Due efforts have been put to convert the printed HR Manual into soft form and update it on a monthly basis. However, in case any inconsistency is found in the manual, readers are requested to kindly bring it to the notice of Rules & Policies Section and partner in our endeavor to make the HR Manual both comprehensive and accurate for ready reference by all concerned.
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SERVICE RULES FOR EXECUTIVES

1.0 SCOPE:

These Service Rules shall apply to any Executive/Officer employee of the Company, and shall be known as Service Rules for Executive Employees.

2.0 DEFINITIONS:

In these Service Rules, unless there is anything repugnant to the subject or context: -

2.1 "COMPANY" means Rashtriya Ispat Nigam Limited wherever situated and includes its factories, offices and establishments and shall also include factories, mines, quarries, offices and establishments that might be set up in future and shall also include all or any Executive/Officer of the company who are duly authorized/delegated to exercise the powers on behalf of the company in regard to matters covered under these Service Rules.

2.2 "CHAIRMAN-CUM-MANAGING DIRECTOR" means the person for the time being appointed as Chairman-cum-Managing Director of the company and includes any other person who is appointed as Chief Executive of the Company and/or any person or persons who have been authorized to exercise the powers of the Chairman cum Managing Director on behalf of the company.

2.3 "EMPLOYEE" for the purpose of these Service Rules means any Executive/Officer/Employee employed in the company in the grade and scale of J-0 & E-0 to E-9 or notified as Executive employee by the company from time to time and includes any person holding a position of authority in supervisory/managerial/administrative capacity.

2.4 "PREMISES" means the area, estate or properties owned, leased or hired by the Company.

2.5 "BADGE" means an identity card issued by the Company including an identity token to serve as a means of identity at all times.

2.6 "SECURITY PERSONNEL" means the personnel of the Central Industrial Security Force appointed by the Government of India under the Central Industrial Security Force Act, 1968 and Rules as amended from time to time and/or such other security personnel appointed/deployed by the company.

2.7 "COMPETENT AUTHORITY" means any Executive/Officer of the Company who by virtue of his position has authority over the employees, and/or is authorized/delegated to exercise powers in regard to matters covered under these Service Rules.

2.8 "AUTHORISED MEDICAL OFFICER" means the medical officer of the Company and includes any other doctor, medical officer or medical board nominated/authorized by the Company for the purpose of deciding medical fitness or otherwise of employees for employment/work in the Company.

2.9 "TIME CARD" means the card issued to any employee and kept by the Company to record his attendance, that is, the time of reporting for duty and the time of leaving duty including the beginning and the end of intervals.

2.10 "MASculINE" (unless repugnant to the context) includes feminine and vice versa

2.11 "SINGULAR" (unless repugnant to the context) includes plural and vice versa.

Approved by the Board of Directors of RINL in their first meeting held on 8.4.82.
2.12 "SATISFACTORY" or "SATISFACTORILY" means to the satisfaction of the Company.

2.13 "PERMISSION" means written permission given by the Company/Competent Authority.

2.14 "NOTICE" means and includes a notice in writing required to be given to an employee or displayed on the Notice Board for the purpose of these Service Rules.

2.15 "NOTICE BOARD" means the Notice Board specifically maintained in a conspicuous place, in the concerned department and/or at or near the main entrance to the company for the purpose of displaying notice required to be displayed under the provisions of these Service Rules.

3.0 CLASSIFICATION OF EMPLOYEES:

3.1 Employees shall be classified as:-
   a. Regular
   b. Probationer
   c. Temporary
   d. Trainee [e.g. Mgt. Trainee (Tech) & Mgt. Trainee (Admn.)]

3.2 DEFINITION OF CLASSIFICATION:
   a. "REGULAR" employee means an employee engaged to fill a post in the regular establishment of the Company and has been informed in writing by the company of satisfactory completion of the prescribed probationary period.
   b. "PROBATIONER" means an employee who is provisionally employed against a post in the regular establishment of the Company with a view to ascertaining his suitability for the post and who is serving the probationary period.
   c. "TEMPORARY" employee means an employee who has been appointed for a specified limited period or for doing work of a temporary nature, or who is employed temporarily to handle an increased volume of work, or who is employed to meet other exigencies of work of a temporary nature for a limited period.
   d. "TRAINEE" means a Management Trainee (Tech) or a Management Trainee (Admn.) or any other kind of trainee appointed for initial training and for subsequent absorption as an executive employee of the Company on satisfactory completion of such training and probation as may be specified by the Company.

3.3 PROBATIONARY PERIOD:
   a. The period of probation of an employee shall be for twelve months from the date of joining the Company which may be extended for a further period or periods at the discretion of the Company. The Probationary appointment will automatically cease and determine on the last day of the period of probation unless in the meantime the employee has been informed in writing of the satisfactory completion of his probation period or that the period of probation has been further extended. During the period of probation the Company may, at anytime, terminate the services of an employee without any notice or compensation and without assigning any reason whatsoever.
   b. The period of probation will be computed excluding period or periods of leave without pay or period or periods of absence.
3.4 **PROBATION ON PROMOTION TO A HIGHER POST:**

An employee on Promotion to a higher post shall be on probation for a period of six months. He may at anytime during or on completion of probation period be reverted to his lower post by written order without assigning any reason.

3.5 The services of Temporary employee may be terminated at anytime without any notice or compensation and without assigning any reason.

4.0 **MEDICAL FITNESS AND EXAMINATION:**

No person shall be appointed except with a prescribed certificate from the Authorized Medical Officer for the purpose of deciding his physical fitness or otherwise for employment. The Company, may at any time, and/or periodically require any employee to be examined by the Authorized Medical Officer. If, on such examination, the Authorized Medical officer finds that the employee is suffering from any disease or complaint that is infectious or of a communicable nature or liable to continuously or frequently interfere with the employee’s normal duties or the health of other employees, the Company may terminate his employment immediately on receipt of such medical report. If an employee desires to prefer an appeal, this may be made to the Company within seven days from the date of termination of employment. The decision of the Company on the appeal shall be final and binding on the employee.

5.0 **DATE OF BIRTH:**

Every employee entering the Service of the Company shall declare his date of birth in writing and submit the Matriculation or other School leaving certificate in support of the same. The date of birth as entered in the said certificate so produced shall be deemed to be the date of birth of the employee. In case of any discrepancy between the said date and the date of birth as claimed by the employee, no subsequent alteration of the certificate shall prevail against the record of the Company about the age and date of birth of the employee brought into existence at the time of his entering in service, so far as his employment in the Company is concerned.

In the absence of the above certificate and in exceptional cases the employee shall declare his date of birth, supported by such documents as may be required by the Company, which documents shall be assessed by the Company and the result of such assessment shall be deemed to be final and binding on the employee in so far as his employment with the Company is concerned.

6.0 **APPOINTMENT:**

6.1 No person shall be deemed to be in the employment and borne on the rolls of the company until and unless

a) he has received a letter of appointment from the Company,

b) he is declared medically fit, and

c) he joins duty.

6.2 The whole time of an employee shall be at the disposal of the Company and he may be employed in any manner required by the Company without any claim for additional remuneration.

6.3 An employee shall devote his whole time and attention to his duties and shall not carry on or be concerned in carrying on any other business or occupation whatsoever with or without remuneration during the period of service. No employee while in the service of the Company shall accept any other employment or undertake any other service or profession with or without remuneration either direct or indirect without permission. No private practice or part-time engagement shall be allowed.
6.4 All employees shall abide by such rules, regulations, orders, directions and instructions as are in force or as the Company may frame from time to time governing the terms of employment, conditions of service, pay and allowances etc., and shall eschew all wasteful practices and obey all such orders and directions as they may receive from their superiors.

6.5 All employees shall accept the necessity of measures of rationalization and the Company shall be entitled to introduce such measures so as to improve the Company’s overall standard of efficiency, by reducing costs and increasing its productivity.

6.6 All employees shall observe constitutional means and shall eschew agitational steps and/or concerted actions or any other means which may have the effect of interrupting or disrupting the work of the Company and/or the normal functioning of the various departments/divisions/sections/offices and/or the operation of different services in the Company or which may have the effect of causing damage, delays, inconvenience etc. to the Company’s services, to its customers, suppliers, clients and contractors or any other person having dealings with the Company.

6.7 Employees shall perform all such duties and all duties incidental and ancillary thereto, which the Company shall lay down and/or assign from time to time.

6.8 No employee shall engage himself in any work in connection with any association, group, club etc. during working hours.

6.9 No employee shall, during working hours, engage himself in any work other than that entrusted to him by the Company.

6.10 No employee shall interfere in or hinder performance of Company’s duty to enforce discipline.

7.0 TRANSFER OF EMPLOYEES:

An employee may be transferred, at the discretion of the Company, anywhere in India, and/or from one department/division/section/office to another. The Company may also at its discretion depute an employee for work elsewhere in any other organization. In case of refusal of the employee to comply with the transfer/deputation orders, he shall be deemed to be absent from duty and corresponding deductions shall be made from his pay for the period treated as absence. Such employee shall also be liable for disciplinary action.

8.0 OFFICIATING:

An employee may be required to officiate in a higher post when ordered to do so without, however, conferring on such person any right to the said higher post. In case of refusal of the employee to comply with the orders, he shall be deemed to be absent from duty and corresponding deductions shall be made from his pay for the period treated as absence. Such employee shall also be liable for disciplinary action.

9.0 IDENTITY BADGE:

9.1 Every employee will be supplied with an Identity Badge, and/or other means of identification.

9.2 Every employee shall take utmost care to ensure against loss or theft of the identity badge. Loss or theft of badge shall be immediately reported in writing to the employee’s superior and the issuing authority. Replacement of badge shall be at the employee’s expense as may be specified by the Company. The employee shall also be responsible for obtaining fresh badge, when the old one becomes indecipherable.

9.3 The identity badge shall be retained by the employee and shall not be parted with or transferred to another person. The badge shall be shown on demand to the Security Personnel or any Executive/Officer of the Company or any person authorized by the Company.
9.4 Every employee shall on suspension, resignation, termination, superannuation or on dismissal, or separation in any other way from service surrender to the Competent Authority the identity badge along with all other items and materials that belong to the Company and entrusted to him or which are in his possession.

10.0 SECURITY:

10.1 Every employee shall wear the identity badge and other means of identification in a conspicuous position, on his body while on duty.

10.2 Any employee failing to comply with this shall be liable to be shut out or asked to leave or be removed from the premises if he has already entered the premises and shall also be liable for disciplinary action.

11.0 ENTRY AND SEARCH:

11.1 No employee shall enter or leave the premises except by the gate and or entry/exit places provided for the purpose.

11.2 Any employee while entering or leaving the premises or at any time may be searched by the Security Personnel or any other person authorized for the purpose.

**Note:** Such search may include the person of the employee and his vehicle of conveyance and its attachments/contents, his bag/box/tiffin carrier etc.

11.3 Every employee shall show his identity badge on demand to the Security Personnel and/or Time office personnel on duty or to any Executive/Officer of the Company or any other person authorized by the Company while passing through the entry/exit gate and/or places provided and/or on demand by the above at any other place within the premises.

11.4 An employee shall not leave the place and/or places of work during working hours without permission of the Competent Authority.

11.5 Any employee, who is suspected to be under the influence of alcoholic drink or drug or suffering from contagious or infectious disease or in possession of any article prejudicial to the Security of the Company or other employees or deemed by the Company to be likely to create disturbance, shall not enter or be allowed entry into the premises although otherwise entitled to do so.

If such employee is already in the premises, he may be asked to leave the premises by the Competent Authority and/or the Security Personnel who shall have the right to remove such employee from the premises besides the Company initiating necessary disciplinary action.

11.6 No employee shall bring with him into the Company article of any kind which is capable of being used in connection with the work of the Company without permission of the Competent Authority. The Company reserves the right to regard any such article found in the possession of any employee whilst in the premises as the property of the Company and in the wrongful possession of the employee. Security Personnel and/or any other person authorized by the Company shall have the right at any time to open and search any lockers and packets, bundle, cover etc. carried by an employee within the Company/premises and/or entrances and exits thereof. The Company shall not, in any way, be responsible for loss of or damage to any personal property of an employee brought into the premises.

11.7 No employee shall bring with him into the Company articles or commodities of any kind in quantities beyond what is required for immediate personal use during working hours without permission. Items of this nature which are illustrative, but not exhaustive are food articles, clothes, consumer products etc.
12.0 ATTENDANCE:

12.1 Attendance shall be marked daily according to the rules prescribed from time to time for each department/division/section/office etc.

12.2 a. Employees who are required to sign in the attendance register shall mark the time of reporting for duty and the time of leaving duty.

b. Employees who are required to punch time cards shall get their card punched in the time clock at the time of reporting for duty and at the time of leaving duty.

c. Company may also require an employee to mark attendance and to punch his card as per (a) and (b) above at the beginning and at the end of shifts and at the beginning and at the end of intervals.

12.3 All employees shall report to their place of work punctually at the specified time in the manner directed by the Company from time to time. Time as per clock kept at the entrance or at the place or places of work will originally be taken as the correct time for the purpose of attendance.

12.4 Employees shall be liable to be shut out if they are not at the place of work at the prescribed time. If an employee is late, he may not be permitted to enter the Company unless special permission or prior permission is granted by the Competent Authority.

12.5 Employees shall not leave their place of work during the hours of work prescribed for them. If however, an employee has to leave the place of work under special circumstances during the hours of work, prescribed for him, he may be permitted to leave the place of work, but in such an event prior permission and an out-pass from the Competent Authority shall have to be obtained by him.

12.6 i) An employee who is absent from duty shall be liable for deduction of pay for the period of his absence. An employee who after reporting for work, abandons his work without permission, shall be liable to be treated as absent for the whole day.

ii) If an employee although present in his place of work fails to do his assigned work or part thereof and/or refuses to carry out his work or part thereof including slowing down the pace of work, he shall be deemed to be treated as absent for the whole day.

NOTE:

Slowing down shall be deemed to be proved against an employee or a group of employees, if the normal performance based on previous performance as obtained or laid down by the Company from time to time is reduced or disturbed.

12.7 The above is without prejudice to any disciplinary action that may be taken under these Service Rules.

13.0 SHIFT WORKING:

13.1 At the discretion of the Company, more than one shift may be worked in a department/division/section/office of the company. If more than one shift is worked, the employee shall be liable to be transferred from one shift to another.

13.2 SHIFT SYSTEM:

a. The Company shall lay down shift systems, or revise, from time to time the shift arrangements both in regard to the composition of shifts, personnel thereof as well as the shift timings according to the exigencies of work.
b. The employee may be required to work the whole or part of the subsequent shift in case an employee in a particular shift fails to report for work.

c. The company may require any employee to work in any shift according to the exigencies of work.

d. No employee shall leave his place of work unless properly relieved.

14.0 DEDUCTIONS FROM PAY:

Deductions from the pay of an employee will be made for reasons specified below:

a. For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which an employee is required to account where such damage or loss is directly attributable to his negligence or fault.

   Company’s articles/property which are in possession of an employee shall be deemed to be duly entrusted to him for custody;

b. Other deductions contemplated by these Service Rules;

c. For house accommodation provided by the Company;

d. For amenities and services (including supply of electricity, water, conservancy etc.) supplied by the Company;

e. For recovery of any advance or for adjustment of over-payment;

f. Income-tax or any other tax levied by the Government or Municipality payable by the employee;

g. Deductions required to be made under law or Ordinance of the Government or by order of a Court or other authority competent to make such orders;

h. For subscription to the Provident Fund and Family Pension Fund and refund of any advance from the Provident Fund;

i. For payments to cooperative societies approved by the State Government;

j. Deductions made with written authorization of the employee for payment of Life Insurance Premium or for the purpose of purchase of Government Securities or Investment in Small Savings Securities;

k. Deductions made with the written authorization of the employee for payment of subscriptions or contributions to any fund sponsored or approved by the Company.

15.0 SAFETY RULES:

15.1 All employees shall be required at all times to observe all safety rules, practices and procedures as notified from time to time, and to use safety equipment and appliances as prescribed.

15.2 In the event of accidents in the Company’s premises during working hours, it shall be the duty of the employee to report the accidents to his superior who shall arrange for his immediate medical attention.

15.3 An employee shall not willfully suppress the information regarding injury sustained by him due to accident within the Company’s premises during working hours. Any accident not reported as indicated above shall be deemed to have taken place outside the Company’s premises but not in the course of and out of employment and the Company shall not have any liability or responsibility for payment of compensation.
16.0 SAFETY APPLIANCES AND DRESS REGULATIONS:

Such category of employees as may be required and/or specified from time to time shall while on duty use and wear safety appliances supplied to them. Employees who have been supplied with safety appliances shall use/wear them in proper order while on duty and exercise proper care in maintaining them in good condition. The Company may also prescribe dress and personal safety regulations to all categories of employees.

17.0 LEAVE:

17.1 DEFINITIONS:

a. “Employee” includes Management Trainee (Tech) and Management Trainee (Admn), but excludes:

i. Deputationists governed by separate rules

ii. Casual, part-time, temporary employees and

iii. Those who are governed by separate rules by contract of service

b. “Completed year of Service” means continuous period of service in the Company for a period of one year, including period spent on any kind of leave.

c. “Authorized Medical Attendant” means any Medical Officer in the service of the Company or a duly qualified Registered Medical Practitioner where a medical officer is not provided, or a Medical Officer of Government/Subsidiary Company.

17.2 CLAIM FOR LEAVE:

17.2.1 Leave cannot be claimed as a matter of right. When exigencies of Company's interest so require, the competent authority may, at his discretion, refuse the leave applied for or revoke leave already granted.

17.2.2 Leave shall not be granted to an employee who is under suspension or whom the Competent authority has decided to dismiss or remove from service.

17.3.0 COMBINATION OF LEAVE:

17.3.1 Any kind of leave except casual leave may be availed of in combination with or in continuation of any other kind of leave. Grant of leave in continuation of maternity leave shall be on medical certificate.

17.3.2 Holidays occurring at either end of the period of leave may be prefixed or suffixed with the approval of the sanctioning authority. Holidays occurring during the period of leave shall not be counted as leave.

NOTE:

The intervening holidays shall, however, be counted as leave in case of Maternity Leave, Special Disability Leave and Quarantine Leave.

17.3.3 The commutation of one kind of sanctioned leave into leave of a different kind cannot be claimed as a matter of right. The sanctioning authority may, at the request of the employee and subject to consequential adjustment of leave salary, if any, commute retrospectively the leave already granted into leave of a different kind which was due and admissible to the employee at the time the leave was sanctioned.

17.3.4 No employee shall take up any service or employment anywhere while he is on leave.
17.4.0 RECALL FROM LEAVE:

An employee may in the exigencies of work, be recalled to duty from leave. In case of such recall, the employee shall be entitled to be treated as on tour from the date on which he starts for the station to which he has been ordered to proceed and to draw:

1. Traveling allowance as on tour.
2. Leave salary until he joins his post at the same rate at which he would have drawn it but for recall to duty.

17.5.0 ABSENCE FROM DUTY AND OVERSTAYAL OF LEAVE:

17.5.1 "Absence from duty” means unauthorized absence from duty.

17.5.2 "Overstayal of leave” means remaining absent from duty without permission beyond the period of leave sanctioned.

17.6.0 CASUAL LEAVE:

17.6.1 An employee shall be eligible for 15 days casual leave in a Calendar Year. Employee joining after the first day of January shall be eligible for proportionate number of days of casual leave, for the remaining part of the calendar year.

NOTE:

1.* Employees separating from the Company in between the calendar year will be allowed to avail full entitled Casual Leave (CL) at their credit at the beginning of the said year.

2.** In cases of officers of ALL India Service/ PESB appointees from other CPSEs joining VSP in between the calendar year, they would be entitled to the balance CL carried forward from their previous organization or the proportionate number of days of CL for the remaining part of the calendar year on joining RINL /VSP, whichever is higher. During the year of repatriation / end of tenure in between a calendar year, they will be entitled to full CL during that year, at par with superannuating employees of RINL. For the balance period of their tenure- i.e. years(s) between joining and repatriation in RINL/VSP, they will be entitled to 15 CLs in a calendar year.

17.7.0 EARNED LEAVE:

17.7.1 An employee shall be entitled to earned leave at the rate of 30 days for every completed year of service or 2 1/2 days per month of service or part thereof.

17.7.2 An employee shall cease to earn leave when the earned leave due amounts to 300 days.

17.7.3 The maximum earned leave that can be granted at a time to an employee shall be 120 days. If the leave is applied for on medical grounds supported by a certificate or for prosecution of higher studies, earned leave up to 180 days may be granted at a time.

* Incorporated vide P P Circular No.06/2002, dated 03.05. 2002, w.e.f. 01.01.2002
▽ Amended vide PP Circular No.04/2006 dated 08.05.2006
NOTE:

1. For period of service which is less than a complete calendar month, earned leave shall be allowed at the rate of one day for every 10 days of service subject to the limit of $2\frac{1}{2}$ days of earned leave for the calendar month.

2. For the purpose of calculating earned leave "Service" means continuous service in the Company including the period spent on any kind of leave except extra-ordinary leave exceeding 3 (three) months.

3. An executive who has been placed under suspension shall be entitled to earn earned leave in respect of the period of suspension if such period is treated as duty.

17.8.0 HALF PAY LEAVE:

17.8.1 An employee shall be entitled to half-pay leave for 20 days for each completed calendar year of service and proportionately in the first year of service and in the year of his superannuation from the service of the Company.

17.8.2 The leave may be granted either on medical certificate or for private affairs.

17.8.3* Employees who put in 6(six) months service or more than 6(six) months of qualifying service for the calendar year of superannuation, will be given credit for half pay leave as if they worked for the whole calendar year, and employees who put in less than 6(six) months of qualifying service will get credit of half pay leave on pro rata basis.

17.9.0 COMMUTED LEAVE:

17.9.1 An employee shall be entitled to commuted leave not exceeding half of the amount of his half pay leave due, on medical certificate only.

17.9.2 Twice the amount of commuted leave availed shall be debited against the half pay leave due to the employee.

17.9.3 The leave shall be granted only if the Sanctioning Authority has reason to believe that the employee will return to duty after expiry of leave.

17.10 EXTRA-ORDINARY LEAVE:

17.10.1 An employee shall be eligible for extra-ordinary leave when no other leave is admissible to him, or when other leave is admissible, the employee applies in writing for grant of extra-ordinary leave.

17.10.2 An employee shall be entitled to extra-ordinary leave for a period of three months only, on one occasion. However, in special circumstances, extra-ordinary leave may be granted up to the following limits:

a. On medical certificate from an authorized medical attendant, an employee shall be entitled to 6 months extra-ordinary leave.

b. An employee who has completed one year of service shall be entitled to 18 months extra-ordinary leave in case he is undergoing treatment for Tuberculosis or Leprosy in a recognised medical institution or by a recognised specialist.

*Incorporated vide PL/RR/WR/5(12)/96, dated 04.01.1996
Extra-ordinary leave shall be admissible upto 36 months in exceptional cases where it is certified by an authorized medical attendant and endorsed by Chief Medical Officer of the Company that it is necessary for treatment of chronic ailments/diseases such as Leprosy or Tuberculosis etc.

