



**COMPENDIUM
OF
SERVICE RULES**

VOLUME – II

**KIOCL LIMITED
II BLOCK, KORAMANGALA,
BANGALORE 560 0034**



For official use only

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PREFACE

A compendium of following rules applicable to the employees, as approved by the Board of Directors and amended time to time has been updated (upto 31.12.2011).

1. Conveyance Allowance Rules.
2. Scheme for Reimbursement of Local Travelling Expenses.
3. Leave Travel Concession Rules.
4. Medical Treatment Rules.
5. Rules for Reimbursement of School Fees and Uniforms.
6. Rules for Grant of Scholarships to Children of the Employees.
7. Rules for Grant of Incentive to Employees for acquiring Professional qualifications.
8. Schemes for Grant of Incentives to promote Small Family Norms.
9. House Building Advance Rules.
10. KIOCL Merit Awards Scheme.
11. Suggestion Scheme.

The printed booklet is for ready reference and official use only. In case of doubts/disputes, the original text of the rules as approved/amended by the Competent Authority from time to time will only be the authorised version.

Bangalore
Dated 31.12.2011

(S Rajendra)
General Manager (Personnel)

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CONVEYANCE ALLOWANCE RULES

1. The Conveyance Allowance will be granted to the Company's employees to the following extent:

Sl. No.	Type of vehicle	Amount ₹ per month
a)	Moped / power driven vehicle of less than 1 HP	Amount equivalent to 15 litres of petrol
b)	Scooter/Motor Cycle of 1 HP & above	Amount equivalent to 20 litres of petrol
c)	Non-Executive employees not drawing conveyance allowance or not availing Company's transport	₹ 20 per day of actual attendance

Note:

a) The petrol price prevailing on the last day of the month shall only be taken into account for giving effect to revision from 1st of the succeeding calendar month.

b) Amount of Monthly increase/ decrease in petrol price will be multiplied by 15 litres or 20 litres as may be applicable and the sum so arrived at will be rounded off in such a way that fraction of less than 50 paise will be ignored and fraction of 50 paise and above will be rounded off to the next rupee for revision of Conveyance Allowance.

d) Reimbursement of Maintenance Expenses:

Such of those employees who are drawing Conveyance Allowance, are eligible for reimbursement of maintenance expenses equivalent to two month's of Conveyance Allowance. The reimbursement will be made on certification basis in two installments alongwith the salary payable for the months of March and September during the financial year(See Appendix).

(As per OO No.S/BC/7(9)2005, dated 30.6.2005)

e) Blind and orthopaedically handicapped employees with disability of lower extremities will be paid transport subsidy at the rate of 5% of pay subject to a maximum of ₹200/- p.m in lieu of (d) above.

Other conditions regulating payment of transport subsidy under the Company's rules shall remain unaltered.

A blind employee will be eligible for this subsidy if he is having vision less than 3/60 or field vision less than 10, in both eyes.

An orthopaedically handicapped employee will be eligible for this subsidy only if he/she has a minimum 40% permanent partial disability or both the upper and lower extremity deformities.



The extent of permanent partial disability of an orthopaedically handicapped employee will be determined by the Chief Medical Officer of the Company.

2. The allowance will be allowed to officers and staff on the condition that the Company's transport shall not be used for official duty, without payment, at the headquarters of the employee. Official duty includes emergency duties also.
3. Employees, who are not eligible for conveyance allowance for car, shall be paid at the rates as admissible for motorcycle/scooter/moped, if they maintain a motorcar instead of motorcycle/scooter/moped.
4. The Conveyance Allowance for maintenance of Motorcycle/Scooter/Moped as per scales indicated in para 1 shall be admissible in respect of employees who are required to perform frequent official journeys on Company's work. The proposals for the grant of such conveyance allowance in respect of individual positions shall be put up to the Chairman-cum-Managing Director for approval by the concerned Heads of Departments/Direct Reporting Officers giving detailed justification for grant of conveyance allowance along with full particulars and frequency of journeys to be performed, minimum kilometers likely to be covered every month in the performance of official duties etc.,
5. Notwithstanding (4) above, employees whose services have been obtained on transfer/deputation terms and who were in receipt of the conveyance allowance in their parent organisations for use of own vehicles for Company's work may be sanctioned conveyance allowance as per scales laid down in para 1 above. Necessary applications for grant of conveyance allowance in the prescribed form shall be submitted by the officer concerned through Heads of Departments/Direct Reporting Officers for sanction by the Chairman-cum-Managing Director at his discretion.
6. In case an employee is permitted by the Company, at his request, to forego the conveyance allowance, he will be entitled to use the Company's transport for official purposes as per Company's rules regulating the use of passenger vehicles.
7. The allowance will not be admissible during any absence from headquarters on temporary transfer, temporary duty, deputation, training or leave including holidays prefixed or suffixed to such leave except for the first 20 days of such absence.
8. The allowance will not be admissible during any period of more than 20 days at a time during which an employee in receipt of allowance does not maintain the vehicle or the vehicle maintained by him remains out of order. He may however, be allowed to draw the transport subsidy of `20/- per day of actual attendance. The conveyance allowance at full rates will however be admissible, if non-utilisation of vehicle upto 20 days in a calendar month was inter-alia due to pooling of vehicles with other employees.
9. The allowance will not be admissible during any period of more than 20 days at a time during which an employee in receipt of allowance does not maintain the vehicle or the vehicle maintained by him remains out of order. He may however, be allowed to draw the transport subsidy of ₹200/- per month. The conveyance allowance at full rates will however be admissible, if non-utilisation of vehicle



upto 20 days in a calendar month was inter-alia due to pooling of vehicles with other employees.

9. An employee being eligible for the conveyance allowance for the first time may apply in the prescribed form.
10. The employees in receipt of conveyance allowance shall be required to give a declaration, in the prescribed form, only if they have not in any month utilised the vehicle for the minimum number of days to entitle them to conveyance allowance.

Note: In pursuance of Office Order No.S/BC/8(7)/2011, dated 13.6.2011, Conveyance Allowance hitherto extended to Executives & Non-unionised Supervisors stood withdrawn/ discontinued with immediate effect.

**Appendix
[Ref.Rule 1(e)]****CLAIM FOR REIMBURSEMENT OF
VEHICLE MAINTENANCE EXPENSES.**

This is to certify that I have maintained Car/Scooter/Moped bearing Registration No..... which is registered in my name and is owned by me in proper running condition and have utilised the same in the performance of official duties. Expenditure wholly exclusively and necessarily incurred in connection with the maintenance expenses during the period fromto..... was in excess of Rs..... /-(Rupees.....).

I am having a valid driving licence in my name and have engaged a Driver who is having valid licence.

Designation

Signature:

Staff No.

Name:

Date

Bank A/c No.



SCHEME FOR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

1. It would be called Scheme for “REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES”
2. The scheme would cover only those Employees, who are entitled to Conveyance Allowance and who own a vehicle registered in their names and utilise the same for official purposes.
3. The Scheme would come into force from 1st November 1979 and any payments received by such Employees by way of Conveyance Allowance on or after the said date be treated as advance paid to them and be debited to their advance accounts. However, such employees shall be entitled to claim reimbursement in the manner indicated hereinafter.
4.
 - a) Employees would be entitled to claim the reimbursement of expenses wholly, exclusively and necessarily incurred by them by utilising their vehicles in performance of their official duties (**See Appendix-I**).
 - b) Employees would not be entitled to claim reimbursement for a month in excess of amounts so specified (**See Appendix-II**).
 - c) The use of the vehicle for purposes of coming from his residence to the place where the duties of employment are to be performed or from such place back to his residence will be regarded as the use of vehicle for private or personal purposes and not in performance of official duties.
 - d) In view of the facts:
 - a) that from a practical point of view it may not be feasible to verify the details of individual journeys undertaken by each employee;
 - b) that checking of such details would also result in wasteful expenditure on employment of staff resulting in no utility;

A certificate furnished by the employees with regard to the expenditure having been incurred in performance of official duties would be the basis for accepting the claims for reimbursement.
 - e) Certificate referred to above is as per **Appendix-III**.



5. After the expiry of salary period i.e. the relevant month, an employee would be entitled to claim reimbursement in the manner mentioned above.
6. An employee claiming reimbursement under the scheme will not be eligible for any allowance or any other payments in connection with journeys undertaken by him in performance of his official duties.
7. An employee claiming reimbursement under the Scheme would be responsible for satisfying the Income Tax Authorities with regard to actual expenses incurred vis-à-vis amount drawn from the Company to produce necessary vouchers as may be required.

8. **WITHDRAWAL/ALTERATIONS/AMENDMENTS TO THE SCHEME:**

The Scheme is liable to be withdrawn at the discretion of the Company without any notice and assigning any reason therefor. The Company also reserves the right to alter and/or amend any provision of the scheme.



Appendix-I [Ref.Rule 3(a)]

SCHEME FOR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

Employees drawing Conveyance Allowance are availing reimbursement of local travelling expenses, performing official journeys beyond a radius distance of 8 Kms from normal work place of Head quarters, the reimbursement of local travelling expenses (road mileage) are revised as under:

<u>Journey by</u>	<u>Rate of reimbursement(₹)</u>
a) Own car (restricted to employees drawing the car allowance)	3.50 per KM
b) Own Scooter/ Motor cycle.	1.50 per KM
c) Own Moped	1.00 per KM

Appendix-II [Ref.Rule 3(b)]

SCHEME FOR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

Employees would not be entitled to claim reimbursement for a month in excess of the amount specified below:

Sl. No.	Type of vehicle	Revised amount ₹ per month
a)	<u>Moped or any other power driven vehicle of 50 CC and below</u> All employees	360
b)	<u>Motor Cycle/ Scooter</u>	
i)	Non-executives	575
ii)	Executives & Supervisors	625
c)	<u>Motor Car</u>	
i)	Executives in the Grade of E0-E2	1900
ii)	Executives in the Grade of E3-E5	2450
iii)	Executives in the Grade of E6	2700
iv)	Executives in the Grade of E7-E9	2850



Appendix-III [Ref.Rule 3(e)]

CLAIM FOR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

This is to certify that I have maintained Car/Scooter/Moped bearing Registration No..... which is registered in my name and is owned by me in proper running condition and have utilised the same in the performance of official duties. Expenditure wholly exclusively and necessarily incurred in connection with the official duties during the period from to..... was in excess of Rs...../- (Rupees.....).

I am having a valid driving licence in my name and have engaged a Driver who is having valid licence.

Designation
Staff No.
Date

Signature:
Name:
Bank A/c No.

Bill examined and found correct and passed for payment.

Pay Rs...../-(Rupees.....)

ACCOUNTS OFFICER

Received Rs...../-(Rupees.....)

Signature



LEAVE TRAVEL CONCESSION RULES

The leave travel concession will be admissible once in a period of two calendar years to the employees who are entitled to regular leave for visiting their homes. It will cover all employees and their families as defined in Rule 1.5 below.

The term “once in a period of two calendar years” in Rule 1.1.1 should be taken to mean once in each block of two calendar years starting from the year 1976. Thus, the concession on the first occasion will be admissible during the block of two consecutive years 1976 and 1977; the concession on subsequent occasions will be admissible at any time during the calendar years 1978 & 1979, 1980 and 1981 and so on. Employees and their families will be allowed to travel once in a block of 4 calendar years to any place in India without a ceiling on the distance and the cost of actual journey fare will be reimbursed by the Company subject to other conditions remaining unaltered. The first block of calendar years will be 1976-79. The concession not availed of in the particular block may be availed before the end of the succeeding calendar year. The regular block will, however, remain unchanged. An employee can thus avail the LTC in a block of 4 years-in one block of 2 years for travelling to his hometown and in the other block of two years for travelling to any place in India.

- 1.2.1 If, for the entire leave travel journeys or a part thereof, an employee has to pay railway fare on the basis of an assumed or weighted mileage (as for example, on the Kalka-Simla Section) or at inflated rates (as for example on the Siliguri-Darjeeling Section) the employee concerned will be entitled to the travel concession, irrespective of the actual distance between his headquarters and his home town.
- 1.2.2 An employee whose family is living away from his place of work may, instead of having the concession for his family as well as himself once in a block of two years, avail of the concession for himself alone once every year for visiting his home town.
- 1.3.1 Where Leave Travel Concession is admissible, the employees will be entitled to the reimbursement of the full fare from the Head Quarters to their Home Town both ways.
- 1.3.2 An employee whose hometown is situated within 900 KMs. from his Head Quarters/Place of work may visit any other place in lieu of home town but the assistance from the Company shall be limited to a distance of 900 KMs. or the place of visit, whichever is less.



- 1.3.3 An employee whose hometown is situated beyond 900 KMs. from the Head Quarters/Place of work may visit any place other than hometown, but the Company shall reimburse the actual fare or the fare between the Head Quarters/Place of work and the hometown of the employee whichever is less subject to other conditions as laid down in Rules 1.1.1., 1.1.2 & 2.1 of these Rules.
- 1.3.4 In case of visit to hometown or any other place, the journey need not necessarily commence from, or end at, the Head Quarters of employee either in his own case or in the case of his family. The assistance from the Company will be regulated in accordance with Rule 1.3.2 or 1.3.3, as the case may be.
- 1.4.1 The term "home" referred to in these rules shall be the permanent home town or village as entered in the service book or other appropriate official record of the employee, or such other place as has been declared by him, duly supported by reasons (such as ownership of immovable property, permanent residence of near relatives, for example parents, brothers etc.), as the place where he would normally reside, but for his absence from such a station for service in the Company. Persons displaced from territories now part of Pakistan or those who have recently acquired an Indian domicile, or those who have not so far declared their home for any purpose in correspondence with the Company, for example, service records, applications for house building advances from provident fund, etc., should now make a formal declaration to the authority who has been declared to be the Controlling Officer in respect of the employee for the purpose of travelling allowance claims, within three months from the date of these rules coming into force, or on a date prior to the availing of the concession, whichever is earlier.
- Note:** An employee who has, before the introduction of the leave travel concession. Already declared his home town or native place in India for some other purpose, the same having been duly entered in his service book or in any other official record need not make a fresh declaration for the purpose of leave travel concession unless a change therein is desired by him. The Controlling Officer may, however, for his own convenience maintain a register of such hometowns in respect of the staff under his control.
- 1.4.2 Persons who enter service in future should make such a declaration before the expiry of three months from the date of joining service.
- 1.4.3 The declaration will be subject in each case to the acceptance of the Controlling Officer who shall satisfy himself about the correctness thereof after calling for such evidence, as he may consider necessary.

Note: The following criteria may be applied to determine whether an employee's declaration may be accepted or not:



- i) Whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations and, if so whether after his entry into service, the employee had been visiting that place frequently?
- ii) Whether the employee owns residential property in that place or whether he is a member of the joint family having such property there (Where an employee or the family of which he is a member owns residential or rented property in more than one place, it is left to the employee to name a choice, giving reasons for the same, provided that the decision of the controlling officer, whether or not to accept such a place as the home town of the Employee shall be final)?
- iii) Whether his near relations are resident more or less permanently in that place?
- iv) Whether prior to his entry into the Company's service, the employee has been living there for some years?

(The criteria need be applied one after the other only in cases where the immediately preceding criteria is not satisfied).

1.4.4 In the case of subordinate staff, the declaration will be kept in the service book or other appropriate service record of the employee, In the case of officers, the controlling officer shall forward the declaration after due verification to the personnel officer concerned who shall kept it with the officer's record of service.

1.4.5 A declaration of 'home' once made shall ordinarily be treated as final, but, in exceptional circumstances, the head of Department or Office, or if the employee himself is the head of the Department or Office, the Chairman-cum-Managing Director may authorise a change in such declaration provided that such a change shall not be made more than once during the service of an employee.

1.5.1 The term 'family' means an employee's wife or husband residing with him/her legitimate children and stepchildren. Further, the term family will also include the parents residing with and wholly dependent upon the employee. For this purpose, a parent residing with the employee would be deemed to be dependent on such employee, if-

- a) his/her income from all sources does not exceed ₹1,500/- per month ; and
- b) His/her income from all sources together with income of other parent from all sources does not exceed ₹3,000/- per month.

