103600	130600	134500
19	25300	26300	27600	29300	31100	32900	35300	38400	40800	43900	46600	50200	51900	55200	57200	64000	75600	95700	107000	134500	138500
20	26100	27100	28400	30200	32000	34000	36400	39600	42000	45200	48000	51700	53500	56900	58800	65900	77900	98800	109900	138500	142700
21	26900	27900	29300	31100	33000	35000	37500	40800	43300	46600	49400	53300	55100	58600	60700	67900	80200	101600	113200	142700	147000
22	27700	28700	30200	32000	34000	36100	38600	42000	44600	48000	50900	54900	56800	60400	62500	69900	82600	104600	116600	147000	151400
23	28500	29600	31100	33000	35000	37200	39800	43300	45900	49400	52400	56500	58500	62200	64400	72000	85100	107700	120100	151400	155900
24	29400	30500	32000	34000	36100	38300	41000	44600	47300	50900	54000	58200	60300	64100	66300	74200	87700	110900	123700	—	—
25	30300	31400	33000	35000	37200	39400	42200	45900	48700	52400	55600	59900	62100	66000	68300	76400	90300	114200	127400	—	—
26	31200	32300	34000	36100	38300	40600	43500	47300	50200	54000	57300	61700	64000	68000	70300	78700	93000	117600	131200	—	—
27	32100	33300	35000	37200	39400	41800	44800	48700	51700	55600	59000	63600	65900	70000	72400	81100	95800	121100	135100	—	—
28	33100	34300	36100	38300	40600	43100	46100	50200	53300	57300	60800	65500	67900	72100	74600	83500	98700	124700	139200	—	—
29	34100	35300	37200	39400	41800	44400	47500	51700	54900	59000	62600	67500	69900	74300	76800	86000	101700	126400	143400	—	—
30	35100	36400	38300	40600	43100	45700	48900	53300	56500	60800	64500	69500	72000	76500	79100	88600	104800	132300	147700	—	—
31	36200	37500	39400	41800	44400	47100	50400	54900	58200	62600	66400	71600	74200	78800	81500	91300	107900	136300	152100	—	—
32	37300	38600	40600	43100	45700	48500	51900	56500	59900	64500	68400	73700	76400	81200	83900	94000	111100	140400	156700	—	—
33	38400	39800	41800	44400	47100	50000	53500	58200	61700	66400	70500	75900	78700	83600	86400	96800	114400	144600	161400	—	—


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ANNEXURE- III
Form of option
[see Para- 5(II)]

*1. I, ----- hereby elect the revised pay structure with effect from 1st January,2016.

*2. I, ----- hereby elect to continue on the existing scale of pay of my substantive/officiating post mentioned below until :

(a) the date of my next increment

(b) the date of my subsequent increment raising my pay to Rs. ----- in the existing scale.

(c) the date of my promotion/upgradation to the post of -----.

Existing Pay Band and Grade Pay -----.

Signature -----

Name -----

Designation -----

Office in which employed -----

Department -----

* To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these regulations, as detected subsequently, any excess payment so made shall be refunded by me to the Company either by adjustment against future payments due to me or otherwise.

Signature -----

Name -----

Designation -----

Date :

Place :

ANNEXURE- IV
[see Para-5(III)]

Form for fixation of initial pay in the revised pay structure under the Britannia Engineering Limited Employees (Revision of Pay, Allowance and Conditions of Service) Regulations, 2021.

1. Name of the Department and Office :
2. Name and designation of the employee :
3. Status (Substantive/Officiating) :
4. Existing Pay Band and Grade Pay
(a) in substantive post :
(b) in officiating/ temporary post :
5. Basic Pay in the existing pay structure
as on January 1, 2016 :
(Band Pay + Grade Pay)
6. Amount arrived at by multiplying basic
pay as at sl. no. 5 above by 2.57 :
Rounded off to nearest rupee :
7. Applicable Level in the Pay Matrix
corresponding to the Pay Band and
Grade Pay :
8. Applicable Cell in the Level either
equal to or next higher of the amount
at Sl. no. 6 above :
9. Revised Basic Pay (as per sl. no.8) :
10. Date of effect :
11. Date of next increment :

Signature of Head of Office / Department with Designation.