17.11 SPECIAL CASUAL LEAVE:

17.11.1 An employee shall be eligible for special casual leave to cover the period of absence during which he is unable to attend duties in special circumstances which are not purely personal or domestic reasons as specified in rule 17.11.2

17.11.2 THE ENTITLEMENT OF SPECIAL CASUAL LEAVE SHALL BE AS UNDER:

A. CIVIL DISTURBANCE OR CURFEW:

For the period of such civil disturbance or curfew during which an employee is unable to attend his duties, as certified by the Competent Authority.

B. PARTICIPATING IN SPORTS, GAMES/CULTURAL ACTIVITIES:

Upto 30 days in a Calendar year and upto 60 days in exceptional cases at the discretion of the sanctioning authority subject to the following conditions:

a. The leave shall be admissible only for participating in sporting events/ cultural activities of State or National / International importance or when organized on inter-steel plant basis.

b. The leave shall be admissible only when an employee has been selected for such participation in a representative capacity (and not in his personal capacity):

i. In respect of events/activities of International importance by an organization / association at National level and recognised as such by Government.

ii. In respect of events/activities of National importance when the event or activity is held on an inter-zonal or inter-circle basis and the employee takes part in the event/ activity as a member of a team or troupe as a duly nominated representative on behalf of the State/Zone/Circle, as the case may be.

iii. In respect of Ex-Servicemen employed in the Company, Special Casual Leave may be granted for the purpose of appearing before the Medical Resurvey Board for medical check-up as required by the Defence Ministry/Army. The leave in such cases should be granted as per requirement depending on the merit of each individual case, but in any case will be limited to 15 days in a year including transit time both ways on the basis of medical discharge certificates.

C. BLOOD DONATION*:

One day on the day of donation or the day following for each occasion but not exceeding four days in a calendar year, on medical certificate, subject to the following conditions and submission of application in the format as given at Annexure IV:

* Amended vide Misc. Circular No. 01/2010, dated 02.01.2010
i) The time gap between two consecutive blood donations is minimum 3 months.

ii) The employee shall submit a Certificate duly signed by the Medical Officer of the respective Blood Bank/Hospital/Nursing Home/Clinic.

iii) The Blood Donation Certificate submitted by the employee is not obtained from any of the Blacklisted Hospital/Nursing Home/Clinic/Doctor.

D. FAMILY PLANNING:

i. Vasectomy operation as certified by an authorized medical attendant but not exceeding six working days.

ii. Non-Puerperal sterilization operation - for female employees, as certified by an authorized medical attendant, but not exceeding 14 working days. Male employees, whose wives undergo non-puerperal sterilization operation, may be allowed upto seven(7) days special casual leave, if the authorized medical attendant performing the operation, certifies that the presence of the employee for the period of leave is necessary to look after the wife during convalescence after the operation.

iii. IUCD Insertion: One day on production of medical certificate.

E. TRAINING IN TERRITORIAL ARMY:

For the period spent on training in a training camp under the Indian Territorial Army including period of transit.

F. * SPECIAL CASUAL LEAVE FOR PERSONS WITH DISABILITY (PWD):

i. Persons with disability shall be entitled to Special Casual Leave for 4 days in a calendar year, for specific requirements relating to disabilities of the employee.

ii. Persons with disability shall also be entitled to Special Casual Leave for 10 days in a calendar year, subject to exigencies of work, for participating in Conference/Seminars/Trainings/Workshop related to disability and development organized by the following, as specified by the Ministry of Social Justice & Empowerment vide Department of Personnel and Training’s OM No.28016/02/2007-Estt(A) dt. 20.3.2008:
   a. Central Government and State/UT Governments;
   b. Central and State/UT Government Institutions/Agencies;
   c. International agencies like UN, World Bank etc;
   d. Universities & Educational Institutions set up by Central/State Government, recognized as predominant centers for education on rehabilitation of persons with disabilities; and
   e. Recognized institutes for persons with disabilities, under Chapter X (Section 50 to 55) and Chapter XI (Section 56) of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

iii. Disability considered for the purpose of grant of Special Casual Leave as above, shall mean minimum degree of disability of 40%, as certified by the Medical Authority specified under the “The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995”.

iv. Persons recruited in the PWD category need not produce any further document for consideration as above. However, persons suffering disability after their employment, would have to produce Disability Certificate as specified at para(iii) above.

* Incorporated vide HR Policy Circular No.05/16 Dated.06.06.2016
17.12.0 **LEAVE NOT DUE**: DELETED vide approval dated 22.06.93.

17.13.0 **QUARANTINE LEAVES:**

17.13.1* An employee shall be eligible for quarantine leave if a member of his household (not necessarily belonging to his family) at his normal place of residence, is suffering from any infectious disease (Cholera, Small-pox, Plague, Diphtheria, Typhus fever and Cerebrospinal meningitis) on a certificate from an authorized medical attendant. In case of Chicken Pox, the leave shall be admissible if the authorized medical attendant recommends the leave because of doubt that the disease may be small pox.

17.13.2 An employee shall not be eligible for quarantine leave if he himself is suffering from any of the infectious diseases.

17.13.3* This leave shall be admissible on medical certificate, to an employee only if the infectious disease occurs in the family/household of the employee at his normal place of residence.

17.13.4 The quarantine leave shall be limited to 21 days (in special circumstances upto 30 days) at a time, for a particular disease. Quarantine leave may also be granted, when necessary, in continuation of other regular leave.

17.14.0 **MATERNITY LEAVE:**

**The Maternity Benefit Act, 1961 as amended from time to time, shall be applicable to all woman employees of RINL.**

(A brief of the benefits under the Maternity Benefit Act, 1961, is given at Annexure VI.)

17.15.0 **LEAVE FOR PROSECUTING HIGHER STUDIES:**

17.15.1 a. Such categories of employees as may be separately prescribed, shall be eligible for grant of leave for prosecuting higher studies, if they have completed two years of service in the grade, and five years of service in the Company.

b. Those who are on probation or on bond or are temporary or who are expected to separate from the Company within seven years, shall not be eligible for the leave.

c. Those who are trained outside India at the cost of the Company, shall be eligible for the leave only on completion of five years service after training.

17.15.2 Leave shall consist of earned leave, half pay leave and extra-ordinary leave to the extent due and admissible, subject to the condition that such leave shall be limited to 24 months (36 months in exceptional cases with the approval of CMD).

17.15.3 The leave shall be granted only if the higher studies proposed by the employee are considered useful to the Company.

*Amended vide P.P. Circular No.8/87, dated 8.6.87

**Amended vide HR Policy Circular No.15/18 Dated.22.10.2018**
17.15.4** An employee shall, before proceeding on leave, execute a bond to serve the company for not less than 3 years after returning from the leave failing which he shall be liable to pay to the Company an amount calculated as under:

a. If he is in the grade and scale upto E-0.
   i. ₹15000/- in case he fails to rejoin duty or after rejoining serves the Company for a period of less than 2 years.
   ii. ₹10000/- in case after rejoining serves the Company for at least 2 years but fails to serve a minimum period of 3 years.

b. If he is in the grade and scale of E-1 & above.
   i. ₹20000/- in case he fails to rejoin duty or after rejoining serves the Company for a period of less than 2 years.
   ii. ₹15000/- in case after rejoining serves the Company for at least 2 years but fails to serve for a minimum period of 3 years.

17.15.5 Any employee shall, after completion of the leave submit a report of the Study/ Training indicating the areas of his Study/Training useful to the Company.

17.16.0 **SPECIAL DISABILITY LEAVE:**

17.16.1 An employee who is temporarily disabled by injury or illness caused in course of, or in consequence of the due performance of his official duties, may be granted special disability leave, on a certificate from an authorized medical attendant.

17.16.2 An employee shall not be eligible for special disability leave unless the disability manifests itself within 3 months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

17.16.3 a. The entitlement for the leave shall be as certified by the authorized medical attendant or 24 months whichever is less, for one disability.
   
b. Subject to this limit, the leave may be granted in one or more spells for any one disability.

17.17.0 **LEAVE ON RETIREMENT OR FINAL CESSATION OF DUTIES:**

17.17.1 An employee who is to retire from the services of the Company on attaining the age of superannuation (60 years) shall be required to plan in such a way that he avails the leave at his credit, before the date of retirement or final cessation of duties.

Employees separating from the Company in between the Calendar year will be allowed to avail full entitled Casual Leave (CL) at their credit at the beginning of the said year.

❖ ❖ Amended vide PL/RR/3(2), dated 22.11.83.
17.17.2 In case he is unable to avail himself of the leave, he shall be entitled to encash earned leave and half pay leave at his credit as on the date of superannuation or final cessation of duties.

Note***: Pending final decision on the issue, leave encashment at the time of retirement will be restricted to 300 days (both EL and HPL taken together) as per DPE letter no. 2(14)/2012-DPE(WC), dt.17th July, 2012. No commutation of Half Pay Leave would be permissible to make up the shortfall in Earned Leave.

17.17.3 Encashment of Earned Leave should be availed by the Employee on attaining the age of Superannuation (60 years).

17.17.4** An employee who is released on acceptance of his/ her resignation shall be allowed encashment of Earned Leave standing to his/her credit as on the date of release, after adjusting the notice period not served, if any.

17.18.0 LEAVE SALARY:

17.18.1 Earned Leave and Commuted Leave:
Pay to which the employee is entitled immediately before the commencement of leave, except officiating/acting allowance in short term or casual vacancies.

17.18.2 Special Casual Leave, Quarantine Leave and Maternity Leave -- Full Pay as on duty.

17.18.3 Special Disability Leave: Full average pay for the entire period of special disability leave.

17.18.4 Half Pay Leave:
   a. Half pay to which the employee is entitled immediately before commencement of leave.
   b. Dearness Allowance shall be corresponding to the pay drawn as per (a).

17.18.5 Extra-Ordinary Leave: No leave salary.

17.18.6 Advance of Leave Salary:
An employee proceeding on leave for a period of one calendar month / 30 days or more may be granted advance of the net leave salary due for the first month of the leave.

17.18.7* Cash Equivalent to Leave Salary:
In case an employee dies while in service, cash equivalent of his leave salary in respect of earned leave standing to his credit not exceeding 300 days shall be paid to his nominee(s) declared for receiving the Provident Fund and Gratuity or in absence of nominees to his legal heirs.

17.18.8* Any claim to leave to the credit of any employee, who is dismissed or removed from service, ceases from the date of such dismissal/removal as the case may be.

Any employee who is dismissed or removed from service and is subsequently reinstated on appeal or revision shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

*** Amended vide Office Order No.PL/RR/2(1)/2322 Dt.30.12.2013
Amended vide PP Circular No.2/96, dt.23.01.1996.
17.19.0 GENERAL CONDITIONS FOR GRANT OF LEAVE:

17.19.1 The employees who desire to obtain leave of absence shall apply to the Competent Authority and shall not avail of the same before it is actually sanctioned.

17.19.2 Except in an emergency (to be established by documentary evidence) application for leave for three days or less should be made at least twenty four hours previous to the time from which the leave is required.

17.19.3 Applications for leave for more than three days should be made at least seven days before the date from which the leave is required.

17.19.4 A copy of the orders passed on the application shall be given to the employee and if leave is refused or postponed, the reasons shall be recorded in writing by the authority making the order.

17.19.5 An employee shall furnish to the Competent Authority his leave address in the leave application itself.

17.19.6 An employee who desires to apply for or extend his leave on medical grounds shall submit with his application a certificate from the Authorized Medical Officer. On receipt of such application, the Competent Authority shall inform the employee in writing, at the address given by him in his application or previously intimated, whether the leave or extension of leave has been sanctioned and if so, for what period or whether the leave or extension of leave has been refused. The Competent Authority may at his discretion refer the matter to any other Authorized Medical Officer for advice and direct the employee to report before him for confirmation of the medical certificate.

17.19.7 An employee who has been sanctioned leave or an extension of leave on medical grounds shall not be allowed to resume duty unless he produces a 'Fitness Certificate' from the Authorized Medical Officer.

17.19.8 If an employee, after proceeding on leave, desires an extension thereof, he shall make an application, in writing, to the Competent Authority in sufficient time for a reply to reach him before the date on which he would have to start back to resume his duties, and the Competent Authority shall on receipt of such an application inform the employee in writing whether or not the extension of leave applied for has been sanctioned and if so, for what period and on what conditions. There shall be no presumption on the part of the employee about sanction of leave until he is informed to that effect in writing.

17.19.9 a. If any employee remains absent without prior sanction of leave for a period exceeding eight consecutive days, he shall be considered as having voluntarily abandoned his employment and left the services of the Company without due notice with effect from the date of such absence. His name will be struck off from the rolls of the Company unless he returns to work within eight consecutive days of the commencement of such unauthorized absence and gives an explanation to the satisfaction of the Company in this behalf for such absence.

b. If any employee remains absent beyond the period of leave originally granted or subsequently extended and approved for a period exceeding eight consecutive days he shall be considered as having voluntarily abandoned his employment and left the services of the Company without due notice with effect from the date of such absence. His name will be struck off from the rolls of the Company unless he returns to work within eight consecutive days of the commencement of such unauthorized absence and gives an explanation to the satisfaction of the Company in this behalf for such absence.
NOTE:

No notice is necessary to remove the name of the employee from the rolls of the Company on the expiry of eight consecutive days from the date of unauthorized absence and such removal shall be deemed to have automatically taken place on the expiry of such period.

17.19.10 The number of times earned leave may be taken by an employee during any year shall not exceed three except under special circumstances with the approval of the Competent Authority and/or when the leave is taken on medical grounds duly supported by medical certificate of the Authorized Medical Officer.

17.19.11 Unauthorized absence will not ordinarily be regularized by grant of any kind of leave.

18.0 TERMINATION OF EMPLOYMENT:

The services of an employee may be terminated at any time by the Company without assigning any reasons by three months notice in writing or three months pay in lieu thereof.

19.0 GRIEVANCE PROCEDURE:

All grievances of the employees shall be dealt with by the Grievance Machinery set up by the Company.

20.0 TEMPORARY DUTY:

An employee shall be bound if and when required by the Company to go anywhere in connection with the Company’s business, affairs or operation.

21.0 TRAINING:

An employee is liable to undergo such training for such period and undertake such examination as may be prescribed by the Company from time to time.

22.0 TEST:

22.1 Every employee shall be required to pass oral, and/or written tests and/or practical tests appropriate for the work and as may be prescribed from time to time by the Company.

22.2 All employees, wherever required, shall at their own cost keep their required licences, certificates/qualifications etc., valid during the currency of their service in the Company.

23.0 PROMOTION:

Promotion shall be a matter to be decided by the Company in its sole discretion and will be made on merit which will be assessed by taking into consideration relevant factors such as qualifications, length and quality of service, experience and suitability to be adjudged on the basis of confidential reports, merit rating, training reports, tests, interviews etc. Rules for promotion shall be notified by the Company separately.

24.0 MANNING:

The Company shall have absolute discretion to decide about the strength of the establishment including both the number and designations of posts in various categories and grades and shall also determine from time to time the variations in the permanent strength including temporary variations.

25.0 SERVICE RECORDS:

The Company shall maintain service records for every employee containing particulars regarding his date of birth, qualifications, date of employment, date of increment, commendations or punishments, if any,
leave and such other particulars. Personnel records shall be conclusive proof in respect of any employee relating to leave and other matters.

26.0 **FORWARDING OF APPLICATION:**

No employee shall apply for any scholarship/appointment/commission etc. without permission.

27.0 **RESIGNATION:**

a. Employees who are not under bond and who wish to leave the Company’s service must give the Company the same notice as the Company is required to give them in terms of the appointment letter. The Company may at its discretion accept the resignation with immediate effect or from any time before the expiry of the Notice Period.

b. If an employee leaves the service of the Company without the requisite notice then without prejudice to any other action under his contract of service, the Company may deduct from his pay due a sum equivalent to the period of notice which he is required to give.

*Note: Resignation of an employees on leave/UAB will be accepted with effect from the last working day of the said employee.

28.0 **SERVICE CERTIFICATE:**

Every employee who leaves the Company's service for any reason shall be given service certificate upon request.

29.0 **COMMUNICATION OF ADDRESS:**

Every employee shall notify to the Company in writing his address in full and all changes thereof from time to time immediately after such change takes place. The last address given shall be deemed to be his correct address for all purposes.

30.0 **COMMUNICATION TO EMPLOYEES:**

The Company will consider that an employee has been given proper written notification concerning any communication by use of any of the following methods

i. By handing the communication to him anywhere on the premises.

ii. By dispatching the communication to him by registered post to his last known address; and

iii. By displaying the communication on the Notice Board.

31.0 **RETIREMENT:**

31.1 The age of retirement of an employee in the regular establishment of the Company shall be 60 (Sixty) years. The retirement of an employee shall take effect from the afternoon of the last day of the month in which the employee attains the age of superannuation.

31.2 Notwithstanding anything contained in the Service Rules, the Appropriate Authority shall, if he is of the opinion that it is in the Company’s interest or public interest so to do, has the absolute right to retire any executive as per the guidelines and procedure for premature retirement given at Annexure-I, modified to the extent of the guidelines vide Cl.4.0(c) “Periodical Review for ensuring Probit and Efficacy among employees of RINL” of Conduct Discipline and Appeal Rules.

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* Amended vide PP Circular No.8/98, dt.27.05.98.
* Incorporated vide PP Circular No.14/90, dt.19.05.90; Amended vide HR Policy Circular No.07/2016 Dt.01.07.2016
31.3** No Functional Director of the Company including the Chief Executive, who has retired/resigned from the service of the Company, after such retirement/resignation, shall accept any appointment or post, whether advisory or administrative, in any firm or company, whether Indian or foreign, with which the company has or had business relations, within one year from the date of retirement without prior approval of the Government. The term retirement includes resignation; but not the cases whose term of appointment was not extended by Government for reasons other than proven misconduct. The term ‘business relations’ includes ‘official dealings’ as well.

***A bond equivalent to the basic pay drawn by the Obligor during the last six months of his /her tenure in CPSE or ₹10 (Ten) Lakhs, whichever is more, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the then prevailing official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company, payable as damages for any violation of the restrictions, shall be executed and delivered by the concerned person before release of terminal benefits.

The prescribed format is enclosed [Appendix-4 (revised) of RINL CDA Rules and Annexure-II (revised) of Service Rules].

[In the “Modalities for grant of permission for post retirement employment within a year from the date of retirement” (Appendix 5 of RINL CDA Rules and Annexure-III of Service Rules), if decision of the MoS is not communicated ***within 60 days, the applicant may take up the assignment presuming that the permission has been granted. Hence, the following clause shall replace the existing clause:

“The MoS shall take a final decision on the application for granting permission to accept any appointment/post after retirement and communicate the same to the applicant within a time limit of 30 days from the date of receipt of the application complete in all respects. In case no decision is communicated ***within 60 days, the applicant may take up the assignment presuming that the permission has been granted.”]

32.0 INTERPRETATION AND COMMUNICATION:

32.1 For the purpose or purposes of these Service Rules, the Chairman-cum-Managing Director/Chief Executive or his authorized representative nominated for specific purposes, shall exercise all powers in regard to these Rules and the decision of the Chairman-cum-Managing Director/Chief Executive or his authorized representative upon any question arising out of or in connection with or incidental to the interpretation of these Service Rules on behalf of the Company shall be final and binding.

32.2 All communications to an employee shall generally be in the English language. For the purpose of interpretation of these Service Rules or other communications from the Company, the English version shall be taken as final and binding.

33.0 MODIFICATIONS / AMENDMENTS:

The Company reserves to itself the right from time to time or at any time to add, alters, modify and amend or withdraw these Service Rules or any part thereof as deemed fit.

34.0 CONTRACT:

The terms and conditions of Service as set out in these Service Rules together with the letter of appointment and acceptance of appointment shall form a contract entered into between the Company and the employee.

**Amended vide PP Circular No.15/2008, dt.29.11.2008.

***Amended vide Personnel Policy Circular No.02/2013, dated 18.06.2013
GUIDELINES AND PROCEDURE FOR PREMATURE RETIREMENT OF EXECUTIVES

1.0 INTRODUCTION:

1.1 Service Rules for Executives vide clause 31.2 provide that "The appropriate authority shall, if he is of the opinion that it is in the Company's interest or public interest, so to do, have the absolute right to retire any Executive, who has attained the age of 50 years by giving him notice of not less than 3 months in writing or 3 months' pay and allowances in lieu of such notice".

1.2 These guidelines and procedure are laid down to deal with the cases of premature retirement of Executives under the provisions of the Service Rules cited in para 1.1 above.

2.0 GUIDELINES:

2.1 In the interest of the Company or public interest, an executive can be prematurely retired under the provisions of Clause 31.2 of the Service Rules, if the Executive has attained the age of 50 years and is considered to be inefficient, medically unfit or of doubtful integrity.

2.2 Criteria for judging the inefficiency, medical unfitness or doubtful integrity shall be on the following basis:

A. INEFFICIENCY:

An Executive whose performance is rated 'C' or 'C-' in the appraisal reports consecutively for 3 years will be considered as inefficient in the performance of his work and discharging the assigned functions. The appraisal reports together with a special report of the Divisional Head not below the rank of General Manager would constitute the basis for evaluation of the efficiency of the Executive.

B. MEDICAL UNFITNESS:

If an Executive has been continuously on leave on medical grounds for a period of 12 weeks (including Sundays and Holidays) or has been on leave for reasons of sickness for a total period of 120 days (including Sundays and Holidays) or more (excepting cases arising out of injury while on duty) during a continuous period of 6 months or if an Executive though attending duties is found to be prima-facie weak, sick, mentally deranged or of unsound mind, the departmental head may refer such executive to a Medical Board for a thorough medical check-up and report:

- on the disease the Executive is suffering from;
- whether the disease is curable or incurable;
- whether it is infectious/contagious;
- in case curable, whether the Executive is likely to be fit to resume normal duties within a period of 12 months;
- whether the Executive is fit to do his/her present job;

If the Executive is not fit to do his/her present job or, in case of curable disease, may not resume duties within a period of 12 months and in cases of incurable or infectious/contagious disease or lunacy or mental derangement where the services of the executive cannot be utilized by the Company or the executive’s attendance is likely to pose health hazard to himself and/or others, premature retirement will be considered.
* Procedure for review of cases of executives on grounds of Medical unfitness:

a. Three months before the scheduled date of the meeting of the Committee, Personnel Deptt. will obtain from Systems Deptt., the list of executives who have been continuously on leave on medical grounds for 12 weeks or on leave for reasons of sickness for a total period of 120 days or during continuous

b. Personnel Deptt. will intimate Divisional Heads not below the rank of GM enclosing a copy of the guidelines along with the list of such executives as above for consideration.

c. HOD will scrutinize the cases and will also consider the cases of executives who are of prima facie weak, sick, mentally retarded or of unsound mind based on advice of a Medical Board and forward these cases that are fit for examination by Medical Board with reasons being recorded.

d. On receipt of above communication from the HOD, the Head of Medical Deptt. will constitute a Medical Board and will examine the concerned executive(s) as per the guidelines and procedure on premature retirement and submit report to the HOD within a week from the date of receipt of the communication.

e. On receipt of the report of the Medical Board, HOD will forthwith forward such report(s) along with his observations to the Personnel Deptt.

f. Personnel Deptt. will consolidate all such reports and put up to the Committee.