In order to qualify as a dependent, a parent will have to satisfy both condition (a) & (b) above. The employee would have to produce the proof of income, if so required.



In respect of those employees who join the Company on or after 1.12.1995, the definition of 'Family' means employee's wife or husband residing with him/her and the legitimate children/step children, the number of children to be restricted to two only and parents residing with and wholly dependent on him/her.

Note:

- i) The term 'Children' includes major sons, unmarried daughters and widowed daughters so long as they are residing with and wholly dependent on the parent (the employee).
- ii) The term 'Legitimate children' does not include adopted children except those adopted under the Hindu Law.
- iii) Not more than one wife is included as 'family' for the purpose of these rules.
- iv) Both the parents will be considered as a single unit for the purpose of deciding their dependency, i.e. when either of the parents is gainfully employed, the LTC facilities will not be extended to both.

1.5.2 The families need not necessarily accompany the employee. For purposes of deciding the number of concessions, the qualifying journeys made by an employee and his family will be viewed as one.

1.5.3 An employee and his family members may travel either independently or together as may be convenient to them. The claim for reimbursement in respect of the journey of the one need not depend on the journey performed by the other. The family members will, therefore, be entitled to the concession irrespective of the fact that the employee may or may not proceed on regular leave but the return journey must be completed within six months from the date of commencement of the outward journey and the concession will be counted against the block in which the outward journey commenced.

1.5.4 Leave Travel Concession will be admissible to the members of an employee's family with reference to the facts existing at the time of the outward and the return journeys independently. The following types of cases are given by way of illustration-

A. Entitled to reimbursement in respect of the outward journey

- i) A dependent son/daughter getting employment or getting married after going to the home town or remaining there for prosecution of studies.
- ii) The family having performed the journey to home town have no intention of completing the return journey from home town, provided the employee foregoes in writing the concession in



respect of the return journey if performed by the family members at a subsequent date.

B. Entitled to reimbursement in respect of the return journey only

- i) A newly married wife coming from home town to head quarters station, or a wife has been living a long time at home town and did not avail herself of the leave travel concession in respect of the outward journey.
- ii) A dependent son/daughter, returning with parents or coming alone from hometown where he/she has been prosecuting studies or living with grandparents etc.
- iii) A child who was previously below three/twelve years of age but has completed three/twelve years of age only at the time of the return journey.
- iv) A child legally adopted by the Company's employee while staying in the hometown.

1.6.1 The concession is not admissible to an employee who has not completed one year of continuous service under the Company on the date of journey performed by him or his family as the case may be. The condition of one year's continuous service is applicable equally to regular employees and probationers as well as to temporary and officiating employees.

1.6.2 Employees transferred from SAIL and its subsidiaries shall be eligible to carry forward their eligibility for LTC in the Company.

1.7.1 The concession will be admissible only in the case of journeys performed by an employee during regular leave or casual leave irrespective of duration.

1.7.2 The employees and their families, who are unable to avail themselves of the concession in a block of two years, may be permitted to count the next block period from the end of the first year. Thus, in case where an employee and his family could not avail themselves of the concession in the 1976-77 block, they should be eligible to count the next block, with effect from 1st January 1977. The concession due for 1976-77 block must be availed of by them before 31st December 1978. In case they fail to avail themselves of the concession before that date, their title to the concession for that block should be treated as having lapsed.

1.7.3 The concession will also be admissible to an employee proceeding on leave just before attaining the age of superannuation (60 years), the Company's assistance on the usual scale being limited to fares for self and family for the outward journey only. The concession will not, however, be admissible to an employee



who proceeds on regular leave and then resigns his post without returning to duty.

- 1.7.4 The concession will also be admissible to an employee and his family in respect of only the outward journey from headquarters to hometown during refused leave provided the concession had not been availed of earlier during that particular block of two calendar years.

Note: In the case of leave just before attaining the age of superannuation and refused leave, the journey by both the employee and his family members should, however, commence within the period of leave.

- 1.7.5 The concession is also admissible during terminal leave on the conditions laid down in clauses 1.7.3 and 1.7.4 and the note thereto.

- 1.7.6 Employee's children studying at a place other than the place of work of the employee may once in a block of 2 years avail of Leave Travel concession for journeys between place of study and place of work of the employee in lieu of Leave Travel Concession to Home Town

- 1.8. In the event of the return journey falling in the succeeding calendar year, the Concession should be counted against the year in which the outward journey commenced.

- 1.9.1 The concession is admissible for journeys within India by rail as well as between places not connected by rail. In the latter case, the journey should be performed by the shortest road route/steamer service, and the extent of assistance from the Company in such cases will be limited to what would have been admissible had the journey been performed by rail in the authorized class, or actual expenses, whichever is less.

- 1.9.2 In respect of places not connected by rail and where an alternative means of travel is either not available or is more expensive, an employee may travel by air. In such cases, the Company will bear the same proportion of costs as in the case of rail journeys.

1.9.3 **TRAVEL BY ROAD IN CAR**

Where the employee or his family travels by Road, by private car, between the points connected by Rail, the cost of propulsion being borne by the employee, the extent of Company's assistance admissible will be limited to what would have been admissible had the journey been performed by the Rail by the entitled class.

- 1.9.4 An employee who declares subject to the satisfaction of the Controlling Officer, that his "home" is outside India will be entitled to the leave travel concession for visiting his hometown. The Company's assistance in such a case should be limited to the share of the fares for journeys (i) up to and from the Railway Station (by the shortest route) nearest to the home town or, (ii) the Railway Station for the nearest port of embarkation/disembarkation in India, The term



“nearest port” for the purpose means the port in India nearest to the home town of the employee.

- 1.10 The class of railway accommodation which an employee and his family will be entitled will be the class to which he is entitled will be the class to which he is entitled under the T.A rules at the time the journeys are undertaken. It will be permissible for employee and for his family to travel in a class higher or lower than that to which he is entitled. In the former case the Company’s liability will be restricted to the fare by the class to which the employee is entitled, and in the latter case to the fare by the class in which he or his family actually travelled. If on such journeys, or part of such journeys, the employee or a member of his family travelled by road or by steamer, the extent of the Company’s assistance will be limited to what would have been admissible had he travelled by rail in the authorised class or the actual expenses, whichever is less.

Note:

- 1) There is no objection to an employee (or his family members) normally entitled to travel by first or second class of railway accommodation travelling by 2nd class and availing of the sleeper accommodation. In such cases, the extra cost incurred for ‘sleeper’ accommodation will be borne by the Company.
 - 2) There is no objection to an employee normally entitled to travel by first class traveling by 2nd class in the deluxe air conditioned trains while availing himself of the leave travel concession. The cost on account of the surcharge, over the 2nd class fare which is levied in such a case will be apportioned between the Company and the employee in the same manner as the cost of the basic 2nd class fare.
 - 3) There is also no objection to an employee (or his family members) availing of any concessional return journey tickets announced by the railway authorities (e.g. seasonal concession, students concession etc.) in connection with the leave travel concession. The amount reimbursable to the employee will be the fare actually paid.
- 1.11 The Company’s liability for the cost of railway fare between the employee’s headquarters and his “home” shall be limited to the share of fare by the shortest route.
- 1.12 When an employee or any member of his family performs the journey by a longer route (which is not the cheapest) in the different classes of railway accommodation, for example, partly by I class to which he is entitled and partly by II class, the entitled class rate will be admissible for the corresponding proportion of the shortest or the cheapest route and the lower class rate for the remaining mileage for such route.



Note:

1. An employee or his family members may travel by any route or halt anywhere on the way to or from the home town, but the Company's assistance shall be limited to their share of the fare by the shortest route calculated on a 'through' ticket basis.
 2. There is no objection to any employee of the third and fourth grades travelling by mail/express train when availing himself of the leave travel concession and claiming reimbursement accordingly. In such a case a certificate to the effect that the journey was actually performed by mail/express train should be recorded by the claimant on his TA Bill
- 1.13 For places which are not themselves connected with rail but which are connected with the railway system by road or by steamer, if the road transport or steamer service is not owned by the Railway, the concession will be admissible for the journey by the rail as well as the portion of the journey by road or steamer. In the latter case, the extent of assistance will be limited to what would have been admissible had he travelled by rail in the authorised class, or the actual expenses, whichever is less.
- 2.1 **ADVANCES:** Employees shall be entitled to an advance of 100% of the estimated fare for entitled class, Employees will be required to submit the application for advance for availing leave travel concession in the prescribed proforma(**Appendix-I**).

If, after drawing the advance, the journey is not performed, the advance shall be refunded forthwith.

Claims: Within one month from the date of completion of return journey, the Employee shall be required to submit the following to Accounts Department duly approved by HoD/Controlling Officer.

- a) Where the claims is for journeys not exceeding 900 KMS each way, a certificate in the prescribed format(**Appendix-II**) to the effect that the employee and/or his entitled family members has/have performed to and for journey and spent the entire amount drawn/entitled to, and refund the unutilised advance amount.
- b) Where the claim is for journeys exceeding 900 Kms each way, LTC bill on TA bill forms with following proof for having performed the journey with details of journey like:
 - i) Cash receipts/ticket number in case of journeys by train:
 - ii) Cash receipts/tickets in case of travel by public transport:
and



- iii) Cash receipts in respect of journeys performed by taxi, with details of registration number in case of own/private car should be submitted.

For adjustment of the advance drawn by him, and simultaneously refund the un-utilised advance amount, if any(**Appendix-III**).

- 2.2 Where an employee and his family performed journeys separately, there is no objection to his presenting separate claims. In such a case, however, the claim should be for both outward and inward journeys
3. The Central Government/State Government employees on Foreign Service with the company will also be eligible for the leave travel concession provided that provision for its admissibility has been incorporated in the orders placing the employees on Foreign Service with the Company. The cost of the concession in all such cases will be met by the Company.
4. A record of all assistance granted under these orders shall be suitably maintained by the Personnel Department. The record should be in the form of entries in the service Book or other appropriate services record and should indicate the date or dates on which the journey or journeys to the “home” commenced. The authority responsible for the maintenance of the service record shall ensure that on every occasion on which an employee proceeds on leave which is entered in that record, the fact whether or not he availed the travel concession under these orders is indicated.
5. These rules will not apply to employees who are:
- i) Not in the whole time employment of the company;
 - ii) Paid from contingencies;
 - iii) Entitled to Railway privilege/retirement passes and PTO as personal concession to them.
6. Combination of leave travel concessions with transfer/tour travelling allowance.
- 6.1.1 If an employee going to home town on regular leave proceeds therefrom on transfer to his new headquarters, he may, in addition to the TA admissible under the travelling allowance rules in such cases, be allowed leave travel concession to the extent the distance from old headquarters to home town and from home town to the new headquarters exceeds the distance for which transfer TA is admissible, plus 800 Kms.
- 6.1.2 In cases where the distance for which leave travel concession would be admissible under Rule 6.1.1 is negligible, it will be open to the employee not to avail of the leave travel concession at all and he may be permitted to avail of it on some other occasion within the block period, subject to other conditions being fulfilled.



The option has to be exercised in respect of self and members of the family at the time of preferring claim for transfer TA when leave travel concession is not availed of, the leave travel concession advance, if any, taken by the Employee should be adjusted in his TA entitlement.

- 6.2.1 If an employee proceeds with proper prior permission to his home town or regular leave from a tour station and returns to his headquarters direct from the home town, travelling allowance as on tour may be allowed for the journey from the headquarters to the touring station from which the employee proceeds to his home town and leave travel concession for the journey from the tour station to home town and back to the headquarters, deeming the tour station as the starting point for the onward journey. The limitation contained in Rule 1.3 will be applicable in computing the amount of leave travel concession admissible.
- 6.2.2 If an employee proceeds to a tour station from his home town with proper prior permission and returns to headquarters therefrom, leave travel concession as admissible under these rules may be allowed from headquarters to home town TA as on tour for the journey from home town to tour station and back to headquarters.

7. **Re-employed Officers**

Re-employed officers will be eligible for the concession on completion of one year's continuous service subject to the following conditions:

- 7.1.1 The successive blocks of two calendar years in case of such employees shall be reckoned from the actual dates of their joining the posts under the Company.
- 7.2 The appropriate administrative authority certifies at the time the employee concerned avails himself of the leave travel concession that he is likely to continue to serve under the Company for a period of two years from the date of his joining the post under the Company: the admissibility of the concession during the subsequent two year periods will also be subject to the similar condition.

But in the case of re-employment immediately after retirement, the period of re-employed service may be treated as continuous with the previous service for purpose of leave travel concession and the concession allowed for the re-employed period (provided the travel concession would have been admissible to the re-employed officer, had he not retired but had continued as a Serving Officer).



8. An employee will be required to submit application for LTC in the proforma given in **Annexure I & II**.

9. **LTC UPTO A DISTANCE OF 1700 KMS:**

9.1 Employees, if they so desire, may avail the Leave Travel Concession for a journey upto a distance 1700 Kms only each way to any place in India once in four years based on a certificate in the proforma prescribed (**Appendix-II**) subject to the following:

a) For the purpose of this concession “Family” would include employee’s spouse, dependent children and parents residing with and wholly dependent upon him/her. However, in respect of those employees who join the Company on or after 01.12.1995, the definition of ‘Family’ means employee’s wife or husband residing with him/her, legitimate children/step children to be restricted to two only and parents residing with and wholly dependent upon him/her.

b) Reimbursement of the fare will be made on production of certificate in the format prescribed. This certificate should be submitted with the bill within one month from the date of the return journey.

c) Reimbursement of the fares will be restricted to the entitled class subject to the ceiling of AC II Tier.

9.2 If the claim is preferred alongwith documents in support of travel, a bill in the format prescribed (**Appendix-IV**) together with the requisite supporting documents has to be submitted. If the claim is based on certification, the certificate alone in the prescribed formats need be furnished.

9.3 This will come into effect for journeys performed after 7th September, 1990 and from the block years 1988-1991 only.

10. **MISUSE OF LTC**

An employee, who has made a false claim of LTC and is not fully cleared of the charges of misuse of LTC, shall not be allowed LTC for the next two blocks(Block of two years), in addition to the block(s) of LTC already withheld. If the nature of misuse is grave, the Competent Authority may disallow LTC for more than two blocks. Such disallowance shall be without prejudice to the punishment for any proved misconduct in the disciplinary proceedings.



The 'Competent Authority' for the aforesaid purpose shall be the Chairman cum Managing Director in respect of DROs and in respect of other employees, it shall be the concerned Director/DRO.

Note: In pursuance of Office Order No.S/BC/8(7)/2011, dated 13.6.2011, LTC rules hitherto extended to Executives & Non-unionised Supervisors stood withdrawn/ discontinued with immediate effect.



APPENDIX-I [Ref.Rule 2.1]

(To be submitted in Triplicate)

PART-1

For Block years.....

LTC last availed of for the block years.....

1. Employee's Personal Particulars

- | | |
|----------------|----------------------|
| i) Name: | ii) Designation |
| iii) Staff No: | iv) Dept/Dept. Code: |
| v) Pay ₹: | |

2. Leave Particulars-Applied/Sanctioned

	From	To	No. of days
a) C.L./E.L./Commuted (HPL/LWP)			

3. Particulars of Home Town

- | | |
|---|---------|
| a) Head Quarters Station | : |
| b) Declared & recorded Home town | : |
| Nearest Railway Station to home town | : |
| Distance from Hd. Qrs. to the nearest Railway Station
by the shortest route (KM) | : |
| Principal stations which the shortest route touches | : |
| Distance & Bus-fare from nearest Railway Station to
Home Town (KM) : | |
| | Rs..... |

4. Details of Family Members :

	Name	Age	No. of Tickets
a) Self			
a) Wife/Husband			
b) Children			
	i)		
	ii)		
	iii)		
	iv)		

Contd....



Contd. From prepage..