C. DOUBTFUL INTEGRITY:

An executive who is considered to be of doubtful integrity could be recommended for premature retirement. The basis of adjudging the integrity of an executive will be the appraisal reports, special report from his Divisional Head of the rank of not less than General Manager or a report from the Chief Vigilance Officer of the Company.

* Procedure for review of cases of executives on grounds of Doubtful Integrity: In respect of executives against whom one major penalty and one minor penalty (excluding censure) have been imposed in cases relating to doubtful integrity viz. theft, dishonesty, fraud, etc., a special report will be put up by Vigilance Department for consideration by the Committee.

3.0 PROCEDURE:

3.1 Cases of executives who have crossed the age of 50 years and who could be considered for premature retirement on the basis of the guidelines given in Para 2.2 above shall be reviewed every year by a committee consisting of Director (Personnel), Director (Finance) and one of the other Functional Directors of the Company. The committee will be assisted by the General Manager (Personnel), Head of Law Department and Chief Vigilance Officer.

3.2 The Executives’ Section in the Personnel Department shall be responsible for preparation of the list of executives whose cases are fit to be reviewed by the Committee of Directors.

The Divisional Heads would, therefore, send the cases of executives to be considered for premature retirement on the grounds of inefficiency, medical unfitness or of doubtful integrity to the Head of the Personnel Department as and when such cases arise.

3.3 The Committee of Directors shall scrutinize the cases in full details and submit its report on those cases which are fit to be considered for premature retirement under clause 31.2 of the Service Rules, with full justification, along with relevant documents, to the Chairman-cum-Managing Director for his consideration and orders.

4.0 OTHER CONDITIONS:

4.1 No premature retirement under these guidelines shall take place if the executive has attained the age of 59 years.

4.2 An executive on premature retirement shall be entitled to the same benefits as applicable in the case of normal retirement on superannuation and 3 months’ notice pay.

5.0 These rules regarding premature retirement of executives are independent of and without prejudice to the right of the Company under the contract of employment to dispense with the services on other grounds, including medical unfitness in the case of an executive who might not have even attained the age of 50 years.

6.0 REPRESENTATION

6.1 An executive who has been served with a notice/order of premature retirement may submit a representation to CMD within one month from the date of service of such notice/order.

6.2 On receipt of the representation, the office of GM (Personnel) shall examine the same to see whether the representation contains any new facts or any new aspects of a fact already known, but which has not been taken into account at the time of issue of notice/order of premature retirement. After such examination the case shall be placed before CMD for consideration.

6.3 CMD shall be the reviewing authority for all such cases and his decision shall be final.

BOND CUM UNDERTAKING

(To be executed on a non judicial stamp paper of the appropriate value)
To be obtained from the concerned Functional Director(s)/CMD alongwith NO DUES CERTIFICATE prior to release of terminal benefits

KNOW ALL MEN BY THESE PRESENTS THAT WE ………………………………….

s/d/o………………………… resident of …………………….. presently working as ……………………………
in Rashtriya Ispat Nigam Limited (hereinafter called “the Obligor”) and (i) Shri …………………….s/d/o ........................................r/o……………………………………… (ii) Shri…………………………
s/d/o….……………………… r/o………………………. (hereinafter called the “Sureties”) do hereby jointly and
severally bind ourselves and respective heirs, executors and administrators to pay to Rashtriya Ispat Nigam
Limited on demand the sum of `………………….. (Rupees ……………………………………..) equivalent to
the basic pay drawn by the Obligor during the last six months of his /her tenure in Rashtriya Ispat Nigam Limited
or ₹10 (Ten) Lakhs, whichever is more, together with interest thereon from the date of demand at Government
rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the
equivalent of the said amount in the currency of that country converted at the then prevailing official rate of
exchange between that country and India AND TOGETHER with all costs between attorney and client and all
charges and expenses that shall or may have been incurred by the Company.

1. AND WHEREAS the Obligor has been appointed to the position of Director /CMD in Rashtriya Ispat Nigam
   Limited (hereinafter called ‘the Company’) in terms of Offer of Appointment Ref. No………… ……………..
   Dated ……………..... The aforesaid terms of the offer were accepted by him/her and the Obligor assumed
   office on …………………………….

2. AND WHEREAS in terms of the aforesaid Offer of Appointment it is required that in the event of Obligor’s
   retirement / resignation from the Company, the Obligor will not accept any appointment or post, whether
   advisory or administrative, in any firm or Company whether Indian or Foreign, with which the Company has
   or had business relations, within one year from the date of Obligor’s retirement / resignation, without prior
   approval of the Government. The Obligator understands that the term retirement includes resignation; but not
   the cases whose term of appointment was not extended by Government for reasons other than proven
   misconduct. The term ‘business relations’ includes ‘official dealings’ as well.

3. AND WHEREAS it was also required, in terms of the aforesaid Offer of Appointment, that terminal benefits
due to Obligor, in the event of his / her retirement / resignation from the services of Company, would not be
released unless a bond regarding aforesaid restriction on the post retirement is executed by him/her.

4. AND WHEREAS for better protection of the Company, the Obligator has agreed to executive this bond with
such condition as hereunder contained.

5. AND WHEREAS the said Sureties have agreed to execute this bond as sureties on behalf of the above
Obligor.

6. NOW THE CONDITIONS OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of Obligor’s
   failure to abide by the restriction pertaining to acceptance of employment or post, whether advisory or
   administrative, in any firm or Company whether Indian or Foreign, with which the Company has or had
   business relations, within one year from the date of Obligor’s retirement / resignation, without prior approval
   of the Government, Obligor shall become liable for payment of the sum equivalent to the bond amount to
Rashtriya Ispat Nigam Limited. In the event of the aforesaid failure and upon the Obligor failing to pay the
sum equivalent to the bond amount to Rashtriya Ispat Nigam Limited, the Company will be at liberty to
initiate appropriate civil action for recovery of the aforesaid bond amount from the Obligor. This will be
without prejudice to the rights of the Company to initiate any other action as deemed fit in the circumstances
of the case.
7. AND upon the Obligor Shri ……………………………………………and, or Shri ………………………………………………., and Shri ……………………………………………., the Sureties aforesaid making such payment, the above written obligation shall be void and of no effect otherwise, it shall be and remain in full force and virtue.

8. PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Company or any person authorised by it (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for the Company to sue the Obligor before suing the Sureties Shri ……………………………………. and Shri ……………………………………. or any of them for amounts due hereunder.

9. THE bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

10. In witness whereof, these present have been signed by a duly authorities officer on behalf of the Company and by the other person(s) party thereto.

11. Signed and delivered by the above Obligor along with his Sureties on this …………………….. day of ……………………..Month 20………..

Signature of Obligor

…………………………………………………………. 1. Sign of Surety :
Name :
Designation :
Office to which attached:

In the presence of ………………………………………………….
For and on behalf of the Company

2. Sign of Surety :
Name :
Designation :
Office to which attached :

This bond should be executed accordingly & accepted by the accepting authority*

Signature of the Accepting Authority

*The accepting authority for Directors and CMD of RINL is as under:

| Directors | Chairman-cum-Managing Director (CMD) |
|CMD | Secretary, MoS |

***

\*Amended vide Personnel Policy Circular No.02/2013, dated 18.06.2013
MODALITIES FOR GRANT OF PERMISSION FOR POST RETIREMENT EMPLOYMENT
WITHIN A YEAR FROM THE DATE OF RETIREMENT

The Ministry of Steel (MoS) shall examine the requests received from the Functional Directors including Chief Executives on case to case basis depending upon the merit of the case after obtaining ‘no objection’ from RINL/VSP and grant permission for post retirement employment with the approval of the Minister of Steel.

The MoS may grant permission keeping in view the following aspects:

(a) The official concerned has had no official dealings with the prospective employers in the preceding five years.

(b) Whether the ex-functional Director or ex-chief executive has been privy to sensitive or strategic information in the last years of his service which is directly related to the areas of interest or work of the organization which he proposes to join or the areas in which he proposes to practice/consult.

(c) Whether there is conflict of interest between the policies of the office(s) he has held in the last 5 years and the interest represented or work undertaken by the organization he proposes to join. Such conflict of interest, however, should not be interpreted narrowly to mean normal economic competition with Government or its Enterprises.

(d) Whether the service record of the ex-functional Director or ex-chief executive is clear, particularly, with respect to integrity and dealings with Government as well as with CPSEs/non-Government organizations.

(e) Applicant’s commercial duties will not involve liaison or contact with the Government Departments/PSEs.

(f) The employer of the applicant should not get an unfair advantage due to previous official positions/experience/knowledge of the incumbent and

(g) The present emoluments and pecuniary benefits should not be far in excess of those currently prevalent in the industry. The words “far in excess” should not be narrowly interpreted to cover increases in such benefits that may be result of buoyancy in the industry or in the economy as a whole.

The model form of application is enclosed.

The MoS shall take a final decision on the application for granting permission to accept any appointment/post after retirement and communicate the same to the applicant within a time limit of 30 days from the date of receipt of the application complete in all respects. In case no decision is communicated within 60 days, the applicant may take up the assignment presuming that the permission has been granted.

Wherever permission is to be refused on such requests, an opportunity may be given to the applicant to present his case and final decision in this regard shall be communicated after consultation with DPE.

 Amend vide Personnel Policy Circular No.02/2013, dated 18.06.2013
Form of Application for Permission to Functional Directors/CMD RINL/VSP to Accept Commercial Employment within A Period Of One Year After Retirement.

1. Name of the Executive : (in BLOCK letters)
2. Date of retirement :
3. Particulars of the Ministry/Department/Office/PSE in which the executive served during the last 5 years preceding retirement (with duration):

<table>
<thead>
<tr>
<th>Name of Ministry/Department/Office/PSE</th>
<th>Post held</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To</td>
</tr>
</tbody>
</table>

4. Post held at the time of retirement and period for which held :

5. Pay scale of the post and pay drawn by the Executive at the time of retirement

6. Pensionary benefits:

<table>
<thead>
<tr>
<th>Pension expected/sanctioned, if any (communication, if any, should be mentioned)</th>
<th>Gratuity, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Details regarding commercial employment proposed to be taken up:

   (a) Name of the firm/company/co-operative society, etc. :

   (b) Products being manufactured by the firm/type of business carried out by the firm, etc.

   (c) Whether the executive during last 5 years prior to his retirement/resignation had any official dealings with the firm

   (d) Duration and nature of the official dealings with the firm

   (e) Whether the PSE in which the executive was working had any dealings with the firm, etc., if so, give details
(f) Name of the job/post offered : 

(g) Whether post was advertised, : 
if not, how was offer made 
(attach newspaper cutting of the 
advertisement, and a copy of the 
offer of appointment, if any) 

(h) Description of the duties of the : 
job/post 

(i) Remuneration offered for post/job : 

8. Any information which the applicant : 
desires to furnish in support of his 
request 

9. Declaration:- 

I hereby declare that – 

(i) I had no official dealings with the prospective employer in the preceding 5 years. The proposed employment will not involve conflict of interest with the policies of the office held by me during the last 5 years and the interest represented or work undertaken by the organization; 

(ii) the employment which I propose to take up will not bring me into conflict with Government/PSE; 

(iii) my commercial duties will not be such that my previous official position or knowledge or experience under Government/PSE could be used to give my proposed employer an unfair advantage; 

(iv) my commercial duties will not involve liaison or contact with the Government departments/PSEs. 

(v) I have not been privy to sensitive or strategic information in the last 5 years of service which is directly related to the areas of interest of work of the firm that I propose to join or to the areas in which I propose to practice or consult. 

Signature of the applicant 
Address: 

Dated:
APPLICATION FORM FOR GRANT OF SPECIAL CASUAL LEAVE FOR BLOOD DONATION

1. Name of the Applicant : 
2. Emp.No./Designation : 
3. Department/Section : 
4. Shift in which working : 
5. Date and time of blood donation : 
6. Date of Special Casual Leave applied for : 
7. Type of leave, if any, obtained for absence from duty : 
8. Date of last blood donation (minimum 3 months gap required between 2 consecutive blood donations) : 
9. Name of the Blood Bank/Hospital/Nursing Home/Clinic where blood donated (not to be from blacklisted) : 

Necessary Certificate duly signed by the Medical Officer of the Blood Bank/Hospital/Nursing Home/Clinic where blood donated is enclosed. (the same not being from a Hospital/Nursing Home/Clinic/Doctor blacklisted by RINL/VSP).

I request the Competent Authority for sanction of Special Casual Leave as per rules of the Company.

Date: 

(Signature of the Applicant)

RECOMMENDED

(Signature of Controlling Officer & Seal)

Verified SI.No.8 & 9 and found to be correct as per records available in the Personal file of the applicant and the Intranet Portal.

(Signature of the ZPE & Seal)

(Note: Special Casual Leave is admissible only on the date of blood donation or on the following day.)

Special Casual Leave granted on ________________

(Signature of Competent Authority & Seal) 
(not below the grade of E-8)

To

Zonal Personnel In-charge for issue of Office Order
Annexure-V

Authorised Blood Banks at Visakhapatnam:

1. A S Raja Voluntary Blood Bank
2. Apollo Hospital Blood Bank
3. Indian Red Cross Blood Bank
4. KGH Blood Bank
5. Rotary Blood Bank
6. Seven Hills Hospital Blood Bank
7. Sita Rama Blood Bank
8. Visakha Voluntary Blood Bank

* * * * *
BENEFITS UNDER MATERNITY BENEFIT ACT, 1961 – A BRIEF

An Act to regulate the employment of women in certain establishments for certain periods before and after child-birth and to provide for Maternity Benefit and certain other benefits.

Applicability

The act is applicable to all women who are employed in any capacity directly or through any agency in all establishments (in which 10 or more persons are employed, or were employed on any day of the preceding 12 months) which are factories, mines, plantations, Government establishments, shops and establishments under the relevant applicable legislations, or any other establishment as may be notified by the Central Government.

Eligibility for Maternity Benefit

A woman must have been working as an employee in the establishment of the employer from whom she claims Maternity Benefit, for a period not less than 80 days in the 12 months immediately preceding the date of her expected delivery.

Employment of, or work by, women prohibited during certain periods

(1) No employer shall knowingly employ a woman in any establishment during the six weeks immediately following the day of her delivery, miscarriage or medical termination of pregnancy.

(2) No women shall work in any establishment during the six weeks immediately following the day of her delivery, miscarriage or medical termination of pregnancy.

(3) Without prejudice to the provisions of section 6, no pregnant women shall, on a request being made by her in this behalf, be required by her employer to do during the period specified in sub-section (4) any work which is of an arduous nature or which involves long hours of standing, or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.

(4) The period referred to in sub-section (3) shall be

(a) the period of one month immediately preceding the period of six weeks, before the date of her expected delivery;

(b) any period during the said period of six weeks for which the pregnant woman does not avail of leave of absence under section 6.

Benefits

i. Maternity Benefit shall be for a maximum period of **26 weeks, of which not more than 8 weeks** shall precede the date of expected delivery. (Provided the maximum period for women having 2 or more surviving children is 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.). (Section:5, Sub Section: 3) (**Amendment effective from 1.4.2017**)

ii. Where a woman dies during this period, the Maternity Benefit shall be payable only for the days upto and including the day of her death.

iii. Where a woman, having been delivered of a child, dies during her delivery or during the period immediately following the date of her delivery, for which she is entitled for the maternity benefit, leaving behind in either case the child, the employer shall be liable for the maternity benefit for
the entire period but if the child also dies during the said period, then, for the days upto and including the date of the death of the child.

iv. *Maternity Benefit, to a woman who legally adopts a child below the age of three months or to a commissioning mother, shall be for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother. (Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman). (Section:5, Sub Section: 4) – (* Effective from 1.4.2017)

v. Maternity Benefit shall be at the rate of average daily wage for the period.

vi. *In case where the nature of work assigned to a woman is of such nature that she may work from home, the employer may allow her to do so after availing of the Maternity Benefit for such period and on such conditions as the employer and the woman may mutually agree. (Section:5, Sub Section: 5) - (* Effective from 1.4.2017)

vii. Medical Bonus: Every woman entitled to Maternity Benefit under this Act shall also be entitled to receive from her employer a medical bonus of Rs.1000 rupees, if no pre-natal confinement and postnatal care is provided for by the employer free of charge. (Section 8)

viii. Miscarriage or medical termination of pregnancy: A woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of Maternity Benefit, for a period of six weeks immediately following the day of miscarriage or, as the case may be, medical termination of pregnancy. (Section: 9)

ix. Tubectomy operation: A woman shall, on production of such proof, as may be prescribed, be entitled to leave with wages at the rate of Maternity Benefit for a period of two weeks immediately following the day of her tubectomy operation. (Section 9-A)

x. Illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation: A woman shall, on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed to her as above, to leave with wages at the rate of Maternity Benefit for a maximum period of one month. (Section 10)

xi. Nursing Breaks: Every woman delivered of a child who returns to duty after such delivery shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work two breaks of the prescribed duration for nursing the child until the child attains the age of fifteen months. (Section 11)

xii. Creche Facility: Every establishment having fifty or more employees shall have the facility of crèche within such distance as may be prescribed, either separately or along with common facilities. The employer shall allow four visits a day to the crèche by the woman, which shall include the interval for rest allowed to her. (Section 11-A)

xiii. No deduction of wages from the normal and usual daily wages shall be made on account of:

a. The nature of work assigned to her by virtue of the provisions contained in sub-Section (3) of Section 4, or;

b. Breaks for nursing the child allowed to her under this Act. (Section:13)
Payment of Maternity Benefit in certain cases:

Every woman entitled to the payment of maternity benefit under this Act shall, notwithstanding the application of the Employees’ State Insurance Act, 1948, to the factory or other establishment in which she is employed, continue to be so entitled until she becomes qualified to claim maternity benefit under section 50 of that Act. (Section 5-A)

Every woman—
(a) who is employed in a factory or other establishment to which the provisions of the Employees’ State Insurance Act, 1948, apply;
(b) whose wages (excluding remuneration for over-time work) for a month exceed the amount specified in sub-clause (b) of clause (9) of section 2 of that Act; and
(c) who fulfils the conditions specified in sub-section (2) of section 5, shall be entitled to the payment of maternity benefit under this Act.

Payment of maternity benefit in case of death of a woman:

If a woman entitled to maternity benefit dies before receiving such benefit, the employer shall pay such benefit to the person nominated by the woman and in case there is no such nominee, to her legal representative. {Section 7}

Restrictions placed by the Act on the termination of employment of a woman:

When a woman absents herself from work in accordance with the provisions of the Act, it shall be unlawful for her employer to discharge or dismiss her during or on account of such absence. {Section 12}

Forfeiture of Maternity Benefit

If a woman works in any other establishment during the period for which she has been permitted by her employer to absent herself under the Provisions contained in this Act, she shall forfeit her claim to the maternity benefit for such period. (Section: 18)

Time for payment of maternity benefit:

The amount of maternity benefit for the period preceding the date of her expected delivery shall be paid in advance to the woman on production of proof that the woman is pregnant and the amount due for the subsequent period shall be paid to the woman within 48 hours of production of proof that the woman has been delivered of a child. {Section 6}

For further details and regarding other provisions, The Maternity Benefit Act, 1961, as amended from time to time, may be referred to.
CONDUCT, DISCIPLINE AND APPEAL RULES

1.0  SHORT TITLE AND COMMENCEMENT
2.0  APPLICATION
3.0  DEFINITION
4.0  GENERAL
5.0  MISCONDUCT
6.0  EMPLOYMENT OF NEAR RELATIVES OF THE EMPLOYEES IN PRIVATE UNDERTAKINGS ENJOYING PATRONAGE OF THE COMPANY
7.0  (a) TAKING PART IN POLITICS AND ELECTIONS
     (b) TAKING PART IN DEMONSTRATIONS
8.0  CONNECTION WITH PRESS OR RADIO
9.0  CRITICISM OF GOVERNMENT AND THE COMPANY
10.0  EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY
11.0  UNAUTHORISED COMMUNICATION OF INFORMATION
12.0  GIFTS
13.0  GIVING OR TAKING DOWRY
13 A  PROHIBITION OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES
14.0  PRIVATE TRADE OR EMPLOYMENT
15.0  INVESTMENT, LENDING AND BORROWING
16.0  INSOLVENCY AND HABITUAL INDEBTEDNESS
17.0  MOVABLE, IMMOVABLE AND VALUABLE PROPERTY
18.0  CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE
19.0  BIGAMOUS MARRIAGES
20.0  CONSUMPTION OF INTOXICATING DRINKS AND DRUGS
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APPENDIX-I : RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT OR AS ON 31ST MARCH EVERY YEAR (UNDER SEC 44 OF THE LOKPAL AND LOKAYUKTAS ACT, 2013)

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FORM NO. II – STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT OR AS ON 31ST MARCH EVERY YEAR (DETAILS OF THE MOVABLE ASSETS OF SELF, SPOUSE AND DEPENDENT CHILDREN)
FORM NO. III – STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT OR AS ON 31ST MARCH EVERY YEAR (E.G. LANDS, HOUSE, SHOPS, OTHER BUILDINGS, ETC.) [HELD BY PUBLIC SERVANT, HIS/HER SPOUSE AND DEPENDENT CHILDREN]
FORM NO. IV – STATEMENT OF DEBTS & OTHER LIABILITIES ON FIRST APPOINTMENT OR AS ON 31ST MARCH EVERY YEAR.

APPENDIX-III: INTIMATION OF ACQUISITION / DISPOSAL OF MOVABLE / IMMOVABLE PROPERTY

APPENDIX –IV BOND TO BE EXECUTED AND DELIVERED BY DIRECTORS / MANAGING DIRECTOR/CHAIRMAN-CUM-MANAGING DIRECTOR AT THE TIME OF EMPLOYMENT

APPENDIX-V: MODALITIES FOR GRANT PERMISSION FOR POST RETIREMENT EMPLOYMENT WITHIN A YEAR FROM THE DATE OF RETIREMENT
FORM OF APPLICATION FOR PERMISSION TO FUNCTIONAL DIRECTORS/CMD RINL / VSP TO ACCEPT COMMERCIAL EMPLOYMENT WITHIN A PERIOD OF ONE YEAR AFTER RETIREMENT.

APPENDIX- VI: GUIDELINES FOR ASSOCIATING WITH UNIVERSITIES / EDUCATIONAL INSTITUTIONS / ORGANIZATIONS

ANNEXURE-I PROCEDURE FOR PERIODICAL REVIEW FOR ENSURING PROBITY & EFFICACY AMONG EMPLOYEES, 2016 FOR THE EMPLOYEES COVERED UNDER RINL CDA RULES
CONDUCT, DISCIPLINE AND APPEAL RULES

1.0 SHORT TITLE AND COMMENCEMENT:
   i) These Rules may be called Rashtriya Ispat Nigam Limited Conduct, Discipline and Appeal Rules.
   ii) These Rules shall come into force with effect from 1.4.1982.

2.0 APPLICATION:

These Rules shall apply to all employees.

3.0 DEFINITION:

In these Rules, unless the context otherwise requires:

a. "Employee" means:-
   i. A person in the employment of the Company including employees whose services are temporarily placed at the disposal of the Government or a Subsidiary or any Public Undertaking but does not include casual employee work-charged or contingent staff or workman as defined in the Industrial Employment (Standing Orders) Act, 1946; and
   ii. Persons on deputation to the Company from Government or a Subsidiary or any other Public Undertakings;

b. "Company" means the Rashtriya Ispat Nigam Limited (RINL);

c. "Board" means the Board of Directors for the time being of RINL and includes, in relation to the exercise of powers, any committee of the Board/Management or any officer of the Company to whom the Board delegates any of its powers;

d. Chairman-cum-Managing Director means the Chairman of the Board of Directors of RINL and includes the person for the time being appointed as Chairman-cum-Managing Director of the Company and includes any other person who is appointed as Chief Executive of the Company and or any person or persons who have been authorized to exercise the powers of the Chairman-cum-Managing Director on behalf of the Company;

e. "Disciplinary Authority" means the authority specified in the Schedule appended to these Rules and Competent to impose specified penalties enumerated in Rule 24;

f. "Competent Authority" means the authority specified in the Schedule appended to these Rules;

g. "Government" means the Government of India or the Government of a State as the case may be;

h. "Appellate Authority" means the authority specified in the Schedule appended to these Rules;

i. "Reviewing Authority" means the authority specified in the Schedule appended to these Rules;

Approved by the Board of Directors of RINL in their first meeting held on 8.4.1982.
j. "Family" in relation to an employee includes:
   i. The wife or husband, as the case may be of the employee, whether residing with him or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court;
   ii. son or daughter or step-son or step-daughter of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law;
   iii. any other person related, whether by blood or marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee.

k. "Public Servant" shall mean and include a person as mentioned in Section 21 of Indian Penal Code as amended from time to time;

l. "Schedule" means the Schedule appended to these Rules and includes any amendment made by Chairman-cum-Managing Director from time to time;

m. "Subsidiary Company" means a subsidiary of "Rashtriya Ispat Nigam Limited".

4.0 GENERAL:

a. Every employee shall at all times:-
   i. Maintain absolute integrity;
   ii. Maintain devotion to duty; and
   iii. Conduct himself at all times in a manner which will enhance the reputation of the Company.

b. Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

c.* Periodical Review for ensuring Probity and Efficacy among employees of RINL:
   i. In order to ensure probity and efficacy amongst the employees of the Company, periodical review of performance of employees shall be carried out to ascertain whether the employee should be retained in service or retire from service in the Public interest.

   ii. Notwithstanding anything contained in this rule, the Appropriate Authority (i.e. the Authority having powers to make appointments to the post from which employee is required to retire) shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire any employee, by giving him notice of not less than three months in writing or three months’ pay and allowances in lieu of such notice:
      - If the employee had entered service in RINL before attaining the age of 35 years, after he/she has attained the age of 50 years;
      - In any other case, after he has attained the age of 55 years.

   The review, to ascertain as to whether an employee should continue in the employment of the Company, shall be carried out six months before he/she attains the age of 50/55 years, as the case may be.

* Incorporated vide HR Policy Circular No.07/2016 dated.01.07.2016
iii. If on a review of the case either on a representation from the employee retired compulsorily or otherwise, it is decided to reinstate the employee in service, the authority ordering reinstatement may regulate the intervening period between the date of premature retirement and the date of reinstatement by the grant of leave of the kind due and admissible, including extraordinary leave, or by treating it as ‘dies-non’ depending upon the facts and circumstances of the case.

Provided that the intervening period shall be treated as a period spent on duty for all purposes including pay and allowances, if it is specifically held by the authority ordering reinstatement that the premature retirement was itself not justified in the circumstances of the case, or, if the order of premature retirement is set aside by a court of law.

iv. Where the order of premature retirement is set aside by a court of law with specific directions in regard to regulation of the period between the date of premature retirement and the date of reinstatement and no further appeal is proposed to be filed, the aforesaid period shall be regulated in accordance with the direction of the court. The periodical review for ensuring probity and efficacy among employees shall be as per the “Procedure for periodical review for ensuring probity and efficacy among employees, 2016” at Annexure-I.

5.0 MISCONDUCT:

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct:

1. Theft, fraud or dishonesty in connection with the business or property of the Company or of a subsidiary or of property of another person within the premises of the Company.

2. Taking or giving bribes or any illegal gratification.

3. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.

4. Furnishing false information regarding name, age, father’s name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

5. Acting in a manner prejudicial to the interests of the Company.

6. Willful insubordination or disobedience, whether or not in combination with others of any lawful and reasonable order of his superior.

7. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds on proper or satisfactory explanation.

8. Habitual late or irregular attendance or willful absence from duty.

9. Neglect of work or negligence in the performance of duty including malingering or slowing down of work.

10. Damage to any property of the Company.

11. Interference or tampering with any safety devices installed in or about the premises of the Company.

12. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company or outside such premises where such behaviour is related to or connected with the employment.

13. Gambling within the premises of the establishment.

14. Smoking within the premises of the establishment where it is prohibited.
15. Collection without the permission of the competent authority of any money within the premises of the Company except as sanctioned by any law of the land for the time being in force or rules of the Company.

16. Sleeping while on duty.

17. Commission of any act which amounts to a criminal offence involving moral turpitude.

18. Absence from the employee’s appointed place of work without permission or sufficient cause.

19. Purchasing properties, machinery, stores etc. from or selling properties, machinery, stores etc., to the Company without express permission in writing from the competent authority.

20. Commission of any act subversive of discipline or of good behaviour.

21. Abetment of or attempt at abetment of any act which amounts to misconduct.

22. Sexual harassment of women at workplace.

23. Obtaining donations /advertisement/ sponsorship etc. by the associations/NGOs formed by either employees or their spouse / family members etc. from the contractors, vendors, customers or other persons having commercial relationship / official dealings with the CPSE.

6.0 EMPLOYMENT OF NEAR RELATIVE OF THE EMPLOYEE IN PRIVATE UNDERTAKINGS ENJOYING PATRONAGE OF THE COMPANY:

a. No employee shall use his position or influence directly or indirectly to secure employment for any person related, whether by blood or marriage to the employee or to the employees’ wife or husband, whether such a person is dependent on the employee or not.

b. No employee shall, except with the prior sanction of the competent authority, permit any member of his family to accept employment with any private firm with which he or she has official dealings, or with any other firm having official dealings with the Company or a subsidiary Company.

Provided that where the acceptance of the employment cannot await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority, to whom the matter shall be reported forthwith.

c. No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any firm or any other person if any of his relatives is employed in that firm or under that person or if he or any of his relatives is interested in such matter or contract in any other matter and the employee shall refer every such matter or contract to his official superior and the matter of the contract shall thereafter be disposed of according to the instructions of the authority to whom reference is made.(N.B.: For purposes of this clause, relative will be as defined in Indian Companies Act).

7.0 a. TAKING PART IN POLITICS AND ELECTIONS:

Except in so far as may otherwise be specifically authorized by any law, no employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, or assist any political movement or activity, or stand for election, as a member, of a local authority or a legislative body.

❖ Incorporated vide Personnel Policy Circular No.9/98, dated 27.06.98.
❖❖ Incorporated vide HR Policy Circular No.04/16, dated 21.05.2016
b. TAKING PART IN DEMONSTRATIONS:

No employee shall engage himself or participate in any demonstration which involves incitement to an offence.

8.0 CONNECTION WITH PRESS OR RADIO:

1. No employee shall, except with the prior sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

2. No employee shall, except with the prior sanction of the competent authority, or in bonafide discharge of his duties, participate in a radio broadcast or write or publish a book or contribute an article or write a letter either in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical. Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

9.0 CRITICISM OF GOVERNMENT AND THE COMPANY:

No employee shall, in any radio broadcast or in any document published under his name or under any pen-name or pseudonym or in any communication to the press, or in any public utterances, make any statement:

a. Which has the effect of adverse criticism of any policy or action of the Government or of the Company; or

b. Which is capable of embarrassing the relations between the Company and the public or between the Company and the Government.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee of a purely factual nature which are not considered to be of a confidential nature, in his official capacity or in due performance of the duties assigned to him.

Provided further that nothing contained in this rule shall apply to bonafide expression of views by him as an office-bearer of a recognized trade union for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof.

10.0 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

1. Save as provided in sub-rule (3), no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.

2. Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticize the policy or any action of the Government or of the Company.

3. Nothing in this rule shall apply to:

a. evidence given at any enquiry before an authority appointed by the Government, Parliament or a State Legislature or the Company or a Subsidiary Company;

b. evidence given in any judicial enquiry; or

c. evidence given at any departmental enquiry ordered by authorities subordinate to the Government;

d. evidence given at any departmental enquiry ordered by any Public Sector Undertaking.
11.0 UNAUTHORISED COMMUNICATION OF INFORMATION:

No employee shall, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or any part thereof or information to any person to whom he is not authorized to communicate such document or information.

12.0 GIFTS:

1. Save as otherwise provided in these rules, no employee of the Company shall accept or permit any member of his family or any person acting on his behalf, to accept any gift.

EXPLANATION:

The expression "Gift" shall include free transport, board, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

NOTE:

i. A casual meal, lift or other social hospitality shall not be deemed to be a gift.

ii. An employee shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him.

2. On occasions such as weddings, anniversaries, funerals or religious functions, when the taking of a gift is in conformity with the prevailing religious or social practice, an employee of the Company may accept gifts from his near relatives but he shall make report to the competent authority if the value of the gift exceeds:

   i. Rs.500/- in the case of Executives, and

   ii. Rs.250/- in the case of Non-Executives.

3. On such occasions as are specified in sub-rule (2) an employee of the Company may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the competent authority if the value of any such gift exceeds Rs.250/-.

4. In any other case, an employee of the Company shall not accept any gifts without the sanction of the competent authority if the value thereof exceeds Rs.250/-.

   Provided that when more than one gift has been received from the same person/firm within a period of 12 months, the matter shall be reported to the Competent Authority if the aggregate value of the gifts exceeds Rs.250/-.

13.0 GIVING OR TAKING DOWRY:

No employee shall —

i. give or take or abet giving or taking of dowry; or

ii. demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

EXPLANATION: For the purpose of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).
13A. PROHIBITION OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES

i. No employee shall indulge in any act of sexual harassment of any woman at workplace.

ii. Every employee who is in charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation:

For the purpose of this rule, sexual harassment includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:

a) physical contact and advances;
b) demand or request for sexual favours;
c) sexually coloured remarks;
d) showing any pornography; or
e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Provided that where there is a complaint of sexual harassment within the meaning of Clause 13A, the Complaints Committee established in the company for inquiring into such complaints, shall be deemed to be the inquiring authority appointed by the disciplinary authority for the purpose of these rules and the Complaints Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these rules.

14.0 PRIVATE TRADE OR EMPLOYMENT:

14.1 No employee shall except with the prior sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment.

Provided that an employee may, without such sanction undertake honorary work of a social or a charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.

14.2 Every employee shall, report to the competent authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency.

14.3 No employee shall, without the prior sanction of the competent authority, except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any cooperative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a consumer/Building Cooperative Society substantially for the benefit of employees of the Company or a subsidiary Company, registered under the Cooperative Societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, scientific or charitable society registered under the societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.

* Incorporated vide Personnel Policy Circular No.9/98, dated 27.06.98.
* * Incorporated vide Personnel Policy Circular No.3/2005, dated 8.3.2005
14.4 No employee may accept any fee or any remuneration or any pecuniary advantage for any work done by him for any public body or any private person without the sanction of the competent authority.

14.5 No Functional Director of the Company including the Chief Executive, who has retired/resigned from the service of the Company, after such retirement/resignation, shall accept any appointment or post, whether advisory or administrative, in any firm or company, whether Indian or foreign, with which the company has or had business relations, within one year from the date of retirement without prior approval of the Government. The term retirement includes resignation; but not the cases whose term of appointment was not extended by Government for reasons other than proven misconduct. The term 'business relations' includes 'official dealings' as well.

** A bond equivalent to the basic pay drawn by the Obligor during the last six months of his/ her tenure in CPSE or ₹10 (Ten) Lakhs, whichever is more, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the then prevailing official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company, payable as damages for any violation of the restrictions, shall be executed and delivered by the concerned person before release of terminal benefits.

The prescribed format is enclosed [Appendix-4 (revised) of RINL CDA Rules and Annexure-II (revised) of Service Rules].

[In the “Modalities for grant of permission for post retirement employment within a year from the date of retirement” (Appendix 5 of RINL CDA Rules and Annexure-III of Service Rules), if decision of the MoS is not communicated within 60 days, the applicant may take up the assignment presuming that the permission has been granted. Hence, the following clause shall replace the existing clause:

“The MoS shall take a final decision on the application for granting permission to accept any appointment/post after retirement and communicate the same to the applicant within a time limit of 30 days from the date of receipt of the application complete in all respects. In case no decision is communicated within 60 days, the applicant may take up the assignment presuming that the permission has been granted.”]

15.0 INVESTMENT, LENDING AND BORROWING:

No employee shall, save in the ordinary course of business with a bank, the Life Insurance Corporation or a firm of standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

16.0 INSOLVENCY AND HABITUAL INDEBTEDNESS:

1. An employee shall avoid habitual indebtedness unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.

2. An employee who applies to be, or is adjudged or declared insolvent shall forthwith report the fact to the competent authority.

❖ ❖ Amended vide Personnel Policy Circular No.02/2013, dated 18.06.2013
17.0 MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

1. No employee shall, except with the prior knowledge of the competent authority, acquire or dispose off any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family.

2. No employee shall, except with the previous sanction of the competent authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee or his subordinate.

3. *In pursuance of DoPT’s OM F.No.11013/3/2014-Estt(A) dt. 23.07.2014 & DPE OM vide No. F.No.A-42011/10/2011-Admin dt. 05.08.2014 & dt. 12.9.2014 read with the Lokpal and Lokayuktas Act, 2013, all employees of RINL-VSP are required to file declaration, information or return, as the case may be, regarding his/her assets and liabilities as on the date of first appointment forthwith and as on the 31st day of March every year, on or before the 31st day of July of that year.

4. *Such filing is to be done to Vigilance Department in the formats prescribed by Govt. of India / DoPT from time to time, for filing of declaration, information or return, as the case may be. The current formats are as under:
   (i) Appendix-I:
   Return of Assets and Liabilities on First Appointment or as on 31st March every year (Under Sec 44 of the Lokpal and Lokayuktas Act, 2013).
   (ii) Appendix-II:
   Form No. I – Details of Public Servant, his/her spouse and dependent children
   Form No. II – Statement of movable property on first appointment or as on 31st March every year (Details of the movable assets of self, spouse and dependent children)
   Form No. III – Statement of immovable property on first appointment or as on 31st March every year (e.g. Lands, House, Shops, Other Buildings, etc.) [Held by Public Servant, his/her spouse and dependent children]
   Form No. IV – Statement of Debts & Other Liabilities on first appointment or as on 31st March every year.

5. *Every employee shall submit the Statement of any transaction in movable property either in his/her own name or in the name of any member of his/her family within one month of such transaction, if the value of such transaction exceeds 2 months’ basic or Rs.1 lakh, or as per monetary limits as prescribed by rules framed under Lokpal&Lokayuktas Act, 2013 from time to time.(Appendix III)

6. The competent authority may, at any time, by general or special order require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family, as may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which, or the source from which such property was acquired.

18.0 CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE:

No employee shall bring or attempt to bring any outside influence to further his interests in respect of matters pertaining to his service in the Company.

19.0 BIGAMOUS MARRIAGES:

1. No employee shall enter into, or contract a marriage with a person having a spouse living; and

*Amended vide HR Policy Circular No.03/15 Dt.07.05.2015
2. No employee, having a spouse living, shall enter into or contract a marriage with any person;

Provided that the Board may permit an employee to enter into or contract, any such marriage as is referred to in clause (1) or clause (2) if it is satisfied that —

a. such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

b. there are other grounds for so doing.

3. An employee, who has married or marries a person other than an Indian National, shall forthwith intimate the fact to the competent authority.

20.0 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

An employee of the Company shall take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug.

20A.* RENTING OF HOUSES TO FOREIGN PERSONNEL/MISSIONS ETC.

No employee owning a house in his name or in his spouse’s name shall let out the same to a foreigner/foreign mission/foreign organization (including International Organization) without prior approval of competent authority.

The Procedure** to be followed before granting permission to an employee to let out accommodation to foreign nationals/foreign missions etc. will be as follows:

a. An employee who intends to let-out a house in his name or in his spouse’s name shall seek the approval of competent authority.

b. Request received from an employee for permission to let-out accommodation to a foreigner/foreign mission etc. shall be forwarded to the Department of Steel with a self contained note by VSP to enable them to take-up the matter with the Ministry of Home Affairs (IB) for necessary clearance.

c. On receipt of clearance from the Department of Steel, permission shall be given to the employee for letting out the house to the particular foreign national/foreign mission etc.

21.0 SUSPENSION:

1. The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Board by general or special order may place an employee under suspension

a. where a case against him in respect of any criminal offence is under investigation or trial; or

b. where a disciplinary proceeding against him is contemplated or is pending.

2. An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the appointing authority and shall remain under suspension until further orders.

* Issued Vide PL/RR/3(12), dated 12.09.84;

** Issued vide PL/RR/3(12), dated 13.11.1984
3. Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside on appeal or on review under these Rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.

4. Where a penalty of dismissal or removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders.

5. An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or deemed to have made the order by any authority to which that authority is subordinate.

**22.0 SUBSISTENCE ALLOWANCE:**

1. An employee under suspension shall be entitled to draw subsistence allowance equal to 50 per cent of his basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. In addition he shall be entitled to dearness allowance and any other compensatory allowance admissible on such subsistence allowance of which he was in receipt on the date of suspension provided the suspending authority is satisfied that the employee continues to meet the expenditure for which the allowance was granted.

2. Where the period of suspension exceeds six months the authority which made or deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows:-
   
   i. The amount of subsistence allowance may be increased to 75 per cent of basic pay and allowances thereof if in the opinion of the said authority; the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension.

   ii. The amount of subsistence allowance may be reduced to 25% of basic pay and allowances thereon if in the opinion of the said authority; the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee under suspension.

3. If an employee is arrested by the police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the competent authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.

**23.0 TREATMENT OF THE PERIOD OF SUSPENSION:**

1. When the employee under suspension is reinstated, the competent authority may grant to him the following pay and allowances for the period of suspension:–

   a. if the employee is exonerated and not awarded any of the penalties mentioned in Rule 24.0, the pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him; and

   b. if otherwise, such proportion of pay and allowances as the competent authority may prescribe.
2. In a case falling under sub-clause (a) the period of absence from duty will be treated as a period spent on duty. In case falling under sub-clause (b) it will not be treated as period spent on duty unless the competent authority so directs.

24.0 PENALTIES:

The following penalties may be imposed on an employee, as hereinafter provided, for misconduct committed by him or for any other good and sufficient reasons:

Minor penalties:-

a. Censure;
b. withholding of increments of pay with or without cumulative effect;
c. withholding of promotion;
d. recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the Company or a subsidiary company by negligence or breach of orders.

Major penalties:-

e. reduction to a lower grade or post, or to a lower stage in a time scale;
f. removal from service which shall not be a disqualification for future employment;
g. dismissal;
h. Compulsory retirement.

EXPLANATION:

The following shall not amount to a penalty within the meaning of these rules:-

i. withholding of increment of an employee for his failure to pass a prescribed test or examination;

ii. stoppage of an employee at the efficiency bar in the time scale, on the ground of his unfitness to cross the bar;

iii. non-promotion, whether in an officiating capacity or otherwise of an employee to a higher post for which he may be eligible for consideration but for which he is found unsuitable after consideration of his case;

iv. reversion to a lower grade or post, of an employee officiating in a higher grade or post, on the ground that he is considered, after trial, to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his conduct;

v. reversion to his previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation in accordance with the terms of his appointment.

vi. TERMINATION OF SERVICE:

a. of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of his appointment;

b. of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiration of the period for which he was appointed, or earlier in accordance with terms of his appointment;

c. of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement; and

d. of any employee on reduction of establishment.

25.0 DISCIPLINARY AUTHORITY:

The Board or the disciplinary authority, as specified in the schedule, may impose any of the penalties specified in Rule 24 on any employee.

26.0 PROCEDURE FOR IMPOSING MAJOR PENALTIES:

1. No order imposing any of the major penalties specified in clause (e), (f), (g) and (h) of Rule 24 shall be made except after an enquiry is held in accordance with this rule.

2.* Whenever the disciplinary authority is of the opinion that there are grounds for enquiring into the truth of any imputation of misconduct or misbehavior against an employee, it may itself enquire into, or appoint any executive of Rashtriya Ispat Nigam Limited or any of its subsidiary or any public servant or any person(s) from out of the Panel of Enquiry Officers maintained by the Company as Inquiring Authority to inquire into the truth thereof.

3.* Where it is proposed to hold an enquiry, the disciplinary authority shall frame definite charges on the basis of the imputations of misconduct or misbehavior against the employee. The charges together with a statement of the imputations of misconduct or misbehavior on which they are based, a list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained, shall be communicated in writing to the employee, who shall be required to submit within such time as may be specified by the disciplinary authority (not exceeding 15 days), a written statement whether he admits or denies any of or all the articles of charge, which may be further extended for a period not exceeding 15 days at a time for reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorized by the Disciplinary Authority on his behalf.

Provided that under no circumstances, the extension of time for filing written statement of defence shall exceed 45 days from the date of receipt of articles of charge.

EXPLANATION:

It will not be necessary to show the documents listed with the charge-sheet or any other document to the employee at this stage.

4. On receipt of the written statement of the employee, or if no such statement is received within the time specified, an enquiry may be held by the disciplinary authority itself, or by any other public servant appointed as an enquiring authority under sub-clause (2) after taking such evidence as it may deem fit. Provided that it may not be necessary to hold an enquiry in respect of the charges admitted by the employee in his written statement. The disciplinary authority shall, however, record its findings on each such charge after taking such evidence as it may think fit.

5. Where the disciplinary authority itself enquires or appoints an enquiring authority for holding an enquiry, it may by an order, appoint a public servant to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.


Amended vide HR Policy Circular No.03/2018, dt.06.02.2018.
6. The employee may take the assistance of any other Public Servant to present the case on his behalf but may not engage a legal practitioner for the purpose.

**NOTE:**

The employee shall not take the assistance of any other public servant who has two pending disciplinary cases on hand in which he has to give assistance.

7. On the date fixed by the enquiring authority, the employee shall appear before the enquiring authority at the time, date and place specified in the notice. The enquiring authority shall ask the employee whether he pleads guilty or has any defence to make or if he pleads guilty of the articles of charge, the enquiring authority shall record the plea, sign the record and obtain the signature of the employee concerned thereon. The enquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee concerned pleads guilty.

8. If the employee does not plead guilty, the inquiring authority shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence:-

   i. inspect the documents listed with the charge-sheet;

   ii. submit a list of additional documents and witnesses that he wants to examine; and

   iii. be supplied with the copies of the statement of witnesses, if any, listed in the charge-sheet.

**NOTE:**

Relevancy of the additional documents and the witnesses referred to in sub-clause 8 (ii) above will have to be given by the employee concerned and the documents and the witnesses may be summoned if the inquiring authority is satisfied about their relevance to the charges under enquiry.

9. The enquiring authority shall ask the authority in whose custody or possession the documents are kept, for the production of the documents on such date as may be specified.