5.Details of Fare

- i) Class of accommodation/Mode of Transport in which journey is proposed to be undertaken/ already performed
- ii) Cost of single rail ticket for the distance by the class of accommodation for declared hometown. ₹
- iii) Total amount claimed for the out ward/ return journey based on the No. of family members as given under 4. ₹

6.Certified that

- i) This LTC claim is for self and my family members who are wholly dependent on me and living with me at.....(place to be indicated)
- ii) I and the members of my family have not so far availed of and claimed the concession for the block of 2 Years.....
- iii) I will refund the amount forthwith failing to perform the journey of self and/or family within 30 days of drawal of the amount of LTC.
- iv) In case I and/or my family members do not perform the journey by the declared mode or class of transport or incur expenses less than the amount drawn, the same will be declared within a week after the completion of the journey or joining duty after leave.
- v) In case the actual expenditure incurred is less than the amount admissible under LTC rules, I undertake to refund the difference within a week of the completion of the journeys.
- vi) My husband/wife is not employed in Company/my husband/wife is employed in the Company, and the concession has not been availed of by him/her separately for myself/herself or for any of the family members for the concerned block of 2 years.

Place:

Date:.....

 Signature of the Employee

 Contd....



Contd. From prepage..

PART II

To be used in the Department

	From	To	No.of days
a) Leave sanctioned	CL/HPL/LWP		
b) Amount sanctioned	Rs.....(in figures)		
	Rs.....(in words)		

PART-III

To be used by the Personnel Department

1. Certified that necessary entries as required under the LTC rules have been made in the personal file of the employee.
2. Certified that the Home Town and nearest Railway Station to the Home Town of the employee are as follows:-
Home Town.....b) Railway Station.....
3. Certified that leave order has been/ is being issued separately
4. Verified the number of family members with reference to personal records of the employee.
5. Certified that the LTC concession is admissible for the block years as applied for above.

No. PERS/LTC/

Personnel Executive

Dated:

PART-IV

To be used by the Accounts Department

Passed for payment of Rs.....

Accounts Executive



APPENDIX-II
[Ref.Rule 2.1a &9.1]

To
The Accounts Executive (Pay),
KIOCL Limited
Bangalore/Kudremukh/Mangalore.

Through: Proper Channel

Sub: Certificate for having availed LTC upto
a distance of **900/1700 Kms.**

I, the undersigned.....(name).....staff
No.....(Designation).....(Department).....had
drawn an amount of Rs.....(Rupees.....) on.....towards Leave
Travel Concession for the block Year.....in respect of myself and my
entitled dependents. I hereby certify that-

- 1) I and my entitled family members, whose names are indicated below,
have travelled to.....(indicate the place upto which
Travelled).....which is situated at.....Kms.from my Hqs.
- 2) Names of persons who performed journey are given below:
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
- 3) Certified that I have spent an amount of Rs.....on the above journey.
Necessary adjustment may kindly be made.

Place:
Date:

Signature.....
Name.....
Staff No.....
Designation.....
Department.....

To be used in Accounts Department

Ref No.....

Dated.....

An amount of Rs..... Only has been refunded by cash/cheque
(No.....dated.....)/recovered from his/her pay for the month of.....

Accounts Executive

Cc: Personnel Executive-for information & record



To be submitted in Duplicate

DECLARATION FOR ADJUSTMENT OF LTC

To

The Accounts Executive,
KIOCL LIMITED.

Through:

While the amount of Rs...only has been drawn towards LTC onthe actual expense incurred during such journey works out to Rs.....only. As such, the balance amount of Rs.....is refunded herewith by cheque/cash or may be recovered from my pay from the next month's salary for the reasons noted below:

Details of refunded amount

1. Travelled by lower class.
2. Journey has not been performed by myself
3. Journey performed by my family members/(so many) half and (so many) full tickets did not travel inward/outward journey.

Signature:

Name:

Designation:

Dept/Dept Code:

Staff No.:

To be used in Accounts Department

No.A/Pay/

Dated:

An amount of Rs.....only has been refunded by cash/cheque (No.....dt.....) recovered from his/her pay for the month of.....

Accounts Executive

Cc: Personnel Executive-for information & record



APPENDIX-IV (Ref Rule 9.2)

LEAVE TRAVEL CONCESSION BILL

Vr. No.....

Date.....

Name : Staff No.: Designation: Pay/Scale:	Stay Away From H.Qrs.			
	Departure		Arrival	
	Date	Time	Date	Time
		Total	days	hours
TYPE OF LTC:				

I. JOURNEY DETAILS

From	Date/ Time	To	Date/ Time	Distance	Rail/Air/Road	Class	Fare amount ₹ P.

II. Name/Age & Relationship of Persons who performed the Journey:

- 1.....
- 2.....
- 3.....
- 4.....

Total Claim	₹
Less Advance	₹
Net claim/Balance refundable	Rs

Place:	Signature:
Date:	Name:

Controlling Authority

Sanctioned	Signature:
	Name & Designation:



MEDICAL TREATMENT RULES

1. DEFINITION

- 1.1 An “Employee” means any person employed by the company excluding a casual employee.
- 1.2 “Family” means an employee’s wife/husband (one only), unmarried children (including step-children and children adopted under the personal law of the employee concerned), in either case not gainfully employed and, if the employee’s father is wholly dependent on the employee or deceased, minor brother/minor unmarried and widowed sisters wholly dependent on and generally residing with the employee. Family will also include parents if they are wholly dependent on and residing with the employee. For this purpose, a parent residing with the employee would be deemed to be dependent on such employee, if –
- a) his/her income from all sources does not exceed ₹1500/- per month and
 - b) his/her income from all sources together with income of other parent from all sources does not exceed ₹3000/- per month.
- In order to qualify as a dependent, a parent will have to satisfy both conditions (a) and (b) above. The employee would have to produce proof of income, if so required.
- 1.3 “Company’s Medical Officer” means Medical Officers employed in the Company’s hospital.
- 1.4 “Authorized Medical Officer” means Medical Officers appointed/nominated by the Company for the purpose of rendering medical attendance to the employees.
- 1.5 “Recognized Hospital” means a hospital (s) recognised by Management for particular places where the offices of the Company may be located, but where there is no Company’s hospital.
- 1.6 “Approved Specialist” means such specialists as have been approved by the Competent Authority for inclusion in the panel of specialists. To start with, however, all the specialists attached to the recognised hospital as on the date on which these rules come into effect shall be deemed to have been included in the panel of specialists. Inclusion in or removal from the panel of any specialists may be made by the Competent Authority at his discretion from time to time.



- 1.7 “Controlling Officer” means the officer who may be delegated powers as Controlling Officer in respect of these rules by the Competent Authority.
- 1.8 “Competent Authority” means the Chairman-cum-Managing Director or any other authority prescribed by the Chairman-cum-Managing Director for the purpose.
- 1.9 “Company’s Hospital” means the hospital(s) run by the Company.

2.0 **GENERAL PROVISION APPLICABLE TO ALL ESTABLISHMENTS OF THE COMPANY**

2.1 **MEDICAL TREATMENT**

Medical treatment shall mean comprehensive medical benefits involving outpatient, in-patient and specialist treatment, inclusive of all necessary pathological, radiological, and other methods of diagnosis, free of any charge to the employee and his family. This shall include free physiotherapy, dental and ophthalmological service excluding orthodontics, gold and silver fillings, provision of dentures and spectacles. Free medical treatment shall also include treatment:

- a) At the consulting room of the Authorised Medical Officer.
- b) At the outpatient department of the Company’s hospital where such hospital is available and at the outpatient department of the recognised hospital where there is no Company hospital, whenever the Authorised Medical Officer is not available.
- c) At the in-patient department of the Company’s hospital where such hospital is available; and at places where there are no company hospitals at the in-patient department of the Recognised Hospital when referred by the Authorised Medical Officer. If facilities for treatment/further treatment for a particular case do not exist in the company’s/Recognised Hospital, then treatment in such other hospital/hospitals as may be recommended by the Company’s/Recognised Hospital.
- d) At the consulting room of specialist subject to provisions of these rules.

2.2 **DIET CHARGES**

- 2.2.1 Diet charges, if any, during the period of hospitalization in the Company’s hospital shall be free for such of those employees who are drawing a pay upto



₹7275/- per month. When an employee, whose pay does not exceed ₹7275/- per month and his dependents: -

- a) are hospitalized elsewhere (other than Company's hospital) where diet facilities exist, the reimbursement of diet charges shall be restricted to the rates as charged by the Company's recognized hospitals.
- b) are hospitalized elsewhere, where diet facilities do not exist, the reimbursement of diet charges shall be limited to ₹30/- per day subject to production of documentary evidence from the concerned hospital/ institution for admission, discharge and non-availability of the said facility from that hospital/institution.

2.2.2 When an employee is hospitalized on account of injury on duty, he/she shall be extended free diet facility. This is applicable to all the employees of the Company.

2.3 SICKNESS AT PLACES OTHER THAN HEADQUARTERS DURING TOUR AND LEAVE

2.3.1 **WHILE ON TOUR:** Employees falling ill at a place other than headquarters while on tour, may be reimbursed for treatment from such doctors/hospitals as may be convenient, provided that such doctors should be a Registered practitioner qualified in the western system of medicine/or an Officer belonging to Ayurveda, unani, siddha and Homeopathic Medical Services of the state or Central Government or any other qualified medical officer appointed by the Government for this purpose.

2.3.2 **DURING LEAVE:** Employees or members of their families falling ill at a place other than the headquarters may be reimbursed for medical expenses when the treatment is taken from the Government Medical officers/Hospitals owned by Government/Public Sector Undertaking. However, at places where no such facilities are available, the employee or members of their families may avail of medical treatment from such doctors as are registered medical practitioners qualified in the western system of medicine or an Officer belonging to Ayurveda, Unani, Siddha and Homeopathic Medical Services of the State or Central Government or any other qualified medical officer, appointed by the Government for this purpose, and further provided that reimbursement in such cases shall be limited to the amount which would have been payable had the treatment been taken from the Company's Hospital or a Government Medical Officer or hospital run by Government, or as may be prescribed.

2.4 In case an employee, who is advised by the Company's Medical Officer/Authorised Medical Officer to undergo surgical operation, desires to be operated on by a surgeon of his own choice, he may do so provided he obtains prior approval of the Company's Medical Officer/Authorised Medical Officer as may be permissible under these rules. In such cases the reimbursement by the



Company for the expenses incurred by the employee on such operation, shall be limited to actual, subject to a maximum of the amount which should have been payable to the employee or his eligible dependent had he been operated on in the hospital to which the Company's Medical Officer/Authorised Medical Officer had referred him. In cases not covered by the above mentioned provision, the decision of the Company's Medical Officer/Authorised Medical Officer regarding the amount to be reimbursed shall be final.

PROCEDURE FOR UNDERGOING SURGERY, POST-OPERATIVE MEDICAL REVIEW/ CHECKUP:

1. If an employee or his eligible dependent who is advised by the Company's Medical Officer/Authorized Medical Officer to undergo surgical operation, desires to be operated on by a surgeon of his own choice, he may do so provided he obtains prior approval. In such cases the reimbursement by the Company for the expenses incurred by the employee on such operation, shall be limited to actual, subject to a maximum of the amount which should have been payable to the employee or his eligible dependent had he been operated on in the recognized hospital to which the Company's Medical Officer/Authorized Medical Officer had referred him.
2. Following procedure shall be followed with regard to the above:
 - a) If employee of his eligible dependent is advised by the Company's Medical Officer/Authorized Medical Officer/Company's recognized Hospital to undergo surgical operation and that employee or his dependent desires to be operated on by a surgeon of his own choice at a hospital at the respective Head Quarters of an employee, he may do so with prior approval. Based on the recommendations of I/C. CMO & D(P&P), for consideration by the Chairman cum Managing Director. If approved, reimbursement in such cases will be restricted to the respective recognized hospital rates to which the employee is attached. Approval of CMD will depend on the merits of each case. In such cases, TA for self and an escort, as per employee's entitlement may be permitted based on the recommendations of I/c.CMO & D(P&P) and approval of CMD.
 - b) An employee or his eligible dependent will be permitted to go for post operative medical review / checkup twice (maximum) after the operation with the specific approval of the CMD based on the advise of the surgeon who has performed the operation. The expenditure thereof will be borne by the Company, but will be restricted to the recognized hospital rates. No TA and escort will be permitted during the review/ checkup.
 - c) Employees and / or their eligible dependents if they desire to be operated upon by a Surgeon of their own choice at a Hospital / place other than the recognized Hospital shall obtain prior approval of Competent Authority.



2.5 TREATMENT OF EMPLOYEES FOR TUBERCULOSIS, LEPROSY, MENTAL DISEASE AND CANCER.

2.5.1 In the case of an Employee suffering or suspected to be suffering from any of the above four diseases, the Company's medical officer/Authorised medical officer/Company's Hospital/Recognised Hospital shall send him to a local public hospital concerned or a specialist in that particular field for expert opinion and treatment. If the specialist or the hospital thus consulted recommends ambulatory treatment, such treatment shall be given by the Company's Medical Officer/ Company's Hospital/Authorised Medical Officer/Recognised Hospital on the periodical advice given by the Specialist/institution. The company shall on the advice of the Company's Authorised Medical officer provide the patient with free hospitalisation in a Government Hospital or in an approved sanatorium, as the case may be.

2.5.2 The term 'Hospitalization' is taken to mean all facilities provided in the particular hospital or sanatorium. In the case of a TB patient admitted to a hospital where diet is provided as a normally facility, charges thereof as may be prescribed by the Competent Authority shall be borne by the Company.

2.6 In case of any doubt or dispute regarding the admissibility of any claim, the decision of Competent Authority shall be final. The Competent Authority may admit any medical claims in relaxation of these Rules in specially deserving cases.

2.7 For the purpose of prescription of medicines, a pharmacopoeia will be prescribed by the Competent Authority. The Competent Authority may add or delete items in the pharmacopoeia from time to time.

3 PROVISIONS APPLICABLE TO PLACES WHERE COMPANY'S HOSPITALS ARE AVAILABLE

3.1 HOSPITAL TREATMENT

3.1.1 The employees, including their family members, shall normally be eligible for medical facilities only at the Company's Hospital

3.1.2 In cases where the Company's hospital does not provide facilities for necessary treatment, arrangements may be made by the Company with suitable local hospitals/institutions recognised by the Company for the purpose of:

- i) Out-door and in-door treatment including surgical operations and maternity services.



- ii) Pathological or X-ray examinations-such facilities shall, however, be admissible only on specific reference by the Company's Hospital.

3.1.3 Charges on account of treatment in other than Company's hospital both specialist and ordinary, including maternity charges, shall be reimbursed on the advice of the Company's Medical Officer.

3.1.4 Charges paid by the employee or paid by his entitled family members for pathological and other examinations for diagnosis shall be reimbursed to the employee on production of necessary bills as also the prescription requiring such examination by the Company's Medical Officer at the rates prescribed by the Competent Authority from time to time.

3.2 **SUPPLY OF MEDICINE**

3.2.1 All medicines prescribed by the Company's Medical Officer shall be dispensed at the Company's Hospital.

3.2.2 In cases when it is not possible to dispense prescription at the Company's Hospital due to non-availability of medicines, the medicines may be purchased by the employee and the cost reimbursed to him on the presentation of the bill together with the prescription and Essentiality Certificate signed by the Company's Medical Officer (**See Appendix-I & II**).

Note: Medicines for this rule do not include tonics and preparations which are primarily foods, toilets, or disinfectants.

3.3 **DIRECT PAYMENTS**

As far as possible, the company shall make direct payment to Referred Hospital/ Nursing Home/Specialists to whom an employee is referred for treatment by the Company's Medical Officer.

3.4 **SPECIALIST FEES**

In exceptional circumstances, in case of reference by the Company's medical Officer, reimbursement of charges for consultation with a specialist shall be admissible on the basis of fees actually charged by and paid to the specialist, subject to a maximum limit as may be prescribed by the Competent Authority from time to time.