10.* The authority in whose custody or possession the requisitioned documents are, shall arrange to produce the same before the enquiring authority on the date, place and time specified in the requisition notice or issue a non-availability certificate before the Inquiring Authority within one month of the receipt of such requisition.

Provided that if the authority having the custody or possession of the requisitioned documents if satisfied for reasons to be recorded by it in writing that the production of all or any of such documents will be against the public interest or security of the State, it shall inform the Inquiring Authority accordingly and the Inquiring Authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production or discovery of such documents.

11. On the date fixed for the enquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to cross-examine the witnesses on any points on which they have been cross-examined but not on a new matter, without the leave of the inquiring authority. Inquiring authority may also put such questions to the witnesses as it thinks fit.

*Amended vide HR Policy Circular No.03/2018, dt.06.02.2018.*

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*Conduct Discipline And Appeal Rules*
12. Before the close of the prosecution case, the enquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the articles of charge or may itself call for new evidence or recall or re-examine any witness. In such case the employee shall be given an opportunity to inspect the documentary evidence before it is taken on record; or to cross-examine a witness, who has been so summoned.

13. When the case for the disciplinary authority is closed, the employee may be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

14. The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the enquiring authority according to the provision applicable to the witnesses for the disciplinary authority.

15. The enquiring authority, may, after the employee closes the case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

16. The enquiring authority may after completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.

17. If the employee does not submit the written statement of defence referred to in sub rule (3) on or before the date specified for the purpose or does not appear in person, or through the assisting officer or otherwise fails or refuses to comply with any of the provisions of these rules, the enquiring authority may hold the enquiry ex parte.

18. Whenever any enquiring authority, after having heard and recorded the whole or any part of the evidence in an enquiry ceases to exercise jurisdiction therein, and is succeeded by another enquiring authority which has, and which exercised, such jurisdiction, the enquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor, and partly recorded by itself.

Provided that if the succeeding enquiring authority is of the opinion that further examination of any of the witness whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witness as herein after provided.

19. (i) After the conclusion of the enquiry, report shall be prepared and it shall contain:

   a. a gist of the articles of charge and the statement of the imputations of mis-conduct or misbehavior
   b. a gist of the defence of the employee in respect of each article of charge;
   c. an assessment of the evidence in respect of each article of charge;
   d. the findings on each article of charge and the reasons therefor.

EXPLANATION:

If in the opinion of the enquiring authority the proceedings of the enquiry establish any articles of charge different from the original articles of charge, it may record its findings on such article of charge; provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.
(ii) The enquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority, the records of enquiry which shall include:

a. the report of the enquiry prepared by it under sub-clause (i) above;

b. the written statement of defence, if any, submitted by the employee referred to in sub-rule (13);

c. the oral and documentary evidence produced in the course of the enquiry;

d. written briefs referred to in sub-rule (16), if any; and

e. the orders, if any, made by the disciplinary authority and the enquiring authority in regard to the enquiry.

20.* (a) The Enquiring Authority should conclude the inquiry and submit his report within a period of six months from the date of receipt of order of his appointment as Enquiring Authority.

(b) Where it is not possible to adhere to the time limit specified in clause (a), the Inquiring Authority may record the reasons and seek extension of time from the Disciplinary Authority in writing, who may allow an additional time not exceeding six months for completion of the Inquiry, at a time.

(c) The extension for a period not exceeding six months at a time may be allowed for any good and sufficient reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorized by the Disciplinary Authority on his behalf.

27.0 ACTION ON THE ENQUIRY REPORT:

1. The disciplinary authority, if it is not itself the enquiring authority may, for reasons to be recorded by it in writing remit the case to the same or another enquiring authority for fresh or further inquiry and report and the enquiring authority shall thereupon proceed to hold the further enquiry according to the provisions of rule 26 as far as may be.

2. The disciplinary authority shall, if it disagrees with the findings of the enquiring authority on any articles of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

3. If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in rule 24 should be imposed on the employee, it shall notwithstanding anything contained in rule 28, make an order imposing such penalty.

4. If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

28.0 PROCEDURE FOR IMPOSING MINOR PENALTIES:

1. Where it is proposed to impose any of the minor penalties specified in clauses (a) to (d) of Rule 24 the employee concerned shall be informed in writing of the imputations of misconduct or misbehavior against him and give an opportunity to submit his written statement of defence within a specified period not exceeding 15 days. The defence statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority before passing orders.

2. The record of the proceedings shall include:

i. a copy of the statement of imputations of misconduct or misbehavior delivered to the employee;

ii. his defence statement, if any; and

iii. the orders of the disciplinary authority together with the reasons therefor.

* Incorporated vide HR Policy Circular No.03/2018, dt.06.02.2018.
29.0 COMMUNICATION OF ORDERS:
Orders made by the disciplinary authority under Rule 27 or Rule 28 shall be communicated to the employee concerned, who shall also be supplied with a copy of the report of enquiry, if any, as also reasons for disagreement, if any, with the enquiring authority.

30.0 COMMON PROCEEDINGS:
Where two or more employees are concerned in a case, the authority competent to impose a major penalty on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in a common proceeding and the specified authority may function as the disciplinary authority for the purpose of such common proceedings.

30(A)*Procedure in disciplinary cases arising out of vigilance investigation
Notwithstanding anything contained in this rules, in disciplinary cases, the procedure, penalties etc. laid down in the Special Chapter of Vigilance Manual, Volume-I of Central Vigilance Commission and interpretations/clarifications given by CVC on these provisions from time to time shall apply.

31.0 SPECIAL PROCEDURE IN CERTAIN CASES:
Notwithstanding anything contained in Rule 26 or 27 or 28, the disciplinary authority may impose any of the penalties specified in Rule 24 in any of the following circumstances :-

i. The employee has been convicted on a criminal charge, or on the strength of facts or conclusions arrived at by a judicial trial; or

ii. Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an enquiry in the manner provided in these Rules; or

iii. Where the Board/Chairman/Managing Director is satisfied that in the interest of the security of the Company, it is not expedient to hold any enquiry in these rules.

31(A)**i. Disciplinary proceedings, if instituted while the employee was in service, whether before his retirement or during his re-employment, shall, after the final retirement of the employee, be deemed to be proceeding and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service.

ii. During the pendence of the disciplinary proceedings, the Disciplinary Authority may withhold payment of gratuity, for ordering the recovery from Gratuity of the whole/or part of any pecuniary loss caused to the Company, if the employee is found in a disciplinary proceeding or judicial proceeding to have been guilty of offences/misconduct as mentioned in sub-section (6) of Section 4 of the Payment of Gratuity Act, 1972 or to have caused pecuniary loss to the Company by misconduct or negligence during his/her service including service rendered on deputation or on re-employment after retirement. However, the provisions of Section 7 (3) and 7(3A) of Payment of Gratuity Act, 1972 should be kept in view in the event of delayed payment in case the employee is fully exonerated.

32.0 EMPLOYEES ON DEPUTATION FROM THE CENTRAL GOVERNMENT OR THE STATE GOVERNMENT OR SUBSIDIARIES ETC:

i. Where an order of suspension is made or disciplinary proceeding is taken against an employee, who is on deputation to the Company from the Central or State Government or a Subsidiary or another Public Sector Undertaking or a local authority, the authority lending his services (hereinafter referred to as the "lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension, or the commencement of the disciplinary proceeding, as the case may be.

ii. In the light of the findings in the disciplinary proceeding taken against the employee:

a. If the disciplinary authority is of the opinion that any of the minor penalties should be imposed on him, it may pass such orders on the case as it deems necessary after consultation with the lending authority;

   Provided that in the event of a difference of opinion between the disciplinary and the lending authority, the services of the employee shall be placed at the disposal of the lending authority.

b. If the disciplinary authority is of the opinion that any of the major penalties should be imposed on him, it should replace his services at the disposal of the lending authority and transmit to it the proceedings of the enquiry for such action as it deems necessary.

iii. If the employee submits an appeal against an order imposing a minor penalty on him under sub-rule (ii) (a), it will be disposed of after consultation with the lending authority. Provided that if there is a difference of opinion between the appellate authority and the lending authority, the services of the employee shall be placed at the disposal of the lending authority, and the proceedings of the case shall be transmitted to that authority for such action as it deems necessary.

33.0 PROVISION REGARDING EMPLOYEES LENT TO GOVERNMENT, SUBSIDIARY OR OTHER PUBLIC UNDERTAKINGS ETC:

1. Where the services of an employee are lent to the Government or any authority subordinate thereto or to a Subsidiary or to any other public undertaking (hereinafter referred to as the "borrowing authority") the borrowing authority shall have the powers of the appointing authority for the purpose of placing such an employee under suspension and of the disciplinary authority for the purpose of conducting disciplinary proceedings against him.

   Provided that the borrowing authority shall forthwith inform RINL (hereinafter referred to as the lending authority) of the circumstances leading to the order of suspension of an employee or the commencement of the disciplinary proceedings as the case may be.

2. In the light of the findings of the Enquiring Authority against the employee:

i. if the borrowing authority is of the opinion that any of the penalties specified in clauses (a), (b), (c) or (d) of Rule 24 (minor penalties) should be imposed on the employee, it may, after consultation with the lending authority, make such orders in the case, as it deems necessary.

   Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority.

ii. if the borrowing authority is of the opinion that any of the penalties specified in clauses (e), (f), (g) & (h) of Rule 24 (major penalties) should be imposed on the employee, it shall replace his services
at the disposal of the lending authority and transmit to it the proceedings of the enquiry for such action as deemed necessary.

**EXPLANATION:**
The disciplinary authority may make an order under this clause on the record of enquiry transmitted to it by the borrowing authority or by holding such further enquiries, as it may deem necessary, as far as may be, in accordance with Rules 26, 27 or 28.

### 34.0 APPEALS:

i. An employee may appeal against an order imposing upon him any of the penalties specified in Rule 24 or against the order of suspension referred to in Rule 21. The appeal shall lie to the authority specified in the Schedule.

ii. An appeal shall be preferred within one month from the date of communication of the order appealed against. The appeal shall be addressed to the appellate authority specified in the Schedule and submitted to the authority whose order is appealed against. The authority whose order is appealed against shall forward the appeal together with its comments and the records of the case to the appellate authority within 15 days. The appellate authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders within three months of the date of appeal. The appellate authority may pass orders confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case. Provided that if the enhanced penalty which the appellate authority proposes to impose is a major penalty specified in clauses (e), (f), (g) and (h) of Rule 24 and an enquiry as provided in Rule 26 has not already been held in the case, the appellate authority shall direct that such an enquiry be held in accordance with the provisions of Rule 26 and thereafter consider the record of the enquiry and pass such orders as it may deem proper. If the appellate authority decides to enhance the punishment but an enquiry has already been held as provided in Rule 26 the appellate authority shall give a show-cause notice to the employee as to why the enhanced penalty should not be imposed upon him. The appellate authority shall pass final order after taking into account the representation, if any, submitted by the employee.

### 35.0 REVIEW:

Notwithstanding anything contained in these Rules, the reviewing authority as specified in the Schedule may call for the record of the case within six months of the date of the final order and after reviewing the case pass such orders thereon as it may deem fit.

Provided that if the enhanced penalty, which the reviewing authority proposes to impose, is a major penalty specified in clauses (e), (f), (g) and (h) of Rule 24 and an enquiry as provided under Rule 26 has not already been held in the case, the reviewing authority shall direct that such an enquiry be held in accordance with the provisions of Rule 26 and thereafter consider the record of the enquiry and pass such orders as it may deem proper. If the reviewing authority decides to enhance the punishment but an enquiry has already been held in accordance with provisions of Rule 26, the reviewing authority shall give show-cause notice to the employee as to why the enhanced penalty should not be imposed upon him. The reviewing authority shall pass final order after taking into account the representation, if any, submitted by the employee.
36.0 SERVICE OF ORDER, NOTICES ETC:

Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post at his last known address.

37.0 POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY:

Save as otherwise expressly provided in these Rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

38.0 REMOVAL OF DOUBTS:

Where doubt arises as to the interpretation of any of these rules, the matter shall be referred to the Board for final decision.

* * * * *
## SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Scale of Pay*</th>
<th>Disciplinary Authority / Competent Authority</th>
<th>Penalty it can impose</th>
<th>Appellate Authority</th>
<th>Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Executive in the grade of E-9 (₹62000-3%-₹80000)</td>
<td>Chairman - cum - Managing Director</td>
<td>All</td>
<td>Board</td>
<td>Board</td>
</tr>
<tr>
<td>2. i) Executive below the grade of E-9 (₹62000-3%-₹80000)</td>
<td>Empowered** Authority</td>
<td>As prescribed under</td>
<td>Empowered** Authority</td>
<td>Empowered** Authority</td>
<td></td>
</tr>
<tr>
<td>ii) All Non-executives</td>
<td>- do -</td>
<td>DOP</td>
<td>- do -</td>
<td>- do -</td>
<td></td>
</tr>
</tbody>
</table>

N.B.: 1. * Grades indicated are as on 1.1.2007 and are subject to revision from time to time.
2. **Empowered authority denotes the authority to whom the powers may be delegated by the Chairman from time to time.
Return of Assets and Liabilities on First Appointment or as on .........................
(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013.)

1. Name of the Public servant in full
   (in block letters)
   Employee No.
   (a) Present public position held
       (Designation, name and address
        of organisation)
   (b) Service to which belongs
       (if applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date

Signature.

SECTION:
DEPT:
Max No.
Mobile No.

* In case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013. (Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to —
   (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
   (b) his liabilities and that of his spouse and his dependent children.)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a ‘Karta’ or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. “dependent children” means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013).
### APPENDIX - II

#### FORM No. I

**Details of Public Servant, his/her spouse and dependent children**

<table>
<thead>
<tr>
<th>S.I. No</th>
<th>Name</th>
<th>Public Position held, if any</th>
<th>Whether return being filed by him/her, separately</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Dependent-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dependent-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5*</td>
<td>Dependent-3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Add more rows, if necessary.

Date............

Signature

Name:
E.No.
SECTION:
DEPT:
Max No.
Mobile No.
**Statement of movable property on first appointment OR as on ............
(Use separate sheets for self, spouse and each dependent child.)**

**Name** of public servant / spouse/ dependent child :.................................................................

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Remarks, If any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)*</td>
<td>Cash and bank balance</td>
<td></td>
</tr>
<tr>
<td>(ii)**</td>
<td>Insurance (premia paid) .</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fixed/Recurring Deposits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shares/Bonds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mutual Funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pension Scheme/Provident Fund</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other investments, if any</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Personal loans/advance given to any person or entity including firm,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>company, trust etc. and other receivables from debtors and the amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(exceeding two months basic pay or Rupees one Lakh, as the case may be).</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Motor Vehicles (Details of Make, registration number, year of purchase and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>amount paid)</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Jewelry [Give details of approximate Weight (plus or minus 10gms in respect</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of gold and precious stones: [plus or minus 100gms, in respect of Silver]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Precious metals and precious stones</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Composite Items:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(indicate approximate value)**</td>
<td></td>
</tr>
<tr>
<td>(vi)</td>
<td>Any other assets [Give details of movable assets not covered in (i) to (v)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>above]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Fixtures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Antiques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Paintings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(e) Electronic equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(f) Others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Indicate the details of all assets only, if the total current value of any</td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular asset in any particular category (e.g. furniture / Fixtures /</td>
<td></td>
</tr>
<tr>
<td></td>
<td>electronic equipment etc.) exceed, two month's basic pay or Rs. 1.00 lakh.</td>
<td></td>
</tr>
</tbody>
</table>

**Date:**

**Signature**

Name:

E.No.

SECTION:

DEPT:

Max No.

Mobile No.

* Details of deposits in the foreign Bank(s) to be given separately.

** Investments above Rs.2 lakhs to be reported individually investments below Rs.2 lakhs may be reported together.

*** Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year.
**FORM NO. III**

**Statement of immovable property on first appointment OR as on .......................**

(e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Public Servant, his/her spouse and department children]

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)</th>
<th>Precise location (Name of District, Division Taluk and Village in which the property is situated and also its distinc-</th>
<th>Area of land (in case of land and buildings)</th>
<th>Nature of land</th>
<th>Extent of interest</th>
<th>If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant</th>
<th>Date of acquisition</th>
<th>How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/</th>
<th>Present value of the property (If exact value not known, Approx. value may be indicated)</th>
<th>Total annual income from the property</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Note (1):** For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.
**FORM No. IV**
(Ref. DOPT Notification dated 26/12/2014)

Statement of Debts and Other Liabilities on first appointment OR as on …………………………

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Debtor (Self / Spouse or dependent children)</th>
<th>Name and address of Creditor</th>
<th>Nature of liability and amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: 

Name: 
E.No. 
SECTION: 
DEPT: 
Max No. 
Mobile No.

Signature

**Note 1:** Individual items of loans not exceeding two months basic pay (where applicable) and Rs.1.00 lakh in other cases need not be included.

**Note 2:** The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals.
**APPENDIX -III**

**VISAKHAPATNAM STEEL PLANT, VISAKHAPATNAM**

*Intimation of Acquisition / Disposal of Movable / Immovable property required under Rule 17.5 of Conduct, Discipline and Appeal Rules of RashtriyaIspat Nigam Limited, Visakhapatnam Steel Plant*

(To be reported to the Competent Authority within one month of each transaction exceeding 2 months basic OR Rs.1.00lakh or as per monetary limits as prescribed under Lokpal&Lokayuktas Act, 2013 from time to time) [Refer Cl.17.5 of CDA Rules as amended and circulated vide HR Policy Circular No.03/2015 of 7th May, 2015]

| Emp No: | ........................ |
| Date: | ........................ |

(Through Controlling Officer)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **01** | Name of Employee (in full)  
Emp. No. & Designation |
| **02** | Date of joining in RINL, VSP |
| **03** | Present grade and date of entry in the grade |
| **04** | Present pay and scale of pay of the grade |
| **05** | Nature of property acquired / disposed of (full description and details to be given) |
| **06** | Interest acquired / disposed – part or full whether by purchase, gift, lease or mortgage, etc. |
| **07** | Acquisition / disposal price (in figures and words) |
| **08** | In case of disposal, reasons thereof |
| **09** | Mode of utilization of disposal money |
| **10** | Source from which the acquisition was financed  
a) Own savings (where & what form savings were kept)  
b) Other sources (in detail) |
| **11** | If financed through loan, how it is proposed to be refunded |
| **12** | In the case of disposal of property, was any sanction obtained for this acquisition (a copy of sanction should be attached). If no sanction was required, was any intimation sent to competent authority |
| **13** | The date on which the transaction was completed |
| **14** | Is the acquisition / disposal made through a reputed dealer (name and address of the dealer and party may be given) |
| **15** | If acquisition / disposal is through private negotiations from / to a party other than a reputed dealer, name and address of the party may be given and how the contact was established |
| **16** | Is the party related to the applicant? |

Dated signature of Employee
17 Did the applicant have any dealings with him in his official capacity at any time or is the Applicant likely to have any dealings with him in the near future?

18 Further details if any

<table>
<thead>
<tr>
<th>DECLARATION</th>
</tr>
</thead>
</table>

I …………………………………….. hereby intimate the acquisition / disposal of property by me as detailed above through the dealer whose name and address is furnished against Sl. No.14, above. I also declare that the particulars given are true.

OR

I ……………………………………..hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of the property as described above to the party whose name and address is mentioned in Sl. No.15 above.

(Signature)

Date:

Name :
Designation:
Dept / Section:
Mobile Number:
Address (Office) :

To
Chief Vigilance Officer / General Manager (V)
KNOW ALL MEN BY THESE PRESENTS THAT WE …………………………………
s/d/o………………………… resident of …………………….. presently working as ……………………………
in Rashtriya Ispat Nigam Limited (hereinafter called the “Obligor”) and (i) Shri …………………….s/d/o
……………………….r/o……………………………………… (ii) Shri………………………… s/d/o….……………………… r/o………………………. (hereinafter called the “Sureties”) do here by jointly and
severally bind ourselves and respective heirs, executors and administrators to pay to Rashtriya Ispat Nigam
Limited on demand the sum of ₹………………….. (Rupees ……………………………………..) equivalent to
the basic pay drawn by the Obligor during the last six months of his /her tenure in Rashtriya Ispat Nigam Limited
or ₹10 (Ten) Lakhs, whichever is more, together with interest thereon from the date of demand at Government
rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the
equivalent of the said amount in the currency of that country converted at the then prevailing official rate of
exchange between that country and India AND TOGETHER with all costs between attorney and client and all
charges and expenses that shall or may have been incurred by the Company.

1. AND WHEREAS the Obligor has been appointed to the position of Director /CMD in Rashtriya Ispat Nigam
   Limited (hereinafter called ‘the Company’) in terms of Offer of Appointment Ref. No………………………..
   Dated ……………….. The aforesaid terms of the offer were accepted by him/her and the Obligor assumed
   office on ………………….

2. AND WHEREAS in terms of the aforesaid Offer of Appointment it is required that in the event of Obligor’s
   retirement / resignation from the Company, the Obligor will not accept any appointment or post, whether
   advisory or administrative, in any firm or Company whether Indian or Foreign, with which the Company has
   or had business relations, within one year from the date of Obligor’s retirement / resignation, without prior
   approval of the Government. The Obligator understands that the term retirement includes resignation; but not
   the cases whose term of appointment was not extended by Government for reasons other than proven
   misconduct. The term ‘business relations’ includes ‘official dealings’ as well.

3. AND WHEREAS it was also required, in terms of the aforesaid Offer of Appointment, that terminal benefits
   due to Obligor, in the event of his / her retirement / resignation from the services of Company, would not be
   released unless a bond regarding aforesaid restriction on the post retirement is executed by him/her.

4. AND WHEREAS for better protection of the Company, the Obligor has agreed to execute this bond with
   such condition as hereinunder contained.

5. AND WHEREAS the said Sureties have agreed to execute this bond as sureties on behalf of the above
   Obligor.

6. NOW THE CONDITIONS OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of Obligor’s
   failure to abide by the restriction pertaining to acceptance of employment or post, whether advisory or
   administrative, in any firm or Company whether Indian or Foreign, with which the Company has or had
   business relations, within one year from the date of Obligor’s retirement / resignation, without prior approval
   of the Government, Obligor shall become liable for payment of the sum equivalent to the bond amount to
   Rashtriya Ispat Nigam Limited. In the event of the aforesaid failure and upon the Obligor failing to pay the
   sum equivalent to the bond amount to Rashtriya Ispat Nigam Limited, the Company will be at liberty to
   initiate appropriate civil action for recovery of the aforesaid bond amount from the Obligor. This will be
 Conduct Discipline And Appeal Rules

without prejudice to the rights of the Company to initiate any other action as deemed fit in the circumstances of the case.

7. AND upon the Obligor Shri …………………………………and, or Shri ……………………………. and Shri …………………………………………………., the Sureties aforesaid making such payment, the above written obligation shall be void and of no effect otherwise, it shall be and remain in full force and virtue.

8. PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Company or any person authorised by it (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for the Company to sue the Obligor before suing the Sureties Shri ………………………………… and Shri ………………………………… or any of them for amounts due hereunder.

9. THE bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

10. In witness whereof, these present have been signed by a duly authorities officer on behalf of the Company and by the other person(s) party thereto.