4 **PROVISIONS APPLICABLE TO CORPORATE OFFICE AT BANGALORE**


4.1 OUTDOOR CONSULTATIONS

4.1.1 The Company shall retain a number of medical officers to cover the entire city area of Bangalore. Each such medical officer shall be allotted up to 25 employees and their families. The number of Authorised Medical Officers may be increased by the Competent Authority to cover more areas and/or employees. However, if the number of employees in a particular area does not justify appointment of a separate Medical Officer, then such employees may be attached to any of the Authorised Medical Officers nearest to such areas.

4.1.2 Each employee and his family shall be allotted to one Authorised Medical Officer depending on the proximity of the employee's residence to the Authority Medical Officer. Once the employee is allotted a doctor, he shall normally not be allowed any change except in case of change of residence. Besides the Authorised Medical Officers, the employees may also go for outpatient department treatment to the Recognised Hospitals whenever the Authorised Medical Officers are not available at the time when the necessity for medical treatment arises. The employees, however, shall report back to the Authorised Medical Officers thereafter for continuing the treatment.

When such outdoor consultations are taken from hospitals due to the non-availability of the Authorized Medical officers, to whom the employees are attached, the consultation including registration is reimbursable only once in respect of each Recognised Hospital. The reimbursement towards cost of medicines shall be made excepting food, tonics, disinfectants and toilet items.

4.1.3 FEES AND SCOPE OF SERVICES OF AUTHORISED MEDICAL OFFICER

- i) The Authorized Medical Officers shall be paid suitable monthly retainer fee as approved by the Competent Authority.
- ii) The Authorized Medical Officers shall provide free medical attendance to the employees and their families.
- iii) The Authorized Medical Officers shall be responsible for preventive/curative medical care of the employees and dependents attached to them.
- iv) The Authorized Medical Officers shall not be paid separately for any specific treatment either preventive or curative such as administration of ATS, Triple antigen, anti-rabic treatment, TABC, smallpox vaccination, etc., except the cost of medicines/vaccine. The employees shall pay to the Authorised Medical Officers the cost of necessary medicines/vaccines and the same shall be reimbursed by the Company to the employees.



- v) The Authorized Medical Officers will not be paid separately for giving injections and applying dressing as they form part of free service to be rendered by them. However, they shall be paid to the extent of the material cost involved in dressing. The employees shall pay to the Authorised Medical Officer the material cost involved in dressing and the same shall be reimbursed to the employee.
- vi) The Authorized Medical Officers will prescribe medicines from the Pharmacopoeia to be prescribed by the Competent Authority from time to time. The Pharmacopoeia may be amended from time to time at the discretion of the Competent Authority. The reimbursement for medicines purchased by the employees shall be made on the basis of the prescriptions given by the Authorised Medical Officers. The Authorised Medical Officers should not prescribe items which are mainly of food value, tonics, disinfectants and toilets.
- vii) The Authorized Medical Officers may refer cases wherever necessary for specialist consultations/investigations/physiotherapy/ hospitalisation, only to the Recognised Hospitals and approved by the Competent Authority.
- viii) In serious cases where the parents may not be physically in a position to be taken to the clinic, the Authorised Medical Officers may visit the patients at their residences. However, such visits are not permissible only for the purpose of giving injections. The employees shall pay directly to the Authorised Medical Officers their fees for such visits. The Company shall reimburse to the employees either the actual paid or ₹10/-per visits whichever is less. In each case the employee is required to furnish a certificate from the Authorised Medical Officer to the effect that the case was of an emergent nature necessitating treatment at the residence of the patient and not for merely giving injections. For such visits the employees should obtain prior permission of the Controlling Officer. However, in emergency cases where immediate treatment is necessary, if prior sanction could not be obtained, reimbursement may be done on post-facto sanction.
- ix) The Authorized Medical Officers shall sign the essentiality certificates for the treatment undertaken from them as well as from approved specialists and recognised hospitals (**See Appendix-I & II**).
- x) The Authorized Medical Officers shall maintain the history cards in respect of the employees and their families for the treatment undertaken from them.


4.2 PATHOLOGICAL INVESTIGATIONS

If the Authorised Medical Officers consider any pathological investigation necessary the same may be got done in any of the recognised hospitals and the charges for the same shall be reimbursed in full on production of necessary receipt duly countersigned by the Authorised Medical Officers. However, for simple tests such as blood examination involving TC, DC, HB, ESR, throat swab, routine stool and urine examination and X-ray of chest and bones, the employee may go to any of the private clinics but the reimbursement shall be limited to such charges as may be prescribed by the Competent Authority from time to time.

4.3 HOSPITALIZATION

4.3.1 For in-patient treatment, choice shall be open to the employees to go to any of the recognised hospitals but reference from the Authorised Medical Officers, shall be necessary for such treatment. However, in case of non-availability of the Authorised Medical Officers the employees may avail of the in-patient treatment in any of the recognised hospitals, if advised so, by the outpatient department of the hospital concerned.

4.3.2 The Company will reimburse the actual ward charges. For this purpose, entitlement of the employees shall be as under:

i) Executives	: Single bedded private room
ii) Supervisory personnel	: One out of two beds in a room
iii) Non-Executives	: One out of two beds in a room

While referring cases for hospitalisation, the Authorised Medical Officer shall mention the bed entitlement of the employees.

4.3.3 When hospitalised, under no circumstances, an employee or his dependent will be permitted to occupy a bed higher than his entitlement. If in case he occupies a bed higher than his entitlement, the entire amount over and above his entitlements shall be recovered from his salary.

4.3.4 During hospitalization all items supplied by the hospital, as part of the treatment shall be reimbursable. All hospital charges such as professional fees of the attending doctor, anaesthetist's charges, operation charges, delivery charges, physiotherapy charges, etc., are reimbursable in full. The cost of food preparations and toilets, if supplied, during hospitalisation shall not be reimbursed.

4.3.5 AMBULANCE CHARGES

For going to hospital for immediate hospitalisation, ambulance charges shall be admissible if the same is provided by the hospital and certified as essential by the attending doctor of the hospital concerned. However, no ambulance charges shall be admissible for returning from the hospital.

**4.3.6 ATTENDANT/SPECIAL NURSING CHARGES**

Attendant/Special nursing charges shall be admissible in special cases on the basis of the essentiality certified by the attending doctor.

4.3.7 The company may make suitable arrangements with the hospitals for direct payment of their bills in case of hospitalisation of the employees and their families. The diet charges and such other charges which are not reimbursable, shall be recovered from the pay of employee concerned. In case it is not possible to work out any arrangement with the hospitals for direct payment of their bills, the employee concerned shall make the necessary payment and claim reimbursement from the Company. In such cases the hospital bills shall be screened and countersigned by the Authorised Medical Officer who has referred the patient to the hospital concerned. The employee may apply for advance in such cases for getting the patient discharged from the hospital. The application for such advances shall be duly supported by the proforma/final bill from the hospital whereupon 90% of the bill shall be released as advance. The employee must submit the final bill within 15 days of the drawal of the advance failing which the entire amount shall be deducted from his salary without further reference to him.

4.3.8 If facilities for treatment/further treatment for a particular case do not exist in the recognised hospital, then such treatment can be taken in such other hospital/hospitals as may be recommended by the recognised hospital. In such cases, the recommendations given by the recognised hospital will have to be countersigned by the Authorised Medical Officer concerned.

4.4 SPECIALIST CONSULTATION

4.4.1 (i) No reimbursement for specialist consultation shall be allowed unless referred to by the Authorised Medical Officer. Such reference from the Authorised Medical Officer shall be necessary each time the patient consults the specialist even though it may relate to the same case. In case of non-availability of the Authorised Medical Officer, reference can be made by the outpatient department of the recognised hospitals. In such a case, after the first consultation with the specialist the Employee shall report back to the Authorised Medical Officer and for any further consultation with the specialist, further reference from the Authorised Medical Officer shall be necessary each time. The bills in such cases should be got countersigned by the Authorised Medical Officer. The Authorised Medical Officer should refer cases only to the recognised hospitals and to approved specialists for specialist consultation.

(ii) The specialists may be consulted either at the recognised hospitals or at their private consulting rooms or at the residence of the patient.



(iii) Reimbursement for specialist consultation shall be made as under:

- | | | |
|----|---|--|
| A. | when the specialist consultation is taken at the recognised hospital: | Full reimbursement |
| B. | When the specialist consultation is taken either at the private consulting room of the specialist or at the residence of the patient. | The actual amount paid subject to the limit to be prescribed by the competent Authority from time to time. |

(iv) The bills of the specialist should be got countersigned by the Authorised Medical Officers. The reimbursement towards cost of medicines shall be made excepting food, tonics, disinfectants and toilet items.

4.4.2 DENTAL TREATMENT

Excepting provision of dentures, gold and silver fillings and orthodontics, reimbursement for all other treatment under taken in recognised hospitals and from approved specialists shall be allowed on reference from the Authorised Medical Officers. Such bills should be got countersigned by the Authorised Medical Officers. The Authorised Medical Officers shall certify in the bills concerned for the purpose of reimbursement that the amount claimed does not include charges for provision of dentures, gold and silver fillings and orthodontics and foods, tonics disinfectants and toilet items.

4.4.3 EYE TREATMENT

Excepting provision of spectacles and contact lenses all other treatment of eye diseases, ophthalmological tests, etc., undertaken in recognised hospitals from approved specialists shall be allowed on reference from the Authorised Medical Officers. Such bills should be got countersigned by the Authorised Medical Officers. The Authorised Medical Officers shall certify in the bill concerned for the purpose of reimbursement that the amount claimed does not include charges for provision of spectacles, contact lenses and food, tonics, disinfectants and toilet items.

5. PROVISION APPLICABLE TO OTHER OFFICES WHERE COMPANYS HOSPITALS ARE NOT AVAILABLE SUCH AS DELHI, MANGALORE ETC.,

For places other than those for which provisions have been made above, the medical Facilities may be prescribed by the Competent Authority from time to time on the basis facilities prescribed for Corporate Office.

6. Employees may also be reimbursed for treatment from Officers belonging to Ayurveda, Unani, Siddha and Homeopathic Medical Services of the State or Central Government Or any other qualified medical officer, appointed by the Government for this purpose, Subject to other provisions of these rules.



FORM B – ESSENTIALITY CERTIFICATE – INPATIENT TREATMENT

A. Particulars :

1. Name of the Employee : M.C.No.
2. Name of the Patient and relationship 4.Nature of disease the patient is suffering from (be filled in by the hospital doctor in charge of the of the case)
3. Period of treatment from to

B. Medicines Prescribed

Sl.No.	Medicine	Price		Amount Admissible	
		₹	Ps.	₹	Ps.

Certified that the above medicines prescribed were essential for the patient and do not include preparations which are primarily food or toilets.

C. Pathological laboratory, physiotherapy etc., charges :

Sl.No.	Date	Place of Test	Test	Charges ₹	Amount admissible
				₹	Ps.
			Total :		

Certified that the above laboratory tests were essential for the treatment of the patient.

D. Charges for Accommodation, surgical operation, delivery cases etc.

- | | | |
|--|-------|-------------------|
| | Total | Amount Admissible |
| | ₹ | ₹ Ps. |
1. Accommodation charges fromto
(Single bedded room/double bedded room/three or four bedded room/wards fordays @ Rs.....)
 2. Operation theatre charges
 3. Anaesthetist's charges:
 4. Professional charges :
 5. Surgeon's charges :
 6. Visiting charges of the Specialist :
 7. Labour room charges :
 8. Blood Bank :

Contd....



Contd. From prepage..

- a) Certified that the above charges do not include either diet charges or charges for attendant/special nursing.
- E. A sum of ₹was charged for ambulance charges for reaching the patient to the hospital and the ambulance was essential for the patient.
- F. Certified that I referred the case tohospital for treatment/further treatment as the same facility was not available with our hospital.

Stamp of the Hospital

Signature and designation of the Medical Officer in charge of the case at the Hospital/ RMO of the Hospital.

Countersigned :

Certified that the above case was referred by me tohospital and the claims are verified.

(AMO) Signature :
Name :
Qualification:
Regn.No.

Certified that the patient is wholly dependent upon me and residing with me.

Date :

Signature of the Employee

For Office use only :

Amount allowed	Amount Claimed	Amount disallowed
Total of item (B)		
Total of item (C)		
Total of item (D)		
Total of item (E)		

Net amount Payable:

Controlling Officer

Pay ₹ (Rupees.
.....only) and debit "Staff Welfare (Medical)"

Assistant

SO/JO(Accts)

AM(Accts)/DM(Accts)

Received ₹ (Rupees
.....only)

Date :

Signature :



KIOCL LIMITED

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FORM A – ESSENTIALITY CERTIFICATE – OUT – PATIENT

B. Particulars :

- | | |
|---------------------------|--|
| 1. Name of the Employee : | 4. Name of the Patient and relationship |
| 2. Designation : | 5. Nature of Disease |
| 3. Staff No. | 6. M.C.No. |
| | 7. Period of treatment:
FromTo..... |

B. Medicines Prescribed

Sl.No.	Prescribed by			Medicine	Price		Amount Admissible	
	AMO	CMO	Specialist		₹	Ps.	₹	Ps.

Certified that :

- The medicines prescribed are as per the pharmacopia supplied by KIOCL Ltd and are essential for the treatment of the patient. The Medicines do not include preparations which are primarily foods, tonics, toilets or disinfectants and charges towards administration of ATS, triple antigen, antirabic treatment TABC, small pox vaccination etc.
- The A.M.O. was not available on and the patient consult OPD ofHospital.

C. House Visit Charges:

Sl.No.	Date	Fees Paid	Amount admissible

- The condition of the patient was on an emergent nature necessitating treatment at his residence.
- The visit was not for the purpose of giving injection only.

D. Specialist Consultation and Treatment Charges :

Sl.No.	Date	Place of Consultation	Fees Paid ₹	Amount admissible ₹
Total ₹				

- The Patient was referred to Dr..... for Specialist Consultation for times on
- The Amount claimed does not include charges for provision of denture, and Silver fillings and orthodontics and food, tonics, disinfectants and toilet items.
- The amount claimed does not include charges for provision of spectacles, contact lenses & food, tonics, disinfectants and toilet items.

E. Pathological/Laboratory / X-Ray Charges :

Sl.No.	Date	Place of Test	Test	Charges Paid ₹	Amount admissible ₹
Total ₹.					

Contd....



Contd. From prepage..

1. Certified that X-Ray, Laboratory, etc tests were required for the treatment.
2. The patient required / did not require hospitalisation.

Note : All receipts for pathological examination
Should be got countersigned by the AMO

Signature :
Name :
Qualification :
Regn.No.:

Certified that the patient is wholly dependent upon me and residing with me.

Date :

Signature of the Employee.

For Office use only :

Total of item (B)
Total of item (C)
Total of item (D)
Total of item (E)

₹ Ps.

Net amount Payable:

Controlling Officer

Pay ₹ (Rupees only) and debit
"Staff Welfare (Medical)"

Assistant

SO/JO(Accts)

AM(Accts)/DM(Accts)

Received ₹ (Rupees only)

Date :

Signature :



RULES FOR REIMBURSEMENT OF SCHOOL FEES AND UNIFORMS

1. SCOPE:

a) SCHOOL FEES:

The school fees being paid by the wards of all the employees will be reimbursed to the extent indicated in Clause 2(a) below provided the schools are recognized by the Government. The claims for reimbursement will be supported by cash receipts or a certificate from the heads of the institutions where the ward is/was studying.

b) SCHOOL UNIFORM:

Reimbursement of cost of uniform would be made for the wards of the Company's non-executive employees drawing a basic pay upto ₹8630/- per month as on first January of the year. In case both husband and the wife are employed in the Company and if either of them draws a basic pay over ₹8630/- per month this benefit would not be admissible.

2. QUANTUM

- (a) The School fees shall be reimbursed once at the close of the academic year to the following extent.

<u>Std.</u>	<u>Fees (₹ Per month)</u>
I – II	160/-
III – VIII	180/-
IX- X	220/-
XI- XII	250/-

The reimbursement of school fees will be at the above rates or at the actuals, whichever is lower.

The School fee reimbursement will be to the extent as charged by Kendriya Vidyalaya from time to time or the actual fee charged by the Institution where the child is prosecuting studies, whichever is lower.

(b) SCHOOL UNIFORM

The Company would reimburse towards the cost of uniform upto ₹120/- once during the first two months at the beginning of the academic year for each entitled ward of the Employee subject to their obtaining a certificate from the concerned Institution that their rules provide for wearing of uniform. This



facility is admissible in respect of dependent children of the employee who are studying from Std. I to Std.XII.

3. The above facilities would be limited to the maximum number of 3 Children of an employee.

4. **TRANSPORT ALLOWANCE FOR SCHOOL GOING CHILDREN**

Wherever Company Bus facility is not provided for the dependent children of employees for going to the School, conveyance reimbursement at the rate of ₹75/- per month per child will be made subject to maximum of first two children. The above reimbursement will be admissible to the dependent children of employees studying upto and including Xth Std. and is applicable to employees (except residing in Company's township) at Mangalore, Bangalore, Chennai, New Delhi and any other location, who are not availing Company's Bus facility.

5. **OUTSTATION EDUCATION ALLOWANCE:**

The employees of the Company whose children are prosecuting studies outside the Head Quarters of the employees, will be eligible for Outstation Education Allowance at ₹250/- Per Month subject to the following:

(a) The Outstation Education Allowance will be admissible to such of those employees whose children are prosecuting Degree/ Post Graduation/ Professional Courses.

(b) The allowance will be admissible for only one child of an employee at any given point of time.

(c) The employee concerned shall submit a Certificate to the effect that his / her child is prosecuting Degree/ Post Graduation/ Professional Course. The name and address of the institution where the child is studying, shall be intimated at the time of claiming the outstation education allowance.

(d) The employee shall also produce documentary evidence like Marks Sheet, etc., in support of good performance of his/ her child at the college every year and

(e) The reimbursement of Outstation Education Allowance will be made by the respective Accounts Departments once in a quarter on a written request by the employee concerned.

6. These rules shall come into effect from 1st November, 1976 and as amended from time to time.



RULES FOR THE GRANT OF SCHOLARSHIPS TO CHILDREN OF THE EMPLOYEES

- 1) With a view to providing encouragement and facilitate the higher Education of meritorious children of the permanent employees, a scheme for awarding monthly scholarships beginning from the academic session 1976-77 is prescribed as given below:-

Scholarships of ₹ 700/- each
Scholarships of ₹ 500/- each

Only legitimate children and step-children of the employees who are dependent on the employees shall be eligible for the scholarships.

2.1 The scholarship @ ₹ 700/- per month will be awarded to students who join recognized professional degree or equivalent courses in Engineering, Architecture, Medical including Dentistry, Agricultural and Veterinary Sciences.

2.2 The scholarship of ₹ 500/- per month will be awarded to students joining-

- a) Diploma courses in the foregoing areas (mentioned in Clause 2.1 above) ;
- b) Post Graduate Degree/ Degree /Diploma courses in pure Sciences, Social Sciences, Commerce, Business/ Personnel Administration and Humanities (like languages, Literature Economics, Philosophy, History etc.); and
- c) Pre-University / Intermediate/ Plus two / XI Std. under two plus three years system.

[Note: The above scholarship amount will be effective from academic year 2010-11]

The total number of scholarships shall be limited to 55. Out of this, 40 nos. shall be awarded on merit-cum means basis and balance 15 nos. shall be on the merit basis. Only the children of the permanent employees of the Company whose basic pay does not exceed ₹ 31,740/- per month shall be eligible for the merit-cum-means scholarships. There shall be no restriction of pay in regard to merit scholarships.

3. The scholarships will be granted to those students who are starting a particular course of study and not to those who having entered upon a particular course, apply for the scholarship on the basis of the first or subsequent year's results. However, in the case of employees who join afresh the organisation, whose children had already entered a particular course of study, will also be entitled for the scholarship. In such cases, the scholarship will be restricted from the specific Calendar year in which the employee has joined the Company till the remaining period of course of study. Employees who join the Company on transfer/deputation terms will continue to be eligible for the scholarship under these rules provided however, such a scheme exists in their parent organisation and the employee's wards were in receipt of such scholarships.
4. The total number of scholarships shall be limited to 55. Out of this, 40 nos. shall be awarded on merit-cum means basis and balance 15 nos. shall be on the merit basis. Only the children of the permanent employees of the Company whose basic pay



- does not exceed ₹13,700/- per month shall be eligible for the merit-cum-means scholarships. There shall be no restriction of pay in regard to merit scholarships.
5. In case the number of applications under any category falls short of the prescribed percentage, the balance number could be utilized against the other category, i.e. inter-change between Merit and Merit-cum-Means scholarships is permitted.
 6. 11 Nos. of the Merit-cum-Means Scholarships and Merit Scholarships shall be reserved for Scheduled Caste/Schedule Tribe. However, if the number of applications under this category falls short, this quota could be utilized against the general list. The qualifying standard of First Class or 60 percent, whichever is higher, is relaxable to 50 per cent marks in the aggregate in respect of SC/ST.
 7. The left over from Merit-cum-Means Scholarships can be used for Scheduled caste/schedule tribes in addition to the reservation made under para 6 above provided, they satisfy the conditions mentioned in the above para.
 8. Only those students prosecuting higher/professional studies in recognized Institutions will be granted scholarships, and the marks obtained in the Respective qualifying examination will form the criteria.
 - 8.1 Merit scholarship will be granted only for professional Degree courses like Engineering, Medical etc., and Post-Graduate Degree Courses like M.Com., MBA etc. Out of 15 Merit Scholarships, 9 Nos . will be earmarked for professional Degree courses and 6 Nos. will be for Post Graduate Courses.
 - 8.2 Merit-cum-Means Scholarships of 40 Nos. will be distributed as under:

a) Professional/Post Graduate Degree courses	- 20
b) Degree/Diploma/Others	- 11
c) PUC/Plus Two/XI & XII Std.	- 09

The children of employees prosecuting studies outside the Headquarters of an employee will be given preference over others in grant of scholarships for PUC/Plus Two/ XI & XII Std.

In case the number of scholarships falls short in any one category, CMD will have the discretion to allocate the same in any manner he likes.
 - 9 Applicants for the scholarships should have passed the Indian School Certificate/Higher Secondary School/Two year Pre University Course/ Intermediate/Indian Senior School Certificate, Diploma/Degree Examination, as the case may be, in the First Division or with an aggregate of 60% whichever is higher.
 - 10 The scholarships will be awarded from the date of admission to the institution to the end of the academic year and for each subsequent academic year until the student passes the course subject to conditions later enumerated.



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- 11 Applications for grant of scholarships will be invited by the Company in the month of July every year and will, after scrutiny, be placed before a selection committee appointed for the purpose by the Chairman-cum-Managing Director.
 - 12 Selection for the award of a scholarship will be made in each case by the Selection Committee mentioned at para 11 above and will be subject to the approval of the Chairman-cum-Managing Director.
 - 13 The amount of scholarships will be paid quarterly (July to September, October to December, January to March, and April to June) by the Company directly to the Students through the employee concerned at the beginning of every quarter subject to the following conditions:
 - a) The employee concerned gives a certificate at the time of receipt of every quarterly instalment of the scholarship that his/her Child is prosecuting the studies for which the scholarship has been granted; and
 - b) The employee produces documentary proof like marks sheet, etc., about the good performance of his/her child at the college every Semester/year. The continuance of Scholarship will depend upon the good conduct and performance of the student at the Institution.
 - 14 Cessation from the service of the Company by an employee on account of retirement on superannuation, voluntary retirement and also death (as also death after retirement) or disability caused by accident while on duty or otherwise will not disqualify the child who has been awarded scholarship by the Company from continuing to receive the scholarship for the entire duration of the course subject to fulfillment of all other conditions. This scholarship, will, however, be discontinued forth-with in case the employee, whose child has been granted a scholarship, leaves the services of Company on resignation, dismissal or termination of service for any reason whatsoever.
 - 15 The scholarship will be withdrawn forthwith in case the recipient fails to complete successfully the academic year for any reason whatsoever, (except for reasons beyond his control) including failure in the examination, discontinuance of studies, non-appearance at the examination, (except on medical grounds as certified by a Registered medical practitioner) and unsatisfactory report from the Head of the Institution in which the recipient is studying.
 - 16 No recipient of scholarship under this scheme will be allowed simultaneously to hold a scholarship under any other scholarship scheme of the Government/any other organisation.
 - 17 In case of Scheduled Caste/Tribe student, the scholarship from the Company will be admissible only after an undertaking by him that any kind of scholarship being presently availed of by him will be surrendered and that a certificate from the Central Government or any other competent authority to the effect that the scholarship has been so surrendered, will be produced, before receipt of scholarship from the Company.
-



- 18 In all matters pertaining to this scheme the decision of the Chairman-cum-Managing Director shall be final and no appeal shall lie against any decision of the Chairman-cum-Managing Director with regard to any aspect of this scheme.
- 19 The Company retains the right to alter, vary, amend or dis-Continue the scheme at its own discretion without any notice.



FORM OF APPLICATION FOR GRANT OF SCHOLARSHIP

- (A) THE EMPLOYEE:
1. Name :
 2. Designation :
 3. Staff No. :
 4. Department :
 5. Basic Pay :
 6. Scale of Pay (showing incremental rate in the scale) :
 7. Date and rate of next increment :
 8. Permanent Address :
 9. Present residential Address :
- (B) CHILDREN OF THE EMPLOYEE:
10. Name of the Student :
 11. Age and date of birth :
 12. Sex :
 13. The higher course which the student has been admitted to :
 14. Month and year of admission :
 15. What is the duration of the course :
(Please state in terms of 1 year 2 years and so on).
 16. Name and full address of the Institution indicating the head of the Institution (by designation) :
 17. Whether the institution in which the student has been admitted is recognised, if so with which authority. :
 18. Whether the student falls in courses of Group 'A' or Group 'B' as indicated below;
 - (a) Recognised degree of equivalent courses in Engineering, Mining Architecture, Medical including Dentistry, Agricultural and Veterinary sciences. :

Contd....



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- (b) i) Diploma in courses of the :
above areas.
- ii) Degree/Diploma courses in :
pure sciences, social sciences
Commerce, Business/
Personnel Administration and
Humanities (Like Languages,
Literature, Economics,
Philosophy, History, etc.,).
19. Which of the examination (Indian :
school certificate/Higher Secondary
school/ Intermediate / Diploma
examinations the candidate has
passed before admission to the
higher/professional studies / courses.
20. Division, if any, with the percentage :
of marks obtained in the above
examination (Certified copies of
Mark-sheets to be attached).
21. Whether the student belongs to :
Scheduled cast/Tribe (in case of the
Student belonging to scheduled case
or Scheduled Tribe Category, proper
documentary evidenced may be
attached).
22. In case the application is for PUC/ :
XI Std., whether the child is studying
at or outside the Head Quarters
of the Employee.

Signature of the employee

Date:

Through Proper Channel

To
The Company Secretary
KIOCL Limited
II Block, Kormangala
Bangalore – 600 034



**RULES FOR GRANT OF INCENTIVE TO EMPLOYEES FOR
ACQUIRING PROFESSIONAL QUALIFICATIONS**

1. **GENERAL**

The following rules to govern the grant of incentive to employees for acquiring professional qualifications are laid down with the object of encouraging them to improve their knowledge and professional competence by undertaking advance studies relevant to their functions in the Company.

2. **APPLICATION**

These Rules shall apply to all employees of the Company in the scale of pay of E6 and below who acquire professional qualification during their service in the Company, if qualifications are relevant to their area of responsibility.

3. **DEFINITIONS**

“Company” means KIOCL LIMITED.

“Chairman-cum-Managing Director” denotes the Chairman-Cum-Managing Director of KIOCL LIMITED

4. **CONDITIONS FOR GRANT OF INCENTIVE**

The grant of incentives shall be subject to the following conditions :-

- i) The incentives shall be granted only to such employees who appear at the final examination for the relevant qualifications after joining the service of the Company;
- ii) The grant of leave, if required for prosecuting the studies or for appearing at the examination, shall be subject to the normal leave rules of the company.
- iii) The incentives shall be admissible on qualifying in the final examination and on completing the prescribed practical training, if any, subject to the production of the official proof in support thereof.
- iv) The grant of such incentive shall not entitle an employee to any special claim for promotion and he will be considered, for promotion in the normal course as per the rules of the Company
- v) The Company may, however, utilise the services of the employee in any department in which the professional qualification acquired



by him could be more advantageously utilized and this would not entitle him to any additional remuneration.

- vi) The benefits under this scheme shall not be allowed for any professional qualification acquired by an employee while attending a course or a training scheme to which he may be sponsored by the Company or by any other organisation on the recommendation of the Company.

5. ENTITLEMENT

- i) The advance increments admissible for acquiring different professional qualifications are given in **Appendix-I**.
- ii) The increment granted to employees on acquiring professional qualification will be called as “Personal Pay” and the value of the increment will remain constant throughout the service of the employee and will remain unchanged.
- iii) Advance increments granted under this scheme shall not in any way affect the normal annual increment and the due date.

6. SANCTIONING AUTHORITY

Sanctioning authority for granting advance increments or lump sum payment in lieu thereof shall be the Chairman-cum-Managing-Director in respect of employees in the scale of E1 and above and in respect of others, such authorities as may be prescribed by him from time to time.

7. PROCEDURE

An eligible employee may apply for the advance increments under the scheme through proper channel in the prescribed form at **Appendix-II**.

8. ENFORCEMENT

- 1) These rules shall be effective from 1st June 1977 and as amended from time to time. However, the benefits under these rules shall be extended to those employees also who had acquired professional qualifications prior to 1st June, 1977, while in the service of the Company, but the advance increments admissible to them shall be allowed from 1st June 1977.
- 2) The incentive shall be granted effective from the date on which the results are announced by the University/Institute concerned and on completion of the practical training, if any.

**9 POWERS TO MAKE CHANGES :**

The Chairman-cum-Managing Director has the powers to make changes, as may be necessary, in the Appendix-I attached to the rules, with a view to ensure that the grant of incentives was provided only to such employees who acquire knowledge and higher professional qualifications relevant to their functions in the Company.

10 INTERPRETATION

In case of any doubt as to the interpretation of these rules the decision of the Chairman-cum-Managing Director thereon shall be final and binding.

11 CANCELLATION/WITHDRAWAL

These rules are liable to be cancelled/withdrawn at the discretion of the company without any notice and assigning any reason therefor.

Note: In pursuance of Office Order No.S/BC/8(7)/2011, dated 13.6.2011, grant of incentive hitherto extended to Executives & Supervisors for acquiring professional qualification stood withdrawn/ discontinued with immediate effect.



Appendix-I
[Ref.Rule 5(i)]

SI Qualification No.		Eligible employees	Quantum of Increment
1	2	3	4
I. Non-Technical			
1)	Matriculation	All non-executives like Messengers Khalasi, etc for whom matriculation is not a minimum qualification.	One (1)
2)	Graduate in Arts/Science/ Commerce from a recognized University	All non-executive employees like Typists Stenos etc, for whom Graduation is not a minimum qualification	One (1)
3)	Post Graduate Degree in Arts/ Science/Commerce from a Recognized University	All non-executive employees like Typists Stenos etc, for whom Graduation is not a minimum qualification	One (1)
II. Technical			
1.	ITI Certificates in useful trade	All non-executive employees like Messengers, Khalasis, Drivers etc., for whom ITI is not a Minimum qualification.	One (1)
2.	Diploma in Engineering from a recognised Institute/ University	All non-executive employees in the Technical Departments in relevant areas of speciality for whom Diploma is not a Minimum qualification. And all employees in Finance & Accounts Department.	One (1)
3	Degree in Engineering from a recognised Institute/ University	All non-executive employees and all employees in Finance & Accounts Dept.	Two (2)
4.	Post Graduate Technical degree/ diploma relevant to functional area from a recognized University/Institution.	All employees in Technical Departments	Degree Two (2) Diploma One(1)

Contd....