11. Signed and delivered by the above Obligor along with his Sureties on this ………………….. day of ……………………..Month 20…………..

Signature of Obligor

………………………………………………

1. Sign of Surety : 
   Name : 
   Designation : 
   Office to which attached : 

In the presence of ……………………………………………
For and on behalf of the Company

2. Sign of Surety : 
   Name : 
   Designation : 
   Office to which attached : 

This bond should be executed accordingly & accepted by the accepting authority*

Signature of the Accepting Authority

*The accepting authority for Directors and CMD of RINL is as under:

<table>
<thead>
<tr>
<th>Directors</th>
<th>Chairman-cum-Managing Director (CMD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMD</td>
<td>Secretary, MoS</td>
</tr>
</tbody>
</table>

*Amended vide Personnel Policy Circular No.02/2013, dated 18.06.2013*
APPENDIX -V

MODALITIES FOR GRANT OF PERMISSION FOR POST RETIREMENT EMPLOYMENT
WITHIN A YEAR FROM THE DATE OF RETIREMENT

The Ministry of Steel (MoS) shall examine the requests received from the Functional Directors including Chief Executives on case to case basis depending upon the merit of the case after obtaining ‘no objection’ from RINL/VSP and grant permission for post retirement employment with the approval of the Minister of Steel.

The MoS may grant permission keeping in view the following aspects:

(a) The official concerned has had no official dealings with the prospective employers in the preceding five years.

(b) Whether the ex-functional Director or ex-chief executive has been privy to sensitive or strategic information in the last years of his service which is directly related to the areas of interest or work of the organization which he proposes to join or the areas in which he proposes to practice/consult.

(c) Whether there is conflict of interest between the policies of the office(s) he has held in the last 5 years and the interest represented or work undertaken by the organization he proposes to join. Such conflict of interest, however, should not be interpreted narrowly to mean normal economic competition with Government or its Enterprises.

(d) Whether the service record of the ex-functional Director or ex-chief executive is clear, particularly, with respect to integrity and dealings with Government as well as with CPSEs/non-Government organizations.

(e) Applicant’s commercial duties will not involve liaison or contact with the Government Departments/PSEs.

(f) The employer of the applicant should not get an unfair advantage due to previous official positions/experience/knowledge of the incumbent and

(g) The present emoluments and pecuniary benefits should not be far in excess of those currently prevalent in the industry. The words “far in excess” should not be narrowly interpreted to cover increases in such benefits that may be result of buoyancy in the industry or in the economy as a whole.

The model form of application is enclosed.

The MoS shall take a final decision on the application for granting permission to accept any appointment/post after retirement and communicate the same to the applicant within a time limit of 30 days from the date of receipt of the application complete in all respects. In case no decision is communicated within 60 days, the applicant may take up the assignment presuming that the permission has been granted.

Wherever permission is to be refused on such requests, an opportunity may be given to the applicant to present his case and final decision in this regard shall be communicated after consultation with DPE.

❖ Amended vide Personnel Policy Circular No.02/2013, dated 18.06.2013
Form of application for permission to Functional Directors/CMD RINL/VSP to accept commercial employment within a period of one year after retirement.

1. Name of the Executive (in BLOCK letters): 

2. Date of retirement: 

3. Particulars of the Ministry/Department/Office/PSE in which the executive served during the last 5 years preceding retirement (with duration):

<table>
<thead>
<tr>
<th>Name of Ministry/Department/Office/PSE</th>
<th>Post held</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To</td>
</tr>
</tbody>
</table>

4. Post held at the time of retirement and period for which held: 

5. Pay scale of the post and pay drawn by: the Executive at the time of retirement: 

6. Pensionary benefits:

<table>
<thead>
<tr>
<th>Pension expected/sanctioned, if any (communication, if any, should be mentioned)</th>
<th>Gratuity, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Details regarding commercial employment proposed to be taken up:

   (a) Name of the firm/company/ co-operative society, etc.

   (b) Products being manufactured by: the firm/type of business carried out by the firm, etc.

   (c) Whether the executive during last 5 years prior to his retirement/resignation had any official dealings with the firm

   (d) Duration and nature of the official dealings with the firm

   (e) Whether the PSE in which the executive was working had any dealings with the firm, etc., if so, give details
(f) Name of the job/post offered:

(g) Whether post was advertised, if not, how was offer made
(attach newspaper cutting of the advertisement, and a copy of the offer of appointment, if any)

(h) Description of the duties of the job/post

(i) Remuneration offered for post/job:

8. Any information which the applicant desires to furnish in support of his request

9. Declaration:-

I hereby declare that –

(i) I had no official dealings with the prospective employer in the preceding 5 years. The proposed employment will not involve conflict of interest with the policies of the office held by me during the last 5 years and the interest represented or work undertaken by the organization;

(ii) the employment which I propose to take up will not bring me into conflict with Government/PSE;

(iii) my commercial duties will not be such that my previous official position or knowledge or experience under Government/PSE could be used to give my proposed employer an unfair advantage;

(iv) my commercial duties will not involve liaison or contact with the Government departments/PSEs.

(v) I have not been privy to sensitive or strategic information in the last 5 years of service which is directly related to the areas of interest of work of the firm that I propose to join or to the areas in which I propose to practice or consult.

Signature of the applicant

Address:
Dated:
Appendix-VI

Guidelines for associating with Universities / Educational Institutions / Organizations*

1. Guidelines, as under, would be followed in case of the employees accepting to get associated with a University, Educational Institution/Organization etc. located in India; for activities related to academics, assessment of candidates, Adjunct Faculty, Council or Office Bearer or activities of similar nature:

   (i) These organizations should be located at the place of posting of the employee. However, this stipulation may be relaxed in case of renowned Educational Institutions like IITs, IIMs etc.

   (ii) The official duties of the employee should not suffer on this account. In the event of his/her attending the meetings, proceedings, classes etc. the absence of the employee would be treated as ‘On Duty’ for a maximum period of 2 (Two) days exclusive of journey period on one occasion and a maximum of 3 (Three) such occasions would be allowed in a Calendar Year. However, for such journeys, TA/DA etc. shall not be borne by RINL.

2. On receipt of invitation, the employee should seek permission from RINL to associate himself/herself in the above-mentioned activities, in the format given at Annexure-I.

3. Further, the employee should bring to the notice of RINL about receipt of any fee or remuneration or honorarium received in connection with any work done in the above position. In this regard, an intimation letter (as per the format given in the Annexure-II) is required to be submitted by the employee on each occasion within a month after receipt of fee/remuneration/honorarium. However, declaration for the purpose of Income Tax, in this regard, is the responsibility of the individual concerned.

4. The employee shall not communicate, directly or indirectly, any official document or any part thereof or information, which he/she is not authorized to communicate like commercial, trade secret, costing etc. vital to RINL’s Business, except in accordance with any general or specific order of the company.

5. HoD not below E-7 grade for executives up to E-6 grade and Controlling Officer for executives above E-7 grade will be the Competent Authority to permit the executive to associate in the above-mentioned activities.

   **Annexure-I**

   [Format of intimation as shown in the image]

   **Annexure-II**

   [Format of intimation as shown in the image]

* Modified vide Circular No.03/18, dt.04.04.2018
Annexure-I
Annexure to Clause 4.0(c) of CDA Rules

Procedure for Periodical Review for Ensuring Probity & Efficacy among Employees, 2016 for the employees covered under RINL CDA Rules

The objective of the procedure for periodical review is to strengthen the administration by ensuring probity and efficacy among employees. Whenever the services of an employee are no longer useful to RINL, the employee can be retired prematurely for the sake of Public interest. Such an order of a premature retirement, which is made in the public interest, is not to be treated as a punishment and shall be carried out after a comprehensive review taking into account the entire service record of the said employee.

1) The review of employees as per the procedure, to ascertain as to whether an employee should continue in the employment of RINL, shall be carried out six months before the employee attains the age of 50 years if he had entered the service before attaining the age of 35 years and in any other case after he has attained the age of 55 years, as the case may be.

2) In every review, the entire service records should be considered. The expression service record will take in all relevant records and hence the review should not be confined to the consideration of Performance Appraisals/ Grading/ Merit ratings. The personal file of the concerned employee may contain valuable information. The works and performance of the employee could also be assessed by looking into files dealt with by him or in any papers or reports prepared and submitted by him.

3) In order to undertake the review of employees at Departmental level, Committees will be constituted. The constitution of the Committees to review the probity and efficacy of employees will be as under.

<table>
<thead>
<tr>
<th>Level/ Grade of Employees</th>
<th>Committee composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executives in JO to E-4 grades</td>
<td>Committee comprising HoD, GM(HR) concerned and headed by the ED concerned</td>
</tr>
<tr>
<td>Executives in E-5to E-7 grades</td>
<td>ED concerned, ED(HR) and Functional Director concerned</td>
</tr>
<tr>
<td>Executives in E-8 and E-9 grades</td>
<td>Committee of Functional Directors</td>
</tr>
</tbody>
</table>

The various Committees, as shown above, after carrying out the review will recommend the cases of employees required to be retired prematurely.

Based on the recommendations of the Committees, the Appointing Authority (i.e., the Authority having powers to make appointments to the post from which employee is required to retire) shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.
4) A register of employees who are due to attain the age of 50/55 years, as the case may be, needs to be maintained. The register should be scrutinized at the beginning of every quarter by the HR Department. Review has to be carried out as per the schedule given below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Quarter in which review is to be made</th>
<th>Cases of Employee who will be attaining the age of 50/55 years as the case may be, in the quarter indicated below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January to March</td>
<td>July to September of the same Year</td>
</tr>
<tr>
<td>2</td>
<td>April to June</td>
<td>October to December of the same year</td>
</tr>
<tr>
<td>3</td>
<td>July to September</td>
<td>January to March of the Next Year</td>
</tr>
<tr>
<td>4</td>
<td>October to December</td>
<td>April to June of the Next year</td>
</tr>
</tbody>
</table>

5) Criteria to be followed by the Committee in making their recommendations would be as follows:

a. Employees whose integrity is doubtful –

   i. An employee who gets an adverse comment consecutively for three years on his integrity in his Annual Performance Appraisal Report would be recommended for premature retirement.

   ii. Actions or Decisions taken by the employee which do not appear to be above board, complaints received against him may be given due cognizance while considering integrity of an employee.

   Inputs from Vigilance Department may also be obtained in cases where integrity of employees is doubtful.

b. Employees who are found to be ineffective –

   a. The basic consideration in identifying such employee should be the state of fitness/competence of the employee to continue in the post which he/she is holding –

   b. Inefficiency would be evaluated on the basis of the appraisal report. If in the opinion of the competent authority for reasons to be recorded in writing an employee's performance is considered to be unsatisfactory, on the basis of his securing a C rating for consecutively preceding three years.

   The said review should not be confined to the consideration of Performance Appraisals/Grading/Merit ratings alone. In every review, the entire service records of the employee should be considered.

   c. Unbecoming conduct of an employee of RINL or conduct which is not in public interest or obstructs efficiency, can also form basis for premature retirement of an employee.

   d. While the entire service record of an employee should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding five years or where he has been promoted to a higher post during that 5 year period, his service in the highest post, has been found satisfactory. However, when an employee is recommended for premature retirement on grounds of doubtful integrity, there is no such stipulation.
e. No employee should be ordinarily retired on ground of ineffectiveness; if in any event, he/she would be retiring on superannuation within a period of one year from the date of consideration of his case. However, it is clarified that if there is a steep fall in competence, efficiency or effectiveness of an employee, it would be open to review his/her case for premature retirement.

6) Based on the review carried out in each quarter as per the procedure, a summarized report should be prepared for the Calendar year, for furnishing to CMD through Director (Personnel), for onward transmission of the same to Ministry/any other Govt. agency, as required.

7) An employee who is prematurely retired will be entitled to the following:-

(a) Pay for the notice period of three months or as may be applicable to him under his terms and conditions of service.
(b) Leave salary as per the Leave Rules applicable to the employee as in case of superannuation.
(c) Provident fund subject to the provisions of the Provident Fund Rules applicable to him.
(d) Gratuity for each completed year of service or part thereof as admissible as per rules.
(e) Transfer benefits for self and family for proceeding to home-town or to the place where he intends to settle in India as admissible under the TA Rules.
(f) Admissibility of benefits under any other scheme which are meant for superannuating employees such as RINL Group Mediclaim Insurance scheme/ESBF/Pension Scheme etc. will be determined as per the terms & conditions and eligibility specified in the respective schemes.

8) Any term not defined in the above procedure shall have the meaning thereto as contained in the RINL CDA Rules.

9) The procedure for periodical review for ensuring probity and efficacy among employees may be modified, cancelled or amended without prior notice, with the approval of the Competent Authority.
CERTIFIED STANDING ORDERS

1.0 SCOPE OF APPLICATION
2.0 DEFINITION
3.0 CLASSIFICATION OF WORKMEN
4.0 PROBATIONARY PERIOD
5.0 MEDICAL FITNESS AND EXAMINATION AND TERMINATION OF SERVICE ON MEDICAL GROUNDS
6.0 DATE OF BIRTH
7.0 APPOINTMENT CONDITIONS
8.0 TRANSFER OF WORKMAN
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CERTIFIED STANDING ORDERS

1.0 SCOPE OF APPLICATION:

These Standing Orders will come into force from a date determined in accordance with the provisions of Section 7 of Industrial Employment (Standing Orders) Act, 1946 and shall apply to all the workman of the Establishments of Visakhapatnam Steel Project/Plant of Rashtriya Ispat Nigam Limited and its Mines and Quarries.

2.0 DEFINITION:

In these Standing Orders, unless there is anything repugnant to the subject or context:­

2.1 ‘COMPANY’ means the Visakhapatnam Steel Project/Plant and its Mines and Quarries of Rashtriya Ispat Nigam Limited.

2.2 ‘MANAGEMENT’ means the Chief Executive or the person in charge of the Visakhapatnam Steel Project/Plant and other persons expressly or by implication deriving authority from him or them or from the Company to act in matters relating to the Visakhapatnam Steel Project/Plant.

2.3 ‘PROJECT/PLANT’ means Visakhapatnam Steel Project/Plant and its Mines and Quarries.

2.4 ‘WORKMAN/EMPLOYEE’ includes any person employed in the Project/Plant and Mines and Quarries as defined in the Industrial Employment (Standing Orders) Act, 1946.

2.5 ‘COMPETENT AUTHORITY’ means any Executive/Officer of the Company who by virtue of his position has authority over the workmen, and/or is authorized/delegated to exercise powers in regard to matters covered under these Standing Orders.

2.6 ‘AUTHORISED MEDICAL OFFICER’ means the medical officer of the Company and includes any other doctor, medical officer or medical board nominated/authorized by the management for the purpose of deciding medical fitness or otherwise of workmen for employment/work in the Project/Plant.

2.7 ‘NOTICE’ means and includes a notice in writing required to be given to a workman or displayed on the Notice Board for the purpose of these Standing Orders.

2.8 ‘NOTICE BOARD’ means the notice board specially maintained in a conspicuous place at or near each of the main entrance to the works and at the Time Offices for the purpose of displaying notice required to be posted or affixed under the provision of these Standing Orders.

2.9 ‘MINES’ will have the same meaning as defined in Sec.2(i) of the Mines Act, 1952 and will include Quarries and Ores.

3.0 CLASSIFICATION OF WORKMEN:

3.1 Workmen shall be classified as:

a) Permanent  
d) Casual
b) Probationer  
e) Apprentice
c) Temporary  
f) Trainee

3.2 DEFINITION OF CLASSIFICATION:

a) ‘Permanent’ means a workman engaged to fill a permanent post in the regular establishment of the Company and who has satisfactorily completed the prescribed probationary period. On satisfactory completion of the probationary period, the same shall be confirmed in writing by the Management.
b) ‘Probationer’ means a workman who is provisionally employed against a post in the regular establishment of the Company with a view to ascertain his suitability for the post and who is serving the probationary period.

c) ‘Temporary’ means a workman who has been appointed for a specified limited period or for doing work of a temporary nature, or who is employed temporarily to handle an increased volume of work of a temporary nature for a limited period.

d) A Casual Workman is a workman who has been employed on a work of casual nature.

e) ‘Apprentice’ means a learner who is paid a stipend and whose terms and conditions of apprenticeship are governed by the provisions of the Apprentices Act, 1961 as amended from time to time.

f) ‘Trainee’ means a learner who is engaged by the Company to undergo training in terms of an agreement of contract of training with stipend.

4.0 PROBATIONARY PERIOD:

4.1 (a) The period of probation of a workman shall be for 12 months from the date of joining the Company which may be extended for a further period or periods at the discretion of the management for reasons recorded in writing. The period of extension of probation shall not exceed six months which means the total period of probation shall not exceed 18 months. The probationary appointment will cease and determined on the last day of the period of probation when the workman has been informed in writing of the satisfactory completion of the probation. In the absence of such intimation within one month from the date of completion of the probation period, the workman shall be deemed to have satisfactorily completed the period of probation on such last day.

(b) The probationary period shall include breaks due to sickness, accident, leave, lockout, strike not being an illegal strike or involuntary closure of the establishment.

c) If during the period of probation or during the extended period of probation, a workman is charge sheeted for any misconduct or any disciplinary action is under contemplation, the period of probation or extension of probation shall be deemed to have been extended till the conclusion of the disciplinary proceedings. If, as a result of proceedings, the workman is not found guilty of the charges, his probation shall be declared with effect from the due date of completion of probation period or extension of probation period and increment due to him shall be released with effect from the due date. If as a result of disciplinary proceedings, the workman is found guilty of the charges, he shall be awarded punishment as per Standing Orders.

4.2 PROBATION ON PROMOTION TO A HIGHER POST:

(a) The workman on promotion to a higher post shall be on probation for a period of six months. The workman shall be deemed to have been confirmed in the post unless he is informed in writing by the management that he is not found suitable and thus reverted to his lower post either before the completion of probationary period or/and within one month from the date of completion of probationary period. The workman may at any time during the probation period be reverted to his lower post by a written order by assigning reasons.

(b) Probationary period shall include breaks due to sickness, accident, leave, lockout, strike not being an illegal strike or voluntary closure of the establishment.
5.0  MEDICAL FITNESS AND EXAMINATION AND TERMINATION OF SERVICE ON MEDICAL GROUNDS:

No person shall be appointed except with a certificate in the prescribed manner from the Authorized Medical Officer for the purpose of deciding his physical fitness or otherwise for employment.

If during service, a workman is found permanently unfit by the Chief Medical Officer, he will be liable to be discharged from service, provided that where any such employee so desires, he shall be referred to a Medical Board of three officers, set up by the Management, on payment of Rs.10/- by the employee, which shall be refunded to him if the employee is declared fit by the Board. The Board’s decision shall be final in this regard.

6.0  DATE OF BIRTH:

(a) Every workman shall indicate his exact date of birth to the employer or the officer authorized by him in this behalf, at the time of entering service of the establishment. The employer or the officer authorized by him in this behalf may, before the date of birth of a workman is entered in his service card, require him to supply:

(i) his matriculation or school leaving certificate granted by the Board of Secondary Education or similar educational authority; or

(ii) a certified copy of his date of birth as recorded in the registers of a Municipality, local authority or Panchayat or Registrar of Births;

(iii) in the absence of either of the aforesaid two categories of certificates, the employer or the officer authorized by him in this behalf may require the Workman to supply, a certificate from a Government Medical Officer not below the rank of an Assistant Surgeon, indicating the probable age of the Workman provided the cost of obtaining such certificate is borne by the employer;

(iv) Provided that the employer will have the right to refer the matter to a Medical Board to be constituted for the purpose if considered necessary.

(b) The date of birth of a workman once entered in the records of the Establishment shall be the sole evidence of his age in relation to all matters pertaining to his services including fixation of date of his retirement from the service of the Establishment.

7.0  APPOINTMENT CONDITIONS:

7.1 A workman shall devote his whole time and attention of his duties and shall not carry on or be concerned in carrying on any other business or occupation whatsoever with or without remuneration during the period of service.

No workman while in the service of the Company shall accept any other employment or undertake any other service or profession with or without remuneration either direct or indirect without permission. No private practice or part-time engagement shall be allowed. This, however, shall not apply to participation of a workman in voluntary organizations related to social, cultural and sports activities.

7.2 All Workmen shall abide by such rules, regulations, orders, directions and instructions as are in force or as the Management may frame from time to time governing the terms of employment, conditions of service, pay and allowances etc., relating to matters included in the Schedule to the Industrial Employment (Standing Orders) Act, and shall eschew all wasteful work practices and obey all such orders and directions as they may receive from their superiors.
7.3 All workmen shall accept the necessity of measures of rationalization and the Company shall be entitled to introduce such measures so as to improve the Company’s overall standard of efficiency, by reducing costs and increasing its productivity subject to provisions of Industrial Disputes Act.

7.4 All workmen shall observe constitutional means and shall eschew agitational steps and/or concerted actions or any other means which may have the effect of interrupting or disrupting the work of the Company and/or the normal functioning of the various departments/divisions/sections/offices and/or the operation of different services in the Company or which may have the effect of causing damage, delays, inconvenience etc., to the Company’s services.

7.5 Workmen shall perform all such duties as are related to his job and all duties incidental and ancillary thereto which the management shall lay down and/or assign from time to time. Such duties, however, shall not include jobs which are substantially lower or different in nature and content than the level/category to which workmen belong.

7.6 No workman shall during working hours engage himself in any work other than that entrusted to him by the Company.

7.7 No workman shall interfere in or hinder performance of Company’s duty to enforce discipline.

7.8 No employee owning a house in his name or in his spouse’s name shall let out the same to a foreigner/foreign mission, foreign organization (including international organization) without prior approval of Competent Authority.

7.9 Every employee shall at all times

(i) Maintain absolute integrity;
(ii) Maintain devotion to duty; and
(iii) Conduct himself at all times in a manner which will enhance the reputation of the Company.

8.0 TRANSFER OF WORKMAN:

A workman may be transferred according to exigencies of work from one shop or department to another or from one station to another or from one establishment to another under the same employer.

Provided that the wages, grade, continuity of service and other conditions of service of the workman are not adversely affected by such transfers.

Provided further that a workman is transferred from one job to another, which he is capable of doing, and provided also that where the transfer involves moving from one State to another such transfer shall take place, either with the consent of the workman or where there is a specific provision to that effect in the letter of appointment, and provided also that (i) reasonable notice is given to such workman, and (ii) reasonable joining time is allowed in case of transfers from one station to another.

Provided further no transfer of a workman from one place to another shall be made ‘malafide’ under the guise of management policy.

9.0 ACTING:

A workman may be required to act in a higher post when ordered to do so without, however, conferring on such person any right to the said higher post.

Acting allowance shall be admissible in case of workman engaged in a manufacturing process (as defined in Factories Act) when they act in another higher grade or post of skilled, semi-skilled or technical nature for not less than one day and in case of other workman as/when the vacancy is not for less than 7 days.
10.0 **IDENTITY BADGE:**

10.1 Every workman will be supplied with an Identity Badge and/or other means of identification.

10.2 Every workman shall take utmost care to ensure against loss or theft of the Identity Badge. Loss or theft of the badge shall be immediately reported in writing to the workman’s supervisor and the issuing authority. Replacement of Identity Badge in case of loss or theft will be charged at Rs.10/-. However, for old damaged Identity Badges, fresh badge will be issued by the Management free of cost. Workman shall also be responsible for obtaining fresh badge free of cost when the old one becomes indecipherable.