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SI Qualification No.		Eligible employees	Quantum of Increment
1	2	3	4
5.	Section A & B Associate Membership Examination Of Institute of Engineers, Indian Institute of Metals, India/ Associateship of the Indian Institute of Chemical Engineers/ Associateship examination of Indian Institute of Town Planning/ Associate Membership of Institute of Structural/Mech/Elect/ Mining/Civil/Soil Mech/Engineers	All employees in Technical depts. other than graduates in Engineering relevant to their functional area.	Two(2)
6.	1 st or 2 nd Class Mines Manager's Certificate	All employees in mining departments for whom it is not a minimum qualification.	
		a) 1 st class	Two(2)
		b) 2 nd Class	One(1)
7.	Mines Foreman certificate of Competency, Mate, Blaster, Overman or Surveyor's Certificate of Competency.	All employees in Mining Department for whom it is not a minimum qualification.	One(1)
8.	Electrical Supervisor's Certificate of Competency in Mining issued by DGMS	All non-executive employees in Electrical Dept. Executive employee in Elect. Maint. Dept. for whom obtaining such qualifications is a statutory requirement.	One(1)
9.	1 st Class Boiler Attendant Exam. Conducted by the Karnataka Boiler Attendant Exam. Board Bangalore	All employees for whom obtaining such qualification is a statutory requirement.	One(1)
III. MEDICAL			
1.	Post Graduate Diploma in concerned Medical branch/Speciality.	Medical Officers	Two(2)
2.	Postgraduate Degree in concerned Medical branch/Speciality	Medical Officers	Four(4).

Contd....



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Sl No.	Qualification	Eligible employees	Quantum of Increment
1	2	3	4

IV. PROFESSIONAL

1.	Final Examination of the Institute of Chartered Accountants of India.	All employees in Finance & Accounts Dept. and Board Secretariat	Two(2)
2.	Final examination of the Institute of Cost & Works Accounts of India.	All employees in Finance & Accounts Dept. and board Secretariat And all Technical personnel	Two(2)
3.	Final examination for the management Accountancy conducted by the Institute of Costs & Works Accounts and Chartered Accountants of India.	All employees in Finance & Accounts Dept. and Board Secretariat.	Two(2)
4.	Final examination of the Institute of Company Secretaries of India	All employees in Finance & Accounts Dept. and Board Secretariat.	Two(2)
5.	Post Graduate degree or diploma or PG Deiploma in Management in any discipline including MBA/Labour Welfare from a recognized University/Management Institute/Professional Body relevant To functional area	All employees other than for whom it is a minimum qualification Degree Diploma	Two(2) One (1)
6.	Degree in Law.	All employees other than for whom it is a minimum qualification	One (1)
7.	PG Degree/ Degree / Diploma in Environmental and Ecological Sciences, Human Resources Development and Industrial Engineering from a Nationally Recognized body.	All employees in Technical discipline only. PG Degree Degree/Diploma	Two(2) One(1)

NOTE; Grant of advance increment for acquiring professional qualifications will be subject to the condition that the qualification acquired is not the minimum qualification specified for the post.

In the aforesaid list of qualifications, wherever it has been mentioned that ' relevant to the functional area' the concerned Functional Director will be the authority to decide on the relevancy of the professional qualification to the functional area of the employee concerned.



**APPENDIX – II
(Ref.Rule 7)**

**INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL
QUALIFICATIONS**

Application Form

To: (Sanctioning Authority)

(Through Proper Channel)

Name

Staff No.

Designation

Department/Section

Grade & Present Pay

Examination Passed(Attach Certificate/Diploma)

Practical Training completed, if any

Date(s) of passing the examination and Completion of practical training, if any.

Name of the Institution/University

Increment, if any, drawn earlier on account of Additional qualifications

Advance Increment(s) claimed

Date:

Signature of the Applicant

**SCHEME FOR GRANT OF INCENTIVES TO PROMOTE****SMALL FAMILY NORMS****I. SEHEME FOR GRANT OF CASH INCENTIVE TO EMPLOYEES WHO UNDERGO STERLISATION OPERATION.**

1. For payment of incentive money of ₹200/- to the husbands or wives of the employees of KIOCL, who undergo tubectomy/vasectomy/laprosopic sterlisation. This shall be effective from 9.12.1976
2. Vasectomy means the cutting of vas deference. Tubectomy or ligation means the cutting of the of the fallopian tube through abdominal or vaginal route. In no case, the removal of an organ like uterus (hysterectomy) should be considered as sterlisation operation. Such cases will not be paid the incentive money.
3. The incentive money will be payable to the employees if the operation is performed in St,Martha s Hospital or any recognised Government Hospital at other places. The incentive will be payable to the employees if the operation is conducted in any other hospital also subject to the following conditions:
 - i) Proof in the form of a certificate from a Surgeon/Gynaecologist of other hospital is produced at the time of claiming incentive:
 - ii) Company's Authorised Medical Officer or Company's hospital will verify and certify whether the family planning operation has actually been carried out: and
 - iii) Employee concerned gives a declaration that he has not claimed this incentive prior to the present claim nor he will do so in future.
4. The eligibility of the case for sterlisation operation and subsequently for payment of incentive money will be reserved for those couples where the wife has not crossed the age of menopause.
5. Only one of the marital partners will be paid the incentive money, once in the whole service period of the employee, except for the following:
 - i) In the event of the death of the sterlised partner, if the other marital partner remarries and then, if either of the marital partners undergo sterlisation ; and
 - ii) If due to unexpected death of wife/children, the sterlised husband gets recanalisation of the vas done and then either of the married partners undergo sterlisation operation.



6. The Service Rules of the company provide for Special Casual Leave to cover the period of absence during which an employee is unable to attend the duties on account of Family Planning operation etc.

II SCHEME FOR GRANT OF SPECIAL INCREMENT TO EMPLOYEES WHOM UNDERGO STERILISATION OPERATION

1. SCOPE

The scheme shall cover all married employees of the Company and shall be effective from 6-9-1982

2. ELIGIBILITY

- 2.1 The employees must be within the reproductive age group. In the case of male employee, this would mean that he should not be over 50 years and his wife should be between 20 and 45 years of age. In the case of female employee, she must not be above 45 years and her husband must not be over 50 years of age.
- 2.2 The Employee should have one, two or three living children. Employees, having more than three children are not eligible. Employee, having one living child, will be entitled to the benefits if he or his spouse undergoes sterilisation operation on or after 1st January, 1986 only and the special increment will be at the rate admissible to the employee on the date of sterilisation operation. The monetary benefit will, however, reckon from 1-2-1989.
- 2.3 The sterilisation operation can be undergone either by the employee himself or his/her spouse subject to the conditions laid down in para 2.1 and 2.2 above.
- 2.4 The employee concerned should produce a certificate to the effect that the employee or his/her spouse has undergone sterilisation operation. The certificate must be issued by Company's Medical Officer/Authorised Medical Officer of the company/hospitals/institutions recognised by the State/Central Government for the purpose. Formats of the certificates to be produced by the employee concerned are given at **Appendix A & B**.

3. QUANTUM OF INCENTIVE

- 3.1 Under the scheme, the employee concerned shall be eligible for grant of one increment, equal to the amount of next increment due to the employee at the time of grant of the incentive in his substantive pay scale.

In the case of an employee drawing pay at the maximum of the substantive pay scale, the rate of increment shall be equal to the amount of the increment last drawn by him. The incentive granted to the employees shall be termed as "SPECIAL PERSONAL PAY" and shall be allowed from the first of the month following the date of sterilisation. This incentive will be in addition to other cash incentive that may be admissible under the Company's rules, from time to time.

**4. OTHER CONDITIONS**

- 4.1 The special personal pay shall not be absorbed against future revision of scale of pay, upgradation, promotion/appointment to higher posts and shall continue to be admissible to the employee during the entire tenure of his/her service in the company provided otherwise in order.
- 4.2 This special personal pay shall not be taken into account for fixation of pay on promotion/appointment.
- 4.3 The special personal pay shall, however, be taken into account for computation of leave salary; PF contribution, Gratuity and all such benefits.

5. SANCTIONING AUTHORITY

The Chief Executive or an officer authorised by him in this regard shall be the sanctioning authority under these rules.

6. GENERAL

On matters not covered under these rules, the grant of incentive shall be regulated in accordance with the guidelines laid down, from time to time, by Government of India. Decision of the Company on the interpretation of these Rules shall be final and binding.

7. APPLICATION

All applications for grant of incentives for undergoing family planning operation/measures shall be submitted in the prescribed proforma as at **Appendix-C**.



Appendix-A

(Ref Rule 2.4)

STERILISATION CERTIFICATE

1. Dr _____ hereby certify that I have conducted *Vasectomy/Tubectomy/Laprosopic operation on Shri/Smt _____ husband/wife _____ of Shri/Smt _____ employee as _____ in _____ at _____ on _____.

A sperm count was undertaken on _____ and on the basis thereof it is certified that the Vasectomy Operation has been completely successful.

(Para 2 in the case of Vasectomy operations only)

*Delete words where not applicable.

Signature: _____

Appendix-B

(Ref Rule 2.4)

UNDERTAKING TO BE GIVEN BY THE EMPLOYEES

I/my spouse have/has undergone Vasectomy/Tubectomy/Laprosopic operation at _____ on _____. Necessary sterilisation certificate issued by _____ is enclosed. In case I/my spouse have to take resort to recanalisation for any reason whatsoever I undertake to report this fact forthwith to the Company.

2. I also certify that my wife Smt. _____ is not pregnant on this date.

(Para 2 for male employee only)

Signature _____



Appendix – C

(Ref Rule 7)

APPLICATION FORM FOR GRANT OF INCENTIVES FOR UNDERGOING FAMILY PLANNING OPERATION/MEASURES

(To be filled in by the Employee)

1.0 GENERAL

- 1.1 Name :
- 1.2 Staff No. :
- 1.3 Designation :
- 1.4 Department :
- 1.5 Division :

2.0 PARTICULARS OF EMPLOYEES AND HIS FAMILY

- 2.1 Date of birth of Employee :
- 2.2 Date of birth/Age of Employee's
wife/husband :
- 2.3 No. of living children :
- 2.4 Names of Children alongwith age :

3.0 DETAILS OF FAMILY PLANNING OPERATION/MEASURE UNDERGONE

- 3.1 Names of operation/measure :
(Specify whether Vasectomy, non
Puerperal sterilization etc.,)
- 3.2 Name of the person who underwent the
Operation/Measure :
- 3.3 Date of operation/Measure :

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- 3.4 Name and address of Hospital where the :
Operation was performed
- 3.5 Whether certificate from the Hospital is attached Yes/No
- 3.6 Details of operation or Family Planning Measures :
underwent, previously, if any, by employee
Employee's husband/wife.
- 3.7 Whether Employee's wife is pregnant on the :
date of application or Whether Employee's
Wife undergone any operation or any other
Family Planning Measures.

4.0 DETAILS OF INCENTIVES CLAIMED

- 4.1 Leave : _____ days
- 4.2 Whether certificate from Medical Officer
Enclosed for availing Special Casual Leave : Yes/No
- 4.3 Cash incentive : ₹ _____
- 4.4 Amount of Special Increment claimed : ₹ _____
- (a) Certified that the details furnished above, by me are true to the best of my knowledge and belief.
- (b) In case I/My spouse have to resort to reanlisation for any reason whatsoever, I undertake to report this fact forthwith to the Company
- (c) I hereby declare that neither myself nor my husband/wife have gone/undergone any operation or family planning measure prior to the present operation.
- (d) I hereby declare that I or My wife/husband have not claimed any of the above incentives prior to the present claim nor will I or my wife/husband do in future.

(Signature)

Name :

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FOR USE IN DEPARTMENT

The details furnished by the employee have been checked and found to be in order. It is recommended that the admissible incentives may be sanctioned to the employee.

(Head of the Department)

Date

Name:

Designation

Forwarded to Medical Department.

FOR USE IN MEDICAL DEPARTMENT

1. The Certificate produced by the employee has been verified and found in order
2. The hospital/institution where the family planning operation has been performed is from the Company's hospital/hospital recognised by the Company/State Government/Central Government for the purpose/State Government Hospital/Central Government Hospital.
3. (To be filled in case the operation was performed in a hospital not falling under any of the category mentioned in para 2).

I have examined Shri/Smt _____ and find that he/she has undergone the operation mentioned in the certificate produced.

MEDICAL OFFICER.

FOR USE IN PERSONNEL DEPT.

The claims of the employee have been verified. Following incentives are admissible under Company's Rules:

- | | |
|---------------------------|--------------|
| i) Cash incentives | : Rs _____ |
| ii) Special Casual leave | : _____ days |
| iii) Special increment of | : ₹ _____ |

The above incentives may be sanctioned to the employee.

DATE:

Personnel Executive

SANCTIONING AUTHORITY

Accounts Department.

**HOUSE BUILDING ADVANCE RULES****1. TITLE**

- 1.1 These rules may be called the KIOCL LIMITED House Building Advance Rules.
- 1.2 These rules will come into force with effect from 1st December 1976
- 1.3 These rules have been adopted as a purely welfare measure and do not confer any right or benefit on the employee nor impose any obligation or liability on the company.

2. ELIGIBILITY

- 2.1 House building advance may be granted to all confirmed employees of the Company provided:
 - 2.1.1 They have completed a minimum of 3 years service in the Company including that in SAIL or its subsidiaries in case of employees taken on transfer terms. If an employee joins the Company from the Central/State Government or a Public Sector Undertaking, service rendered by him under the previous employer shall also be counted for this purpose.
 - 2.1.2 They do not hold a permanent appointment under Central/State Government, and
 - 2.1.3 the sanctioning authority is satisfied that the amount of advance can be recovered in suitable instalments during their service in the Company alongwith adjustments out of amounts that may become due to the employee by way of gratuity and encashment of leave at the expiry of service with the Company.
- 2.2 These rules shall not be applicable to those employees on contract for a period less than 5 years, trainees, workcharged and probationers.
- 2.3 Deputationists in the Company's service or Company employees on deputation outside shall be governed by the terms and conditions of such deputation.

NOTE: In cases where both the husband and wife happen to be employees of the Company and are eligible for grant of advance, it shall be admissible to only one of them.

3. CONDITIONS TO BE FULFILLED

The grant of house building advance under these rules shall be subject to the following conditions:



- 3.1 The Employee should not have availed of any loan or advance for the purpose from any other source. However, an employee can apply for advance under HBA rules if he undertakes to repay the outstanding loan/advance with interest in one lump sum.
- 3.2 If the employee makes a final withdrawal from his Provident Fund for this purpose, the total amount of the advance and the final withdrawal should not exceed the prescribed cost ceiling limits.
- 3.3 The employee, or the employee's wife/husband/minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired with the advance from the Company.
- If, however, the employee is a member of HUF which owns a house at the same place, he may be granted advance under these rules but the amount will be restricted to 50% of the normal entitlement.
- 3.4 The title to the land should be clear, the land may be owned by the employee or by the employee and his/her spouse jointly.
- 3.5 If the advance is for enlarging the living accommodation in an existing house, the total cost of the existing structure (excluding the cost of the level) and the cost of the proposed additions/expansion should not exceed the prescribed ceiling limit.

4. **PURPOSES FOR WHICH ADVANCE MAY BE GRANTED**

Advance is admissible for the following purposes;

- 4.1 Constructing a new house on the plot owned by the employee or the employee and his/her spouse jointly.
- 4.2 Purchasing a plot and constructing a house thereon.
- 4.3 The cost of the house to be built/purchased (excluding the cost of the plot) should not exceed 160 times the Pay + DA of an Employee subject to a maximum of ₹8 lakhs. Pay for this purpose includes Basic Pay+ DA+ Non practicing Allowances + Stagnation increment of an employee.
- 4.4 Purchasing a plot under the Co-operative schemes and constructing a house thereon or acquiring house through membership of co-operative Group Housing Schemes.
- 4.5 Purchasing/construction of House under the self financing scheme of Delhi, Bangalore, UP, Lucknow, etc.,
- 4.6 Outright purchase of a ready built house/flat from Housing Boards, Development Authorities and other statutory or semi Government bodies and also from private parties.