10.3 The Identity Badge shall be retained by the workman and shall not be parted with or transferred to another person. The badge shall be shown on demand to the Security Personnel or any Executive Officer of the Project/Plant or any person authorized by the management.

10.4 Every workman shall wear identity badge or other means of identification in a conspicuous position on his dress and/or hold the same in his custody while on duty as directed by the management from time to time. Any workman failing to comply with this shall be liable to be shut out or asked to leave or be removed from the premises if he has already entered the premises.

10.5 Every workman shall on suspension, resignation, termination, superannuation or on dismissal from service surrender to the Competent Authority the Identity Badge along with all other items and materials that belong to the Company and entrusted to him or which are in his possession.

11.0 **ENTRY AND SEARCH:**

11.1 No workman shall enter or leave the premises except by the gate and/or entry/exit place provided for the purpose.

11.2 Any workman while entering or leaving the premises or at any time may be searched by the Security Personnel or any other person authorized for the purpose, provided that women shall be searched only by women.

**NOTE:** Such search may include the person of the workman and his vehicle of conveyance and its attachments/contents in his bag/box/tiffin carrier etc.

11.3 Every workman shall show his identity badge on demand to the Security Personnel and/or Time Office Personnel on duty or to any Executive/Officer of the Project/Plant or any other Person authorised by the management while passing through the entry/exit gate and/or places provided and/or on demand by the above at any other place within the premises.

11.4 A workman shall not leave the place and/or places of work during working hours without permission of the Competent Authority.

11.5 No workman who is found to be under the influence of alcoholic drink or drug or suffering from contagious or infectious disease or in possession of any article prejudicial to the security of the Project/Plant or other workmen or deemed by the Competent Authority to be likely to create disturbance shall enter or be allowed entry into the premises although otherwise entitled to do so.

If such a workman is already in the premises, he may be asked to leave the premises by the Competent Authority, who shall have the right to remove such workmen from the premises.
11.6 No workman shall bring with him into the place of work article of any kind which is capable of being used in connection with the work of the Project/Plant without permission of the Competent Authority. The Management reserves the right to regard any such article found in the possession of any workman whilst in the premises as the property of the Company and in the wrongful possession of the workman. Security Personnel and/or any other person authorised by the management shall have the right at any time to open and search any packets, bundle, cover etc., carried by a workman within the Project /Plant/Premises and/or entrances and exits thereof.

11.7 No workman shall enter his place of work more than half-an-hour before commencement of his prescribed duty hours nor shall any workman remain in his place of work more than half-an-hour after the end of his prescribed duty hours, unless required by the Competent Authority.

12.0 ATTENDANCE AND DEDUCTION OF WAGES FOR LATE ATTENDANCE, ABSENCE FROM DUTY ETC. :

12.1 Attendance shall be marked daily according to the rules prescribed from time to time for each department/division/section/office, etc., which shall be displayed on the Notice Board.

12.2 Workmen who are required to sign in the attendance register shall mark the time of reporting for duty and the time of leaving duty.

12.3 Workmen who are required to punch time card shall get cards punched in the time clock at the time of reporting for duty and at the time of leaving duty.

12.4 Management may also require a workman to mark attendance by punching his card or otherwise at the beginning and at the end of shifts and at the beginning and at the end of intervals.

12.5 All workmen shall report to their place of work punctually at the specified time in the manner directed by the management from time to time.

12.6 No workmen shall be accepted on duty if he is late by more than 15 minutes on any day or comes late for more than 3 times in a calendar month and he may be shut out for that day and treated as absent with consequent deductions of wages as per the provisions of the Payment of Wages Act, 1936 except in those cases where in the interest of the work he has been allowed to work under written permission of an authority not below the rank of Foreman/Shift In-charge.

12.7 Workmen shall not leave their place of work during the hours of work prescribed for them. If, however, a workman wants to leave the place of work under special circumstances during the hours of work prescribed for him, he may be permitted by Controlling Authority to leave the place of work but in such an event no wages shall be paid for the duration of such absence if it is not for official reasons. Deductions of wages in such cases shall be as per provisions of Payment of Wages Act, 1936.

12.8 A Workman who is absent from duty without prior or post facto sanctioned leave shall be liable for deduction of wages for the period of his absence in accordance with the provisions of the Payment of Wages Act, 1936.

12.9 A workman who, after reporting for work, abandons his work without valid reasons shall be shut out for the day.

12.10 If a workman, although present in his place of work, fails to do his assigned work or part thereof and/or refuses to carry out his work or part thereof or slows down the pace of work, he shall be deemed to be treated as absent for the whole day in case the disruption, cessation or slowing down of work commences before the interval for rest, and/or before completion of four hours work and for half a day in case it takes place after the interval and/or on completion of four hours work and wages shall be deducted accordingly.
13.0 PERIODS AND HOURS OF WORK:

13.1 The working hours for a workman shall be forty-eight hours in any week excluding hours of intervals subject to provisions of Factories Act, 1948 and Rules. Notice showing the hours of periods of work for every class or group of workmen in the Company for each shift shall be displayed on the Notice Board. Workman shall be required to work the whole or part of subsequent shift beyond his schedule hours of work in case of necessity, subject to payment of over time as per rule and subject to modifications in future settlement between the Union(s) and Management.

13.2 Time as per the clock kept at the entrance to the place or places of work will ordinarily be taken as the correct time for purposes of attendance.

14.0 SHIFT SYSTEM:

14.1 The management shall lay down shift systems or revise from time to time the shift arrangements both in regard to the composition of shifts, personnel thereof as well as the shift timings according to the exigencies of work, subject to provisions of law in force.

14.2 The management may require any workman to work in any shift according to the exigencies of work.

14.3 No workman shall leave his place of work unless properly relieved.

15.0 SHIFT WORKING: SUBJECT TO THE PROVISIONS OF I.D.ACT:

15.1 At the discretion of the management more than one shift may be worked in a department/division/section/office of the Project/Plant. If more than one shift is worked, the workman shall be liable to be transferred from one shift to another.

15.2 Whenever a shift is re-started or shifts are altered or discontinued, the management shall give a week’s notice to workmen except when this is done under the following circumstances:-

15.2.1 If the establishment is a seasonal one where work is carried on intermittently; or

15.2.2 If the closing of the shift is under an agreement; or

15.2.3 If as a result of closing of the shift no permanent workman will be retrenched; or

15.2.4 If the closure is due to circumstances beyond the Management’s control.

16.0 STOPPAGE OF WORK AND CLOSURE:

16.1 The management may close down either wholly or partially any department/division/section/office which is affected either directly or indirectly by workmen stopping work. The workmen concerned shall be given such notice as may be possible both of closing down and resumption of work. The notice of closure and resumption of work under this Standing Orders shall be displayed on the Notice Board at the main entrance or in the department/division/section/office concerned. The copy of notice shall be sent to the Recognized Union.

16.2 In the event of a strike or slowing down of work or any, concerted action leading to interruption of normal work the Company may close down either wholly or partially any department/division/section/office. When closure occurs notice shall be displayed on the Notice Board at the main entrance to the place or places of work as soon as practicable. When work is to be resumed, notice of resumption will be displayed at the main entrance to the place or places of work.

16.3.1 The management may, at any time or periods of time, stop or shutdown any work, department/division/section/office wholly or partially or lay-off any number of workmen for any
period or periods without notice, in the event of the fire, epidemic, civil commotion, catastrophe, shortage of power or due to any natural calamity.

16.3.2 The Management may at any time in the event of breakdown of machinery, reduction of shifts, adverse trade conditions, periodical repairs, reconstruction or extensions or any other causes beyond the control shall shut down any works, department or section, wholly or partially for a period or periods of lay-off any number of workmen subject to the provisions of the Industrial Disputes Act, 1947. The fact of such stoppage or shut down shall be notified by notice posted on the Notice Board.

16.4 In the event of stoppage or shut down for any of the causes mentioned above, other than a lock-out or strike:

16.4.1 If occurring during working hours the workman affected shall be notified by notice on the Notice Board as soon as practicable when work will be resumed and whether they are to remain or leave the place of work. The workman shall not ordinarily be required to remain for more than two hours after the commencement of the stoppage. If the period of detention does not exceed one hour, the workmen so detained shall not be paid for the period of detention. If the period of detention exceeds one hour, the workmen so detained shall be entitled to receive wages for the whole of the time during which they are detained as a result of stoppage. No other compensation shall be admissible in case of such stoppages. Whenever practicable, notice shall be given for the resumption of normal work subject to the provision of I.D.Act, 1947.

16.4.2 If the management is unable to provide work for all or any of the workman affected, the management shall be entitled without notice, to lay-off from work or duty all or any such workman as the management may select for the period or periods of time.

16.5 In the matter of retrenchment, the provisions of the Industrial Disputes Act, 1947 and Rules framed thereunder by the appropriate Government, as amended from time to time, shall be followed.

17.0 PAYMENT OF WAGES DURING EMPLOYMENT:

Workmen will be paid monthly, either in cash or by cheque at the option of workmen on a working day during working hours, on or before the tenth day of the month, for the work performed during the preceding month. Subject to provision of Payment of Wages Act, every workman shall be given a wage slip showing the employee number and the gross and the net amounts payable to him for the wage period and also authorised deductions made from his wages.

17.1 Any wages due to workman but not paid on usual pay day on account of their being unclaimed shall be paid on unclaimed wages pay day which shall be notified on the Notice Board.

17.2 A notice specifying the days on which wages are to be distributed shall be posted on the Notice Board every month.

18.0 PUBLICATION OF WAGE RATES:

Notice specifying the rates of wages payable to all classes of workmen for all classes of work and dates from which the rates are in force shall be displayed on the Notice Board.

19.0 SAFETY RULES:

19.1 All workmen shall be required at all times to observe all safety rules, practices and procedures as notified from time to time, and to use safety equipment and appliances as prescribed and provided by management.

19.2 In the event of accidents in the Project/Plant premises during working hours, it shall be the duty of the workman to report the accidents to his superior who shall arrange for his immediate medical attention.
20.0 SAFETY APPLIANCES AND DRESS REGULATIONS:

20.1 Such categories of workmen as may be required and/or specified from time to time shall, while on duty, use and wear safety appliances/dress/uniforms supplied to them. Workmen who have been supplied with safety appliances/dress/uniforms shall use/wear them in proper order while on duty and exercise proper care in maintaining them in good condition.

20.2 The management may also prescribe dress and personal safety regulations for some or all categories of workmen. If a workman reports for duty with improper dress, he shall not be allowed to work until he reports back for duty properly dressed and he shall not be paid wages for the time so taken by him.

20.3 Safety equipment and protective equipment provided by the Project/Plant are intended for use inside the Project/Plant premises only and shall not be taken out without the permission of the Competent Authority.

20.4 All workmen shall conform to such regulations as may be prescribed by the management from time to time relating to:

(a) Cleaning/Washing before entering certain specified sections of work;

(b) Wearing uniforms;

(c) Lighting restrictions, restrictions on the use of certain kinds of clothing, medical and toilet preparations and restrictions of similar nature.

20.A ESSENTIAL SERVICES:

No workman employed in essential services in the premises shall stop work. The following services shall be considered as essential services:

(a) Watch and Ward, fire, safety and security services.

(b) All communication services including teleprinter, telex, telephone, wireless, courier service etc.

(c) Essential Transport Services upto 10(Ten) vehicles including ambulances.

(d) Electric Power generation, transmission of supply.

(e) Water supply.

(f) Medical, Sanitation and Medical health.

(g) Essential maintenance services.

(h) Continuous operation units.

Essential services shall be maintained by the respective workmen working in the respective department/division/section/office in the event of strike or lock out.

20.B All workmen shall comply with such regulations/instructions as may be framed from time to time by the management, relating to residence of workmen in the case of township or other places of accommodation, own or rented by the Company as may be required in the interest of exigencies of work of the Company.

20.C No workman shall leave the Headquarters except with the prior intimation to the Competent Authority.
21.0 **LEAVE:**

A workman (other than a Casual Workman, or Apprentice or a Trainee) will be entitled to leave as follows:

21.1 **EARNED LEAVE:**

21.1.1 Every workman who has worked for a period of 240 days or more during a calendar year shall be allowed, during the subsequent calendar year, leave for a number of days calculated at the rate of one day for every twenty days of actual work performed by him during the previous calendar year.

**EXPLANATION:**

For the purpose of this Standing Order (i) any days of lay-off by agreement or contract, as permissible under these Standing Orders, (ii) Maternity leave to female workman not exceeding 12 Weeks, (iii) the leave earned in the year prior to that in which the leave is enjoyed shall be deemed to be days on which the workman has worked for the purpose of computation of the period of 240 days, but he shall not earn leave for these days. Weekly holidays and holidays as per orders 23 and 24 of these Standing Orders shall not be deemed as days on which the Workman has worked. Leave admissible under this Standing Order shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

21.1.2 A Workman whose service commences other than on the first day of January shall be entitled to leave at the rate laid down in Standing Order 21.1.1, even if he has not worked for the entire period specified in Standing Order 21.1.1 or 21.1.2 entitling him to earn leave.

21.1.3 In calculating leave, fraction of leave of half a day or more shall be treated as one full day’s leave and fraction of less than half a day shall be omitted.

21.1.4 If a workman does not in any one calendar year take the whole of the leave allowed to him under Standing Order 21.1.1 or 21.1.2 any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year, provided that the total number of days of leave that may be carried forward to a succeeding year shall not exceed 30 provided further that if a workman has applied for leave but has not been given such leave, he shall be entitled to carry forward the unavailed leave without any limit.

21.1.5 If the employment of a workman, who is entitled to leave under Standing Order 21.1.1 or 21.1.2 is terminated before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, the workman quits his employment before he has taken the leave, he shall be paid leave salary in respect of the leave not taken.

21.2 **HALF PAY LEAVE:**

Every workman will be allowed half pay leave at the rate of twenty days for each calendar year which may be granted for sickness on medical certificate from the Authorised Medical Officer and/or for private affairs. In the first year of service it shall be calculated proportionately according to the period of service put in by a workman. This leave will be admissible only after completion of a calendar year. Half pay leave may be accumulated upto 60 days only.

21.2A The provisions of this section as far as they relate to earned leave and half pay leave shall not operate to the prejudice of any right to which the persons employed in the establishment may be entitled under any other law or under the terms of any award, agreement or contract of service provides for a longer leave with wages than provided in this section relating to these two types of leave, such person shall be entitled only to such longer leave.
21.3 **COMMUTED LEAVE**:

Commuted leave not exceeding half the amount of half-pay leave due may be granted on submission of a medical certificate from the Authorised Medical Officer. The grant of this leave is subject to the condition that:

Twice the amount of such leave shall be debited against half pay leave due.

**NOTE:**

1. Leave admissible under the Standing Orders 21.2 and 21.3 shall be inclusive of all and/or any holidays occurring during the periods of leave.

2. If and when the Employees’ State Insurance Scheme is made applicable to the workmen, the benefit of half-pay leave and commuted leave under these Standing Orders will be discontinued.

21.4 **EXTRAORDINARY LEAVE**:

Extraordinary leave for a period not exceeding 75 days (Seventy five days) at any one time without pay may be granted in special circumstances when no other leave is by rule admissible, and if the workmen concerned applies in writing for the grant of such leave. In the case of a workman who has been in continuous service for a period exceeding one year and is undergoing treatment for leprosy or tuberculosis or other serious disease requiring prolonged treatment in a Recognised Sanitorium or Institute or by a qualified Specialist or a Civil Surgeon, extraordinary leave without pay not exceeding eighteen months on any one occasion may be granted subject to the following conditions:

The leave shall be granted on the production of a certificate from the Authorised Medical Officer or Medical Officer-in-Charge of the Sanitorium or Institute or the qualified Specialist or Civil Surgeon, as the case may be specifying the period for which leave is recommended.

The period of Extraordinary Leave shall not count for the following purposes:

(a) For earning Earned Leave;

(b) Sanction of Increment (falling during the Extraordinary Leave period) &

(c) Long Service Award.

21.5 **MATERNITY LEAVE**:

A female workman, whether permanent or temporary, shall be eligible for maternity leave to cover a period of confinement, miscarriage or abortion.

21.5.1 The maximum period for which any woman shall be entitled to maternity benefit shall be twelve weeks, that is to say, six weeks upto and including the day of her delivery and six weeks immediately following that day.

21.5.2 In case of miscarriage or abortion, the entitlement of the leave shall be six weeks from the date of miscarriage or abortion.

The leave shall be granted on a medical certificate from the Authorised Medical Officer or a Govt. Medical Officer or Registered Medical Practitioner.

**NOTE**:

If and when the Employees’ State Insurance Scheme is made applicable to the workman, the benefit of maternity leave under these Standing Orders will be discontinued.
21.6 CASUAL LEAVE:

Casual leave is intended to meet special circumstances which cannot be foreseen. Subject to exigencies of Work/Service, a workman may be granted casual leave of absence with pay not exceeding seven days in the aggregate in a calendar year.

In the case of workmen joining the Project/Plant after thirtieth June during a calendar year, total number of days of casual leave permissible during that calendar year will be four. Casual leave shall not be allowed for more than three days at a time except in case of sickness. Ordinarily, the previous permission of the Competent Authority shall be obtained before such leave is taken but when this is not possible, the Competent Authority shall, as soon as may be practicable, be informed in writing of the beginning and the duration of the absence. The Competent Authority has the discretion to refuse, curtail or revoke leave according to the requirement of work. Weekly holidays and National/Festival holidays as notified from time to time and occurring in between casual leave will not be counted as casual leave.

Casual leave cannot be combined with any other kind of leave. Compensatory leave may, however, be combined with casual leave as indicated hereunder either by prefixation or by suffixation or by both.

21.7 SPECIAL CASUAL LEAVE:

Special Casual leave with pay may be granted to a workman as follows :-

21.7.1 For vasectomy operation, not exceeding six days.

21.7.2 For tubectomy operation (non-puerperal sterilization) not exceeding fourteen days to a female workman.

21.7.3 For IUCD insertion, one day.

21.7.4 Male employees whose wives undergo non-puerperal sterilization operation may be allowed up to 7 days special casual leave if the Authorised Medical Officer performing the operation certifies that the presence of the employee for the period of leave is necessary to look after his wife during convalescence after the operation.

The workman concerned shall produce the required medical certificate from the Authorised Medical Officer to be eligible for the above special casual leave. Prefixing of regular leave to special casual leave is not admissible. Sundays and Closed Holidays occurring during the period of special casual leave will be counted as special casual leave.

21.7.5 For blood donation, one day.

21.7.6 For the day or days on which an employee is unable to, attend duty in special circumstances (but not for purely personal reasons as is the case with casual leave) for instance, due to civil disturbance, curfew or strike (other than strikes connected with the Works/Project), or when an employee is inoculated or vaccinated and the Medical Attendant certifies, or takes antirabic treatment, or is participating in sporting event of the Steel Project or of local, national or international importance in a representative capacity or to participate, when sponsored by the Company, in cultural functions/competitions organized by recognized agency at State/National level with the prior permission of the sanctioning authority, or suffers an injury in such sporting events or when attending a camp of the Territorial Army or Scout Camp subject to maximum period of 30 days in a calendar year.
21.8 **LEAVE TO CASUAL WORKMEN AND TEMPORARY WORKMEN:**

Subject to the provisions of law applicable, casual workmen shall not be entitled to any kind of leave.

21.9 **LEAVE TO APPRENTICE(S):**

Apprentices shall be entitled to leave as per the provisions of the Apprentices Act, 1961 as amended from time to time.

Trainees will be entitled to leave as per the terms of their contract of employment as amended from time to time.

21.10 **QUARANTINE LEAVE:**

Which may be granted to an employee who is necessitated by orders not to attend duty in consequence of the presence of any infectious disease in his family or household. Such leave is granted on the certificate of Medical or Public Health Officer, for a period not exceeding 21 days or in exceptional circumstances 30 days.

**NOTE:**

(a) Quarantine leave is not debited to Leave Account.

(b) Quarantine leave may, if necessary, be combined with other kinds of leave but the total leave should not exceed the maximum limits prescribed in this clause.

(c) Any leave necessary for quarantine purposes in excess of the prescribed limits is treated as ordinary leave.

(d) Quarantine leave is not admissible to an employee if he himself suffers from an infectious disease; he should be granted leave admissible under clauses (21.1, 21.2, 21.3 and 21.4).

(e) Cholera, Small-pox, Plague, Diphtheria, Typhus fever and Cerebro-Spinal Meningitis may be considered as infectious diseases for the purpose of this clause. Any other disease as may have been declared by the State Governments concerned as an infectious disease for the purpose of their quarantine leave rules may also be considered as infectious disease for the purpose of this clause.

In case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, e.g., small-pox, there is reason for grant of such leave.

(f) The term ‘Household’ used in this clause includes all individuals residing in the same house, irrespective of whether or not they belong to the same family.

22.0 **GENERAL CONDITIONS FOR GRANT OF LEAVE:**

22.1 No leave can be claimed as a matter of right and can only be granted after considering the exigencies of work/service. The Competent Authority has the discretion to refuse, curtail or revoke leave at any time according to the exigencies of work. No leave shall be granted to a workman while on suspension.

22.2 The workmen who desire to obtain leave of absence shall apply to the Competent Authority and shall not avail of the same before it is actually sanctioned.

22.3 Except in an emergency application for leave for three days or less should be made at least twenty four hours previous to the time from which the leave is required.
22.4 Applications for leave for more than three days should be made at least seven days before the date from which the leave is required.

22.5 A workman shall furnish to the Competent Authority his leave address in the leave application itself.

22.6 A workman who desires to apply for or extend his leave on medical grounds, shall submit with his application a certificate from the Authorised Medical Officer. On receipt of such application, the Competent Authority shall inform the workman, in writing at the address given by him in his application or previously intimated, whether the leave or extension of leave has been sanctioned and if so, for what period or whether the leave or extension of leave has been refused. The Competent Authority may at his discretion refer the matter to any other Authorised Medical Officer for advice and direct the workman to report before him for confirmation of the medical certificate.

22.7 A workman who has been sanctioned leave or an extension of leave, on medical grounds shall not be allowed to resume duty unless he produces a ‘fitness certificate’ from the Authorised Medical Officer.

22.8 If a workman, after proceeding on leave desires an extension thereof, he shall make an application, in writing, to the Competent Authority before expiry of leave originally granted and the Competent Authority shall on receipt of such an application inform the workman in writing whether or not the extension of leave applied for has been sanctioned and if so for what period and on what conditions.

22.9 If any workman remains absent for a period of 8 days without intimation or beyond the period of leave originally sanctioned or subsequently extended he will be served with a registered notice by the Competent Authority on his last known address calling upon him to resume duty by a stipulated date which shall not be in any case before the expiry of 15 days from the date of mailing this notice. If the workman concerned fails to resume duty by the stipulated date the competent authority may terminate the service by striking off the name of the employee concerned from the rolls of the Company.

In case the employee returns within 8 stipulated days from the commencement of the absence or the expiry of leave originally granted or subsequently extended as the case may be or within 15 days of the notice period and explains to the satisfaction of the management the reasons for his absence or his inability to return on the expiry of the leave as the case may be he may be reinstated.