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- 4.7 Enlarging living accommodation in an existing house owned by the employee or jointly with his/her wife/husband. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling.
- 4.8 Repayment of loan or advance taken from a Government or HUDCO or Private source even if the construction has already commenced.

5. AMOUNT OF ADVANCES

- 5.1 Not more than one advance shall be sanctioned under these rules to an employee during the entire service.
- 5.2 The amount of advance shall be 60 times of the Basic Pay +DA of the employee at the time of application or ₹ 10.00 lakhs, whichever is less for construction/acquisition of a house. The amount of advance shall be 60 times the monthly pay +DA subject to a maximum of ₹ 90,000/- for enlargement of existing living accommodation. Pay for this purpose shall be the Basic Pay+ DA + Stagnation increment +non practicing allowance
- 5.3 The amount of advance shall be restricted to the repaying capacity of the employee. For the purpose of calculating the admissible loan amount, the repaying capacity of the employee will be calculated in the following manner:
- In the case of employee retiring after 20 years : 35% of Basic Pay + DA + Stagnation increment + NPA.
 - In the case of employee retiring after 10 years but not more than 20 years and : Upto 40% of Basic Pay+ DA+ Stagnation increment + NPA
60% of Death Cum Retirement Gratuity (DCRG) may also be adjusted.
 - In the case of employee : Upto 50% of Basic Pay+ DA+ Stagnation increment + NPA
retiring within 10 years : DCR Gratuity upto 70% can be adjusted.

The decision of the Chairman-cum-Managing Director in this regard shall be final and binding on the employee.

- 5.4 Family Pension at normal rates drawn by the ex-government servant will also be included with basic pay for computing the quantum of HBA/ cost ceiling limit.
- 5.5 DCR Gratuity should be calculated on the basis of Notional basic pay + DA + Stagnation increment + NPA, if any that the employee will draw in the existing scale of pay and the number of years of qualifying service that he will render at the time of his superannuation. The advance sanctioned on this basis should not be enhanced on account of subsequent upward revision of DCRG limits, if the advance has already been released.

**6. DISBURSEMENT OF ADVANCE AND SECURITY**

6.1 An advance required partly for purchase of land and partly for constructing a new house or enlarging living accommodation in an existing house shall be paid as follows:

6.1.1 An amount not exceeding 20% of the sanctioned advance will be payable to the applicant for purchasing a developed plot of land on which construction can commence immediately on receipt of the loan on his executing an agreement in the prescribed form for the repayment of the advance. In all cases in which part of the advance is given for the purchase of land, the land must be purchased and sale deed in respect thereof produced for the inspection of the competent authority within six months of the date on which the above amount of 20% is drawn or within such further time as the company may allow in this behalf, failing which the applicant shall be liable to refund at once the entire amount to the company, together with interest thereon.

6.1.2 An amount equal to 30% of the balance of advance will be payable to the applicant on his mortgaging, in favour of the company, the land purchased by him along with the house to be built thereon where such mortgage is permitted by the terms of the sale of the land. In cases where the terms of the sale do not vest title in the purchaser till a house is erected on the land the applicant shall execute an agreement with the company in the prescribed form mortgaging the land together with the house to be built thereon, as soon as the house has been built and the title to the property is complete.

6.1.3 An amount equal to 40% of the amount remaining after deducting from the sanctioned amount of the advance, the instalment given for the purchase of land, will be payable when the construction of the house reaches plinth level.

6.1.4 The balance of the sanctioned advance will be payable when the construction of the house has reached roof level, provided the company is satisfied that the development of the area in which the house is built is complete in respect of amenities such as water supply, street lighting, roads, drainage and sewerage.

6.2 An advance required for constructing a new house or enlarging living accommodation in an existing house shall be paid as follows:-

6.2.1 An amount equal to 30% of sanctioned advance will be payable to the applicant on his mortgaging, in favour of the company, land purchased by him along with the house to be built thereon, where such mortgage is permitted by the terms of the sale of land. In cases where the terms of sale do not vest the title in the purchaser till a house is erected on the land, the applicant shall execute an agreement with the company in the



prescribed form agreeing to mortgage the land together with the house to be built thereon, as soon as the house has been built and the title to the property is complete.

6.2.2 A further amount not exceeding 40% of the sanctioned advance will be payable when the house has reached the plinth level.

6.2.3 The remaining 30% of the sanctioned advance will be payable when the house has reached roof level provided the competent authority is satisfied that the development of the area in which the house is built is complete in respect of amenities as water supply, street lighting, roads drainage and sewerage.

6.3 An advance required for purchasing a ready built house shall be paid as follows:

6.3.1 The competent authority may sanction payment of the entire amount required by and admissible to the applicant in one lumpsum on the applicant's executing an agreement in the prescribed form for the repayment of the advance.

6.3.2 The acquisition of house must be completed, and the house mortgaged to the company, within 3 months of the drawal of the advance, failing which the advance, together with the interest thereon, shall be refunded to the company forthwith, unless an extension of the time limit is granted by the competent authority.

6.3.3 In addition to their executing the agreement/mortgage deed referred to above the applicants who require the advance for the purchase of a ready built house shall also be required to furnish the surety of a permanent employee of the company in the prescribed form before the sanctioned advance or any part thereof is actually disbursed to them.

NOTE:

- i. The liability of the surety will continue till the house built/purchased is mortgaged to the company or till the advance together with interest due thereon is repaid to the company, whichever happens earlier.
- ii. Utilization of the advance for a purpose other than that for which it is sanctioned shall render the employee liable to disciplinary action under the rules of the company, apart from his being called upon to refund to the company forthwith the entire advance drawn by him (together with the interest accruing thereon in accordance with Rule 7).
- iii. The construction of the house and other formalities shall have to be completed by the employee within a period of 18 months after the date of drawal of the first instalment of the advance or in such



period by which time for completion of the house is extended under Rule 8.1 (b)

7. INTEREST.

7.1 The advance granted under these rules shall carry the same rates of interest from the date of payment of the advance as those charged by Govt. of India for its employees for house building advances. The amount of such interest shall be calculated on the balance of advance outstanding on the last day of each month.

7.2 REBATE IN INTEREST FOR SMALL FAMILY NORMS

The rate of interest of HBA will be ½% less than the normal rate to such of those employees' who/whose spouses undergo voluntary sterilization. This rebate will apply to all cases of HBA sanctioned after 10.11.93 irrespective of the fact that the employee or his/her spouse has undergoing voluntary sterilisation prior to the date of sanction of the HBA. This rebate will be subject to fulfillment of all other conditions laid down by the Government of India in this regard.

8. CONSTRUCTION, MAINTENANCE, INSURANCE ETC.

8.1 The construction of the house or additions to living accommodation in an existing house, as the case may be, shall be:

a) Carried out in accordance with the approved plan and specifications on the basis of which the amount of the advance has been computed and sanctioned. The plan and specifications must not be departed from without the prior approval of the competent authority. The employees shall certify, when applying for instalment of advance admissible at the plinth/roof level, that construction is being carried out strictly in accordance with the plan and estimates furnished by him to the company, that the construction has actually reached the plinth/roof level, and that the amount already drawn has actually been used for the construction of the house. The company may, if necessary, arrange to have inspection carried out to verify the correctness of the certificates; and

b) Completed within 18 months of the date on which the first instalment of the advance is paid to the employee concerned. Failure to do so will render the employee liable to refund the entire amount advanced to him (together with interest the rest thereon calculated as in Rule 7 above) in one lumpsum. An extension of time limit may be allowed upto one year or any longer period as considered necessary by the Competent Authority in those cases where the work is delayed due to circumstances beyond the control of the employee. The date of completion must be reported to the company without delay.

8.2 Immediately on completion or purchase of the house, as the case may be, the employee concerned shall insure the house, at his own cost, for a sum not less than the amount of the advance and shall keep it so insured against damage by fire, flood or lightning till the advance is fully repaid to the



company, and deposit the policy with the company. The premia must be paid regularly and the premium receipts produced for inspection by the appropriate authority of the company. The employee drawing the advance will furnish to the company a letter addressed to the insurer with whom the house is insured; to inform the latter that the company is interested in the insurance policy secured. The company will forward the letter to the insurer and obtain his acknowledgement. In the case of insurance effected on annual basis, this process should be repeated every year until the advance has been fully repaid to the company.

The company shall also retain with it the right requiring the employee in favour of the company, to ensure direct realisation of the outstanding balance of the advance from out of the proceeds of the insurance policy.

- 8.3 The house must be maintained in good condition and repair at his own cost by the employee. He shall continue to pay all the municipal and other local rates and taxes regularly until the advance has been repaid to the company in full. The Employee shall furnish an annual certificate to this effect to the company.
- 8.4 After the completion of the house, annual inspection may be carried out by an authorised officer of the company to ensure that it is maintained in good repair until the advance has been repaid in full. The employee concerned shall afford full facility for these inspections to the officer(s) designated for the purpose.

NOTE: Furnishing a false certificate will render the employee concerned liable to disciplinary action apart from his being called upon to refund to the company forthwith the entire advance drawn by him together with interest accruing thereon.

9. REPAYMENT OF ADVANCE

- 9.1. The advance granted to an employee under these rules, together with interest 'thereon', shall be repaid in full by monthly instalments within a period not exceeding 20 years.

NOTE – I The amount to be recovered monthly shall be fixed in whole rupees, except in the case of the last instalment when the remaining balance including any fraction of a rupee should be recovered.

NOTE – II Recovery of advanced granted for constructing new house or enlarging the living accommodation in an existing house shall commence from the pay of the month following the completion of the house or the 18th month after the date on which the first instalment of the advance is paid to the employee, whichever is earlier. In the case of an advance taken for purchasing a ready built house, recovery shall commence from the pay of the month following that in which the advance is drawn.



NOTE-III It will be open to an employee to repay the amount in a shorter period if he so desires. In any case the entire amount must be repaid in full (with interest thereon) before the date on which he is due to retire from service.

NOTE-IV In order to avoid hardship to an employee who is due to retire within 20 years of the date of application for the grant of an advance, the company may permit him to repay the advance with the interest in convenient monthly instalments (the amount of instalment shall not be less than that worked out on the basis of the repayment within a period of 20 years) during the remaining period of his service, provided he agrees to the incorporation of a suitable clause in the prescribed agreement and Mortgage Deed form to the effect that the company shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of his retirement or death preceding retirement from the whole or any specified part of gratuity payable to him by the company.

NOTE-V In case the employee does not repay the balance of the advance due to the company on or before the date of his retirement, it shall be open to the company to enforce the security of the mortgage at any time thereafter and recover the balance of the advance due, together with the interest and cost of recovery by sale of the house or in other manner as may be permissible under the law.

- 9.2 Recovery of the advance shall be affected through the monthly pay/leave salary/subsistence allowance bills of the employee concerned. The recoveries will not be held up or postponed except with the prior approval of the competent authority. In the event of subsistence allowance payable being reduced on prolonged suspension of the employee, the recoveries may be suitably reduced, if considered necessary with the approval of the competent authority.
- 9.3 If an employee of the company ceases to be in service for any reason other than normal retirement/superannuation, or if he/she dies before repayment of the advance in full, the entire outstanding amount of the advance shall become payable to the company forthwith. The company may, however, in deserving cases, permit the employee concerned, or his/her successors in interest as the case may be or the sureties in cases covered by rule 6.3.3. If the house has not been completed and/or mortgaged to the company by the time to repay the outstanding amount together with interest thereon calculated as in Rule 7 above, in suitable instalments. Failure on the part of the employee concerned or his/her successors (as the case may be) to repay the advance for any reason whatsoever, will entitle the company to enforce the mortgage and take such other action to effect recovery of the outstanding amount, as may be permissible.
- 9.4 The property mortgaged to the company shall be reconveyed to the employee concerned or a successor, in interest, as the case may be after the advance together with the interest thereon has been repaid to the company in full.

**10. PROCEDURE FOR DEALING WITH APPLICATIONS**

- 10.1 Applications should be submitted by employees to the Company in the prescribed form (in duplicate) through the proper channel(See **Appendix**). The following documents should accompany the application.
- i) A declaration in regard to house/property, if any, owned by the applicant or the applicant's wife/husband/minor children at the time of application.
 - ii) If the advance is required for constructing a new house or for enlarging living accommodation in an existing house, an attested copy of the sale deed as well as other documents, if any, establishing that the applicant possesses an indisputable title to the land/property in question. A site plan should also be furnished. Where necessary the plans must be got fully approved by the Municipality / Corporation or Local Body concerned.
 - iii) In cases where applicant happens to be in possession of land and desires to build a new house on it, a copy of the sale deed or other proof of the applicant having clear title to the land on which the house is proposed to be built along with the site plan, specifications and estimates of cost of expenditure. If the land happens to be leasehold, an attested copy of the lease-deed shall be enclosed.
 - iv) In case where the applicant desires to purchase land with a view to construct a house, an attested copy of a letter from the seller of the plot to the effect that subject to the settlement and payment of the price, he is in a position to hand over the vacant possession of a clearly demarcated developed plot of land to the applicant within a period of two months from the date of his letter.
 - v) In cases of purchases of a house, plans and specifications of the house, a copy of the document establishing the seller's title to the property, copy of non-encumbrance certificate and a copy of communication from the seller agreeing to sell the property to the employee and the terms and conditions.
- 10.2 The company will scrutinise the application and satisfy itself of the correctness of the facts etc, stated therein. It will also examine the title deeds, etc., furnished in compliance with Rule 10.1 above to make sure that the applicant/seller does in fact possess a clear title to the property in question.
- 10.3 The competent authority will sanction the advance subject to the documents being found satisfactory and subject to the availability of funds in the approved budget, indicating the amount of advance sanctioned.
-



- 10.4 On receipt of the approval of the competent authority, a formal sanction for the grant of advance to the applicant will be conveyed. It shall also be necessary to complete the prescribed formalities, such as execution of agreement, mortgage deed, surety bond, etc., in the prescribed forms after which the disbursement of the appropriate amount out of the sanctioned advance to the applicant shall be authorised. Where land or a ready-built house is intended to be purchased with the help of advance, it would be necessary before authorising payment of the advance to require the employee concerned to certify that negotiations for the purchase have reached concluding stages, that the purchase price is not likely to be less than the amount of advance sanctioned and that he has satisfied himself that the transaction will enable him to acquire indisputable title to the land/house in question. In such cases, the sale deed etc., should be examined carefully to ensure that the employee concerned has actually acquired indisputable title to the property in question. It should also be verified that market value of the land/house purchased is not less than the advance sanctioned.
- 10.5 It should be ensured that all the formalities, as explained in Rule 10.4 above are complied with before disbursement of first instalment of the advance for construction purposes is authorised. The payment of remaining instalments of the advance may be authorised on the basis of certificates to be furnished by the applicants as prescribed in rule 8.1 and after such inspection as may be deemed necessary. It should also be verified before disbursing the last instalment of the advance that the development of the site has been completed (vide Rule 6.1 above).
- 10.6 The Employee shall also ensure that the transaction/construction of the house is completed within the period prescribed in these rules, and that
- i) the prescribed mortgage deed is executed immediately on completion/purchase of the house and the document kept in safe custody after registration;
 - ii) the house is insured in the manner indicated in Rule 8.2 above, immediately on its purchase/completion and that the premium receipts are produced regularly for inspection;
 - iii) the house is maintained in good repair and that the necessary insurance premia and municipal rates and taxes are paid regularly, and the requisite certificate furnished annually, until the advance has been repaid in full;
 - iv) the monthly recovery of instalments of repayment of the advance commences from the due date and is made regularly from the monthly pay/leave salary/subsistence allowance bills of the employee concerned;
 - v) any amount drawn in excess of the expenditure incurred, is refunded to the company forthwith together with the interest, if any, due thereon.

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- 11 The Chairman-cum-Managing Director is authorised to prescribe the competent authority and the forms for various purposes under these rules. In the Event of any doubt or dispute with regard to any or all the provisions of the rules, the Chairman-cum-Managing Director shall be the final authority whose interpretation of the rules shall be final and binding.

- 12 The company reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules issued in connection with these rules, without previous notice of its intention, as well as the right to give effect thereto from the date of issue.



Appendix

(Ref.Rule 10.1)

APPLICATION FORM FOR USE BY EMPLOYEES FOR THE GRANT OF AN ADVANCE UNDER THE HOUSE BUILDING ADVANCE RULES.

(To be submitted in duplicate)

1. (a) Name (in block letters) :
- (b) Designation :
- (c) Scale of pay :
- (d) Present pay (including dearness pay, if any) :

2. (a) Department or office in which employed :
- (b) Station where posted :

3. Please state :
 - i. Length of service rendered :

 - ii. (a) Your permanent post, if any, and the name of office/ dept. concerned. :
 - (b) Do you hold a permanent appointment under Central or State Govt. If so, give particulars. :

 - iii. Date of birth and age on next birthday :

 - iv. Date on which you will attain the age of 60 years.

 - v. Is your wife/husband a company servant? If so, give her/his name, designation, office etc. :

4. Do or does your wife/husband / minor children already own a house. :
- (See Rule 2.2)? If so, please state

Contd..



- Contd..from prepage :
- I) Station where it is situated with exact address. :
- II) Floor area (in. sq. ft.) :
- III) Its approximate valuation :
- IV) Reason for desiring to own another house, or enlarging living accommodation in an existing house as the case may be.
5. Do you require the advance for building a new house? If so, please indicate
- (a) (i) Approximate floor are of the house proposed to be constructed (in sq. ft.)
- (ii) Estimated cost :
- (a) Cost of land :
- (b) Cost of building :
- (c) Total :
- (iii) Amount of advance required :
- (iv) No. of years in which the advance with interest is proposed to be repaid. :
- NOTE : Entries in Columns 2 to 4 will have to be supported by specifications, estimates and plan at the appropriate stage.
- (b) (i) Name of the city or town where it is located :
- (ii) Whether you wish to settle there after retirement. :
- (iii) Area of the plot (in sq. Yards) :
- Contd...



KUDREMUKH Contd.. from prepage

- (iv) Name of the Municipal or other local authority (if any) in whose jurisdiction it is located.
- (c) If no plot of land is already in your possession, how and when do you propose to acquire one; state the approximate plot area (in sq. yds.) proposed to be acquired.
6. Do you require the advance for enlarging living accommodation in an existing house? If so, please state.
- (a) No of rooms in the house (excluding lavatory, bathroom and kitchen) :
- (b) Total floor area of the rooms (in sq. ft.) :
- (c) If an additional storey is proposed to be added, is the foundation strong enough? :
- (d) Particulars of additional accommodation desired :
- No. of rooms :
- Floor area in sq. ft. :
- Estimated cost. :
- (e) Amount of advance desired :
- (f) No. of years in which the advance with interest is proposed to be repaid. :

NOTE : A plan of the existing house should accompany the application.

7. (a) Do you require the advance for purchasing a ready-made house? If so, and in case you already have a house in view, please state.
- (i) Exact location of the house :
- (ii) Floor area of the house (in sq. ft.) :

Contd...



Contd.. from prepgae

- (iii) Plinth area of the house (in sq. ft.) :
- (iv) Approximate age of the house. :
- (v) Municipal valuation of the house. :
- (vi) Name & address of the owner. :
- (vii) Approximate price expected to be paid. :
- (viii) Amount of advance required. :
- (ix) No. of years in which the advance with interest is proposed to be repaid. :
- (b) Have you satisfied yourself that the transaction would result in your acquiring an indisputable title to the house? :

NOTE : A plan of the house should accompany the application.

(c) If you do not already have a house in view, how, when and where do you propose to acquire one? Indicate.

(i) The approximate amount upto which you will be prepared to buy a house. :

(ii) The approximate amount of advance required. :

(iii) No. of years in which the advance with interest is proposed to be repaid. :

NOTE : Details specified against item 7 (a) above should be furnished in this case also as soon as possible and in any case before the full amount of the advance can be drawn.

8. If the land on which the house stands or is proposed to be constructed, is freehold, or leasehold, state.

(i) The terms of the lease :

(ii) How much of the term has already expired. :

(iii) Whether conditions of lease permit the land being mortgaged to the company :

Contd..



Contd.. from prepage

- (iv) Premium paid for the plot. :
- (v) Annual rental of the Plot. :

NOTE : A copy of the lease/sale deed should accompany the application

9. (a) Is your title to land/house undisputed and free from encumbrances? :
- (b) Can you produce, if required original documents (sale or lease deed) in support of your title? If not, state reasons therefor, indicating what documentary proof, if any, you can furnish in support of your claim. :
- (c) Does the locality in which the plot of land/house is situated, possess essential services like roads, water supply, drainage, sewerage, street lighting, etc.? (Please furnish a site plan with complete address) :
10. In case you happen to be due to retire from service within 20 years of the date of this application and are eligible for Provident Fund or for the grant of gratuity or DCR gratuity, do you agree by giving a declaration in the agreement form/ mortgage deed that the company shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of your retirement or death preceding retirement from the whole or any specified part of the gratuity or Provident Fund that may be sanctioned to you.?
11. In case Rule 6.3.3. is applicable to you, please state :
- (i) the name, designation, scale of pay, office/dept. etc., of the employee who is willing to stand surety for you:
- (ii) the date on which the proposed surety is due to retire from service:

Contd..



Contd. From prepage

12. In case you have already made a final withdrawal from your provident fund account for the construction/acquisition of a house or a residential plot, please furnish the particulars of the amount drawn the date of drawal and the purpose for which the amount is now required under House Building Advance Rules.

DECLARATIONS

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
2. I have read the Rules regulating the grant of advances for building etc., of houses, and agree to abide by the terms and conditions stipulated there in.
3. I certify that :-
 - (i) My wife/husband is not an employee of KIOCL LIMITED. My wife/husband who is an employee of KIOCL LIMITED, has not applied for and/or obtained an advance under these rules; and
 - (ii) Neither I nor my wife/husband has applied for and/or obtained an advance or loan from any other Government sources for the Acquisition of a house.

Signature of the applicant

Station.....

Date.....

Designation.....

Department/Office in which employed

*Strike out the alternative (s) not applicable.

No.....Station.....Date.....

Forwarded to the sanctioning Authority.

1. The facts stated in the application have been verified and found correct.
2. It is recommended that an advance of ₹ May be granted to the applicant. I have satisfied myself on the basis of monthly deductions, etc., made from the applicant's salary that this amount is well within his/her repaying capacity.

Signature*.....

Designation.....

*Name of the signing officer should also be indicated in block letters under his signature.



MERIT AWARDS SCHEME

1. TITLE

The Scheme shall be called 'Merit Awards Scheme'

2. OBJECTIVES

- i) To recognize and reward consistently meritorious and outstanding work and significant contribution of an employee to the overall performance of this section/department.
- ii) To enthuse the employees to put in their best efforts, develop and promote a sense of dedication and devotion to work.

3. COVERAGE

The Scheme shall cover all employees of the Company excepting those engaged on casual basis, trainees and apprentices. The scheme shall not apply those employees against whom disciplinary proceedings/court cases/vigilance cases may be pending.

4. AWARDS

- i) An Employee selected for grant of award will be paid a lumpsum amount as below:

Executives	-₹ 1,000/-
Non-Executives	-₹ 500/-
- ii) A group of employees selected for grant of Award in appreciation of their collective effort will be given a lumpsum amount of ₹ 100/- for each employee.

5. PROCEDURE

- a) All recommendations for grant of Awards will be sent to Personnel Division. While recommending employees for grant of Awards, the Head of the Department will indicate the nature of work, quality of performance and significant contribution made by the employees to the over-all performance of the Section/Department. The recommendations will be screened by the concerned DRO, before forwarding it to Personnel Division. Personnel Division will scrutinise the proposals and collect additional information, if required. The recommendations will then be consolidated and put up to a Committee consisting of Director (PP), Director (F) and GM (Pers.). The Committee shall examine the proposals and



submit to the Chairman-cum-Managing Director, the names of the Award winners, for approval.

- b) In the case of deputationists, the awards will be subject to the consent of their parent organizations.
- c) The total number of individual awards shall not exceed 1% of the employees on rolls of the Company in a Calendar year. In the case of Group Award, the total amount shall not exceed ₹ 3000/- per annum. The Awards accompanied by citations (**See Appendix**) will be distributed on the Company's anniversary Day i.e. 2nd April every year.

6. TENURE

The Scheme is liable to the modified/alterd/withdrawn at the absolute discretion of the company.



KUDREMUKH

KIOCL LIMITED

has pleasure in presenting

This

Merit Award / Group Award

to

Shri / Smt.....

in recognition of

the / their distinguished performance

in the service of the Company,

/ (as a member of the Group)

Date April 2nd ,

Chairman-cum-Managing Director

Note: To modify depending on the type of award (Merit or Group Award)

**SUGGESTION SCHEME****1. OBJECTIVES**

The objectives of the Suggestion Scheme are

- i) To harness the initiative, imagination and enthusiasm of employees for all round improvement in the operating efficiency of the organization.
- ii) To recognize outstanding abilities.

2. ELIGIBILITY

- 2.1 All employees of the Company in the pay scale(s) of E7 and below, including trainees engaged under the Company's training schemes, are eligible to make suggestions.
- 2.2 Suggestions for award will be accepted only if they are beyond the job expectancy of the suggester's assigned duties and responsibilities. In general, if a suggestion is made by an employee as a result of his being placed in a privileged position having at his disposal information obtained from special investigations and studies, he shall not be eligible for award.

3. SCOPE

- 3.1 The scheme invites all types of suggestions which will benefit the organisation or its employees. More specifically, these should be designed to :
 - a) Better use of manpower, machines, equipment, materials and space, resulting in saving to the organization;
 - b) Prevention or reduction of waste, spoilage, including defective work;
 - c) Improvement in production process, practices and procedures;
 - d) Increase in production;
 - e) Improvement in quality of product;
 - f) Improvement in tools, machinery and equipment;
 - g) Provides safer working conditions to estimate or reduce accidents and possible health hazards.
 - h) Improvement in the hygiene and clean lines in workplace or township.
-



- 3.2 While suggestions in the areas indicated under para 3.1 will be accepted for examination, suggestions in the following areas will not be entertained: -
- a) Government policies and other activities beyond the control of the Company,
 - b) Policy issues coming under the purview of collective bargaining, legal interpretations, contests or special events, public relations, recreational programmes, grievances, complaints, etc.
 - c) Ideas already implemented and being implemented.
 - d) Suggestions which are duplicate of those submitted earlier and have been considered earlier.
 - e) Matters or ideas that are being considered by the Company on its own or are being implemented through Company decisions;
 - f) Complaints, grievances or suggestions which merely point out faults without suggesting concrete alternatives.
 - g) Replacement of machinery and equipment.
 - h) Any other matter as may be decided by the Company.

4. PROCEDURE FOR FORWARDING SUGGESTIONS

- 4.1 Suggestions should be forwarded in the prescribed form (Enclosure).
- 4.2 Suggestions may be made individually or jointly.
- 4.3 Suggestions may be hand-written or typed on the suggestion form. These should be carefully prepared so as to be legible and convenient to examine.
- 4.4 Suggestions (in the prescribed form) should be dropped in the Suggestion Boxes kept in specific places.

5. PROCESSING OF SUGGESTIONS

The convenor, Suggestion Committee, will arrange to open the Suggestion Boxes once every month and collect the suggestion forms and stamp the date of opening on all the forms. He will arrange to issue individual acknowledgements to all employees whose suggestions have been received.

**6. SUGGESTION COMMITTEE**

6.1 The suggestions will be examined by a Committee consisting of representatives from Production, Finance and Personnel Departments at the Unit level with the approval of D(P&P). The representative from Personnel Department will be the Convenor.

The Committee may co-opt an officer from whose department the suggestion emanates, as a special invitee.

6.2 The committee will scrutinise each suggestion. The Committee may also visit the work spots, examine the methods, tools etc., pertaining to the suggestions and meet the suggester, Head of the Section/Department from whose Section/Department the suggestion emanates, if considered necessary.

6.3 The Committee will normally meet once in a quarter or often, if necessary and after scrutinising the suggestions received, ascertain whether the suggestions can be implemented or not. The Committee shall put up its recommendations to D(P&P) for his consideration and further approval by the Chairman-cum-Managing Director.

6.4 The Convenor shall inform the concerned departmental heads for implementation of suggestions, after obtaining Chairman-cum-Managing Director's approval.

6.5 He shall also inform the employees whose suggestions have not been accepted, indicating broadly the reasons for non-acceptance.

7. AWARD FOR ACCEPTED SUGGESTIONS

7.1 Awards will be given for suggestions which have been accepted and successfully implemented.

7.2 Suggestions resulting in savings which are assessable in monetary terms will be awarded 10% of the year's calculated savings, subject to a minimum of ₹250/- and maximum of ₹ 5000/-.

7.3 Suggestions which cannot be assessed in monetary terms will be rewarded subject to a minimum of ₹100/- and a maximum of ₹1000/-.

7.4 Where a suggestion is made by a group of employees the award will be distributed equally amongst them.

7.5 Where more than one person make the same suggestion at a time, the award will be distributed equally between them.



7.6 After implementation of the suggestion, the concerned Head of the Section/Department shall send a report to the Convenor indicating the details of estimated savings for one year and the cost of implementation of the suggestion.

7.7 Chairman-cum-Managing Director will decide on the award, taking into consideration the recommendations of the Suggestion Committee. The decision of the Chairman-cum-Managing Director shall be final.

8. **PUBLISHING THE RESULTS AND PRESENTATION OF AWARDS**

8.1 A circular will be published on Company's Notice Board giving details of the suggestions accepted and suggestions which are under investigation and experimentation.

8.2 Congratulatory letters will be issued to successful suggesters indicating the amount of award, along with certificates, after successful implementation of their suggestions and a copy of the certificate will be kept in the personal file.

8.3 The names of the award winners will also be published on the Company's Notice Board.

8.4 Photographs of the successful suggesters will be published in the Company's House Magazine.

8.5 The awards for successful suggesters shall be presented on the Company Day i.e., April 2, of every year.

9. **PATENTS**

9.1 When once an award is made by the company the concerned employee(s) are precluded from making any claim of any nature upon the Company, for the use of suggestion upon which the award has been based.

9.2 All accepted suggestions become the sole property of the Company.

9.3 The Company reserves the right to patent any suggestions.

10. **GENERAL**

10.1 The Company assures that no Employee shall be retrenched as a result of implementation of a suggestion.

10.2 Suggestions shall not be considered as a reflection on the ability of the supervisory staff.

10.3 Non-acceptance of suggestions shall not constitute a grievance, under the Company's grievance Procedure.

10.4 The Company reserves the right to amend, alter or withdraw the Scheme, at its sole discretion and without any notice.



Appendix

(Ref.Rule 4)

SUGGESTION SCHEME

NAME:

DESIGNATION:

STAFF NO.

DEPARTMENT:

Convenor,

Suggestion Committee,

KIOCL LIMITED

Sir,

I wish to give the following suggestions for your consideration:

Equipment or Area involved

Present conditions; (What is faulty or can be improved)

.....

.....

I SUGGEST.....

.....

I BELIEVE MY IDEA WILL

.....

Reduce Waste Improve housekeeping

Increase production Reduce Costs

Improve methods Promote safety



Any other (specify)

Signature and Date

(SUGGESTER)

Designation

FOR OFFICE USE ONLY

Date of Receipt

Signature

Suggestion No:

Date.....