22.10 Number of times that earned leave may be taken by a workman during any year shall not exceed three except under special circumstances with the approval of the Competent Authority and/or when the leave is taken on medical grounds duly supported by medical certificate of the Authorised Medical Officer.

22.11 Unauthorized absence will not ordinarily be regularized by grant of any kind of leave.

23.0 WEEKLY HOLIDAY :

Every workman shall be granted a weekly off for a whole day on a specified day of the week. The Competent Authority may require a workman to work on a weekly holiday including Sunday. A workman who cannot be allowed a weekly holiday on the specified day due to exigencies of work/service shall be granted a compensatory holiday in lieu thereof and/or overtime as per law applicable.

24.0 PAID HOLIDAYS :

The Project/Plant shall grant nine paid holidays which include National Holidays viz., Republic Day, Independence Day, Mahatma Gandhi Jayanithi and State Holiday, for Andhra Pradesh Formation day in a year. The Competent Authority may require a workman to work on a paid holiday. Subject to exigencies of work/service, workman shall be allowed to avail of the paid holidays. The workman who cannot be spared and is required to work on any of these holidays will be granted either a compensatory holiday or be paid a day’s wages in lieu thereof. The days observed as holidays shall be notified on the notice board.
25.0 TERMINATION OF EMPLOYMENT:

25.1 The services of any workman may be terminated on any reasonable cause as listed below by giving one month’s notice in writing or wages in lieu thereof after giving reasonable opportunity.

25.1.1 Insanity, physical infirmity, contagious or infectious disease of permanent nature, continued ill-health, medical unfitness for employment with the Company, as declared by the Authorised Medical Officer.

25.1.2 Conviction for a criminal offence in a court of law for culpable homicide.

25.1.3 If any declaration given or information of serious nature furnished by a workman in connection with his appointment or during the course of his service proves to be false, or if it is found that he/she has willfully suppressed any material information or on receipt of adverse report on verification of character and antecedents.

25.2 The services of Temporary workman, Probationer, Apprentice and Trainee may be terminated at any time by the Management giving 14 days notice or wages in lieu thereof wherever such termination is effected before the expiry of the period of service specified in their appointment orders, subject to the provisions of I.D.Act.

25.3 The services of Casual Workman may be terminated at any time by the management without any notice or compensation, subject to the provision of I.D.Act.

26.0 SPECIAL PROCEDURE FOR TERMINATION OF EMPLOYMENT IN CERTAIN CASES:

26.1 Notwithstanding anything contained in the Standing Orders No.30, where a penalty is to be imposed on an employee on the grounds of misconduct, which had led to his conviction of criminal charge or where the Managing Director/Director/Chief Executive is satisfied for reasons to be recorded in writing that it is not expedient or in the interest of security to follow the procedure laid down in the Standing Orders, he may consider the circumstances of the case and pass orders thereon as he deems fit.

27.0 ACTS OF MISCONDUCT:

Without prejudice to the general meaning of the term ‘misconduct’ any action or omission violative of the contract between the Company and Workman shall constitute a misconduct. To illustrate, the following actions/omissions on the part of the workman shall amount to misconduct.

27.1 Using his position or using his influence directly or indirectly to secure employment for himself and/or for any members of his family in any firm or company having business with the Company or with any other firm having business relations with the Company.

27.2 Making public or publishing by a workman any vital document, paper or information which might have come into his possession in official capacity, without prior permission of Competent Authority.

27.3 Giving evidence, except with permission, in connection with any enquiry conducted by any person committee or authority and while giving evidence, criticising the policy or any action of the Company, the Central Government or of a State Government.

NOTICE:

However, subject to the above general provisions giving evidence in the following circumstances without prior permission may not be a violation of this Standing Orders.

(a) Evidence given in any enquiry before an authority appointed by the Company, Government, Parliament or State Legislature.
(b) Evidence given in any judicial enquiry.

(c) Evidence in any departmental enquiry ordered by the Company.

27.4 Disclosing during service any secret, cost of production of any or all of the company’s products, cost of equipment, plans, etc., information of settlement of claims by the Company in or out of court, or any other information of matters on trade or business secrets.

27.5 Carrying outside the Project/Plant any notes, books, drawings, sketches, photographs, apparatus, documents or any other property belonging to the Company or relating to the Company’s business, affairs or operation, unless permitted by the Competent Authority.

27.6 Asking for or accepting contribution to or otherwise associating with the receiving of any fund without the permission of the Controlling Authority in the Plant, Mines and Offices.

27.7 Soliciting or accepting directly or indirectly or permitting any member of his family to accept without previous permission, any gift or reward or any such offer exceeding the value that may be fixed by the management as per Government Directions from any person or firm having dealings with the Company or any subordinate workman.

27.8 Acceptance or lavish or frequent hospitality from any individual or firm having official dealing with him.

27.9 Carrying out or being concerned in any other business or holding of an office with or without remuneration while in the employment of the Company.

27.10 Taking part in the registration, promotion or management of a bank or other company registered under the Companies Act, 1956 or any other law for the time being in force, without prior permission.

NOTE:

A workman may take part in registration, promotion or management of any co-operative society registered under the Cooperative Societies Act, 1912 or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 or any corresponding law in force.

27.11 Carrying on money lending as a business.

27.12 Contracting of marriage by a workman who has a spouse living, without prior permission, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him/her.

27.13 Conviction in any court of law for the criminal offence involving moral turpitude.

27.14 To stage, encourage or instigate forms of coercive action or ‘Gherao’ on any members of the managerial or other staff.

27.15 Failure to observe safety instructions and/or dress regulations or interference with any safety device or equipment installed in the premises.

27.16 Interfering with machines or processes not connected with the work allocated and/or required to be done as ordered by his superior.

27.17 Conduct within the premises which is likely to endanger the life or safety of the employee or any other person.
27.18 Failure to report at once to the superior, any vital defect which a workman may notice in any equipment connected with his work.

27.19 Manufacturing or attempting to manufacture unauthorized articles or doing private or personal work within the premises.

27.20 Interference with the work of any other workman or any other person in a manner inimical to the interests of the Company.

27.21 Failure to observe Company’s regulations for the prevention of fire, security, fire drill practices or refraining from doing or conducting fire drill practices when required to do so.

27.22 Demanding offering or accepting bribes or any illegal gratification.

27.23 Acceptance or solicitation by workman or his family or relatives with the knowledge of the workman of any money, favour or any other means of reward for employment or consideration for employment in the Company.

27.24 Acceptance or solicitation by workman or his family or relatives with the knowledge of the workman of any money, favour or any other reward connected with purchase of material or service for Company’s use or sale of Company’s product.

27.25 Theft, fraud or dishonesty in connection with the Company’s business, affairs or operation or property or of the property entrusted by the Company.

27.26 Interference with attendance records or means of logging such records.

27.27 Willful disfigurement, forgery, falsification, destruction or alteration, theft or removal of any records of the company.

27.28 Committing nuisance in the Company premises.

27.29 Gross or habitual negligence or neglect of work.

27.30 Willful damage to work in process or any other property of the Company.

27.31 Not keeping plant, machinery and equipment clean and tidy.

27.32 Insubordination or disobedience whether alone or in combination with another or others to any lawful and reasonable orders of a superior.

27.33 Inciting others to take part or participating in an illegal strike.

27.34 Sudden stoppage of work or leaving work undone resulting in damage to Company’s plant or properties.

27.35 Willful slowing down of work, stopping of work or abetment or instigation thereof.

27.36 Stoppage of work alone or in combination with other workman or workmen in contravention of the provisions of the law for the time being in force or the provisions of these Standing Orders.

27.37 Registering of attendance of another workman or abetting in the Act of registering attendance of another workman.

27.38 Canvassing for political party membership or the collection of political party dues, funds or contribution within the premises of the Company.
27.39 Riotous or disorderly behaviour or any act subversive of good behaviour or discipline within the premises of the Company.

27.40 Organising or holding any meetings within the Project/Plant or in the Company’s premises without written permission of the management except in the following two places:

1) Near Technical Training Institute Bus Terminal.

2) Township at a suitable open space.

27.41 Gambling of any kind within the premises of the company.

27.42 Drunkenness, intoxication or carrying or consuming alcoholic liquor or narcotics within the premises of the Company.

27.43 Indecent behaviour, threatening, intimidating, coercing superiors or other workmen, quarrelling or interfering with the work of other workmen, assault or threat of assault, making false accusation, use of impolite or insulting language against a superior or any other workman or any Executive/Officer of the Company.

27.44 Leaving place of work without sufficient cause during working hours and/or entering another department/division/section/office or shop or premises otherwise than in the course of duty without permission of his superior.

27.45 Loitering, idling or wasting time during working hours or malingering or being in the work place or premises after authorised hours of work without permission of the superior.

27.46 Habitual late attendance and willful or habitual absence from duty.

27.47 Smoking in the premises where smoking is prohibited.

27.48 Transfer of identity badge and/or other means of identification to another person.

27.49 Habitual failure to show identity badge as required.

27.50 Refusal to accept a charge sheet, order or other communication served by the management.

27.51 Distributing or exhibiting in the premises, hand bills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representation, any matter.

27.52 Possession and/or use in the premises, of weapons, explosives, inflammable materials, cameras, radios, transistors, tape-recorders, loudspeakers, megaphones etc.

27.53 Making false or malicious statement, Public or otherwise against the company or any of its Executive/Officer.

27.54 Sleeping while on duty.

27.55 Obtaining or attempting to obtain leave of absence by false statement and/or pretences and/or abuse of any leave.

27.56 Surrounding or forcibly detaining or otherwise interfering with free movement of the Company’s Executive/Officer of other workman or visitors inside the premises.

27.57 Refusal to accept order of transfer from one shift to another or one place to another.
27.58 Refusal to submit to search by the Security Personnel or any other agency to which security is entrusted by the management.

27.59 Entering or leaving except by an authorised gate, door or exit intended for the purpose or scaling or breaking or damaging or otherwise tampering with any door, window, wall or structure forming part of the Company’s property.

27.60 Violation of speed restrictions on vehicles imposed in the Company’s premises. Breach of the Company’s health, security and/or safety regulations in the Company’s premises.

27.61 Writing anonymous or pseudonymous letters regarding the Company’s employees, business, affairs or operation.

27.62 Failure to attend to work after duty hours or on a weekly or other holidays, when required to do so in writing.

27.63 Carrying unauthorised persons in Company’s vehicle, transport and/or equipment or allowing unauthorised persons to operate Company’s vehicle, transport and/or equipment.

27.64 Leaving one’s place or places of work during or at the end of shift without being properly relieved as set out in rules regarding shifts.

27.65 Any act which constitutes violation of any of these Standing Orders.

27.66 Misuse/subletting of Company’s quarters or land.

27.67 Canvassing by a workman in support of the business of any insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family.

27.68 Mismanagement of the affairs and/or Misappropriation of funds of Co-operative Societies/Associations for which the Company is financing or extending any facility and in which the employee holds a responsible position.

27.69 Dealing by a workman in the discharge of his duties with any matter or any contract with any firm or company or any other person, if any member of his family is employed in that firm or under that person, or if he or any member of his family is interested in such matter or contract in any other manner unless the workman had referred every such matter or contract to his superiors and the matter or contract was disposed of according to the instructions of the authority to whom the reference was made.

27.70 Owning wholly or in part or conducting or participating in the editing or management of any newspaper or other periodical publications.

27.71 Contesting election to any elected office of the local bodies, legislative bodies, etc., while in employment of the Company without permission.

27.72 Making any statement which has the effect of adverse criticism of any policy or action of the Central or State Government or of the Company or which is capable of embarrassing the relations between the Company and Public.

27.73 Acceptance of any fee or any pecuniary advantage for any work done by the workman for any public body or any private person without permission.

27.74 Acquiring or disposing of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family without prior permission.
27.75 Possession of pecuniary resources or property disproportionate to the known sources of income by a workman or in his behalf by another person which the workman cannot satisfactorily account for.

27.76 Failure to submit when called upon, within the stipulated period, a full and complete statement of such movable or immovable property held or acquired by him or any member of his family, as may be required by the Management.

27.77 Taking recourse to any Court or to the press without prior permission for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

27.78 Bringing or attempting to bring by a workman any political or other outside influence to bear upon the management to further his interest in respect of matter pertaining to his service under the Company.

27.79 Failure to report an occurrence of any accident involving personal injury in the course of employment or the contracting of contagious or infectious disease.

27.80 Failure to take proper care of the plant, machinery, equipment, tools, gauges, jigs, fixtures, drawings, office records, office equipment, etc., entrusted to the workman.

27.81 Failure to notify the management of any change in residential address.

27.82 Refusal to vacate Company’s housing and/or accommodation of any kind when called upon to do so.

27.83 Making alterations, additions, modifications, removal of accessories, etc., in the Company’s houses and/or accommodation of any kind allotted to the workman, without the approval of Competent Authority.

27.84 Keeping cattle and animals of any kind in the Company’s accommodation, which may violate the Company’s sanitation, health, security and/or safety regulations.

27.85 Acts or omission which lower the quality of goods manufactured/service rendered and/or reduce the production.

27.86 Abetment or attempt to commit any of the misconducts within these Standing Orders.

NOTE:

For the purpose of these Standing Orders family means and includes:

‘Family’ means and includes :-

i. Wife or husband, as the case may be, of the workman whether residing with him or her or not but does not include wife or husband separated from the workman by decree or order of a competent Court.

ii. Son, daughter, step son, step daughter of the workman and wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the workman or whose custody the workman has been deprived of by or under any law.

iii. Any other person related, whether by blood or marriage to the workman or to such workman’s wife or husband and wholly dependent on such workman.

28.0 PUNISHMENT FOR MISCONDUCT:

28.1 The following punishments may be imposed on any workman who is found guilty of misconduct by the Disciplinary Authority.

Certified Standing Orders
MINOR PUNISHMENTS:

28.1.1 Censure.
28.1.2 Fine.
28.1.3 Suspension without pay for a period not exceeding four days.

MAJOR PUNISHMENTS:

28.1.4 Stoppage of increment.
28.1.5 Reduction to a lower grade or post or lower stage in the time scale; and
28.1.6 Removal from service;
28.1.7 Dismissal from the service of the Company.

EXPLANATION:

The following shall not constitute a punishment:

(i) Stoppage of increment of a workman on account of his failure to cross the efficiency bar, if any or failure to pass the prescribed test or examination.

(ii) Non-promotion whether in officiating capacity or otherwise of a workman to higher post for which he may be eligible but for which he is found unsuitable.

(iii) Reversion to a lower grade or post of a workman officiating in higher grade or post on the ground that he is considered during or at the end of probation period to be unsuitable for the higher grade or post.

(v) Termination of service:

1. of a workman appointed on probation during or at the end of the period of probation in accordance with the terms of appointment.

2. of a workman appointed in a temporary capacity on the expiry of the period for which he was appointed or earlier in accordance with the terms of his appointment.

3. of a workman appointed under a contract or an agreement in accordance with the terms of such contract/agreement.

4. of a workman on reduction of establishment or on retrenchment.

5. in terms of the provisions of Standing Order No.25.

6. in terms of the provisions of Standing Order No.26.

7. on attaining the age of superannuation.

28.2 When an act of misconduct is alleged against a workman for which a punishment as provided under Standing Orders 28.1.1, 28.1.2 and 28.1.3 is proposed to be imposed, the workman shall be given an opportunity to show cause before punishment is imposed.

28.3 No order imposing any of the punishments referred to in Standing Orders 28.1.4, 28.1.5, 28.1.6 and 28.1.7 shall be made except after holding an inquiry against the workman concerned in respect of the alleged misconduct in the manner set forth in Standing Order No.30. Where the management feels it advisable, a joint enquiry involving more than one workman may be held. The inquiry, wherever held, shall be conducted and recorded in English, Hindi or Telugu whichever is preferred by the workman.
29.0 DISCIPLINARY AUTHORITY:

Any Executive/Officer to whom powers are delegated to take disciplinary action against a workman shall be the disciplinary authority competent to initiate disciplinary action and to impose punishment on a workman.

30.0 PROCEDURE FOR IMPOSING PUNISHMENT:

30.1 When a workman is charged with misconduct which may lead to the imposition of any of the penalties mentioned in Standing Order 28.1, the Disciplinary Authority shall frame definite charges on the basis of the allegations against him. The charges together with a statement of allegations on which they are based, shall be communicated in writing to the workman who shall be required to submit a written statement of his defense within such time as may be specified but not exceeding three days by the Disciplinary Authority.

30.2 It shall not be necessary to hold an enquiry if punishment is to be imposed in terms of Standing Orders 28.1.1, 28.1.2, 28.1.3. In other cases, covered by Standing Orders 28.1.4, 28.1.5, 28.1.6 and 28.1.7 above on receipt of the written statement of the workman or if no such statement is received within the time specified, an inquiry may be held by the Disciplinary Authority itself or by an Executive/Officer of the Company or a committee appointed by the Disciplinary Authority for the purpose. It may not be necessary to hold an inquiry in respect of the charges admitted by the workman in his written statement provided that the workman affirms that the statement made by him is voluntary and not prompted by anyone else.

30.3 The workmen may be allowed to take the assistance of any other workman of the Project/Plant or an office bearer of the Trade Union who is an employee of the Company of which he is a member to present the case on his behalf.

30.4 The Disciplinary Authority shall consider the record of the inquiry, record its conclusions on each charge and pass appropriate orders.

30.5 Copies of all relevant documents in connection with the enquiry, such as enquiry proceedings, findings of the Enquiry Officer, etc., shall be supplied by the management to the employee concerned on request.

31.0 SUSPENSION PENDING ENQUIRY AND SUBSISTENCE ALLOWANCE:

31.1 Where a disciplinary proceeding against a workman is contemplated or is pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the Disciplinary Authority is satisfied that it is necessary or desirable to place the workman under suspension, the workman may be suspended by order in writing with effect from such date as may be specified in the order. A copy of the order of suspension shall be supplied to the workman.

31.2 A workman who is placed under suspension under Standing Order 31.1 shall during the period of such suspension, be paid subsistence allowance at the following rates, namely:

31.2.1 Where the inquiry contemplated or pending is departmental, the subsistence allowance shall, for the first ninety days from the date of suspension be equal to one-half only of the basic wages and dearness allowance put together. If the departmental inquiry gets prolonged and the workman continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourths of such basic wages and dearness allowance put together.

31.2.2 Where the inquiry is by an outside agency or where criminal proceedings against the workman are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to only one-half of his basic wages and dearness allowance put together. If such inquiry or criminal proceedings get prolonged and the workman continues to be
under suspension for a period exceeding one hundred and eighty days, the subsistence allowance
shall, for such period, be equal to three-fourths of such wages.

Provided that where inquiry or criminal proceedings is prolonged beyond a period of one hundred and
eighty days for reasons attributable to the workman, the subsistence allowance shall, for the period
exceeding one hundred and eighty days be reduced to one-fourth of such wages.

31.3 If, on the conclusion of the inquiry or criminal proceedings, the workman has been found guilty of the
charges framed against him, the Disciplinary Authority shall pass appropriate orders.

Provided that when an order of dismissal is passed, the workman shall be deemed to have been absent
from duty during the period of suspension and he shall not be entitled to any remuneration but the
subsistence allowance already paid to him shall not be recovered.

Provided also that where an order imposing censure, fine, suspension, stoppage of increment or
reduction to a lower grade or post or lower stage in time scale is passed under Standing Order 28.1,
the workman shall be deemed to have been on duty during the period of suspension and shall be
entitled to the difference in wages, he would have received had he not been placed under suspension,
and the subsistence allowance paid to him during the suspension period.

31.4 If, on the conclusion of the inquiry or criminal proceedings, the workman has been found to be not
guilty of any of the charges framed against him, he shall be deemed to have been on duty during the
period of suspension and shall be entitled to the difference in wages, he would have received had he
not been placed under suspension, and the subsistence allowance paid to him during the suspension
period.

31.5 The payment of subsistence allowance under this Standing Order shall be subject to the workman
concerned not taking up any employment during the period of suspension. A workman under
suspension may be required to report at least once every day for attendance at a specified office.

32.0 APPEAL AND APPELLATE AUTHORITY :

32.1 A workman on whom any of the punishment is imposed shall have the right of appeal to the authority
notified in this behalf. The appeal shall be submitted within fifteen days of receipt of the order of the
Disciplinary Authority, and the Appellate Authority shall dispose of the appeal within thirty days of
the receipt of the appeal.

32.2 The Appellate Authorities shall be notified by the Company from time to time.

33.0 REVIEW OF CASES AFTER APPEAL :

An authority higher than the Appellate Authority may review a case after appeal at any time either on
its own motion or on the application of the employee concerned.

34.0 GRIEVANCE PROCEDURE :

All grievances of the workman shall be dealt with by the Grievance machinery set up by the
management.

35.0 TEMPORARY ASSIGNMENT :

A workman shall be bound, if and when required by the management, to go any where in connection
with Company’s business, affairs or operation and discharge such duties, as may be assigned to him
by the management.
36.0 **TRAINING:**

A workman is liable to undergo such training for such period and undertake such examinations as may be prescribed by the management from time to time.

37.0 **TEST:**

37.1 Every workman shall be required to pass oral and/or written tests and/or practical and/or trade tests appropriate for the work and as may be prescribed from time to time by the management.

37.2 All workmen, wherever required, shall at their own cost keep their required licenses /certificates /qualifications, etc., valid during the currency of their service in the Company.

38.0 **RESIGNATION:**

38.1 Workmen who are not under a bond and who wish to leave the Company’s service must give the Company the same notice as the Company is required to give them in terms of the appointment letter. The management may, at its discretion, accept the resignation with immediate effect or from any time before the expiry of the notice period.

38.2 If a workman leaves the service of the Company without the requisite notice then without prejudice to any other action under his contract of service, the Company may deduct from his unpaid wages a sum equivalent to the period of notice which he is required to give.

39.0 **SERVICE CERTIFICATE:**

Every workman shall be entitled to a service certificate, specifying the nature of work (designation) and the period of employment (indicating the days, months, years), at the time of discharge, termination, retirement or resignation from service.

40.0 **MEDICAL AID IN CASE OF ACCIDENTS:**

Where a workman meets with an accident in the course of or arising out of his employment, the employer shall, at the employer’s expense, make satisfactory arrangements for immediate and necessary medical aid to the injured workman and shall arrange for his further treatment, if considered necessary by the doctor attending on him, wherever the workman is entitled for treatment and benefits under the Employees’ State Insurance Act, 1948 or the Workmen’s Compensation Act, 1923, the employer shall arrange for the treatment and compensation accordingly.

41.0 **COMMUNICATION OF ADDRESS:**

Every workman shall notify to the management in writing his address in full and all changes thereof from time to time immediately after such change takes place. The last address given shall be deemed to be his correct address for all purposes.

42.0 **COMMUNICATION TO WORKMEN:**

42.1 The management will consider that a workman has been given proper written notification concerning any communication by use of any of the following methods;

42.1.1 By handing over the communication to him anywhere in the premises;

42.1.2 By dispatching the communication to him by registered post to his last known address; and

42.1.3 By displaying the communication on the Notice Board.
43.0 SUPERANNUATION:

43.1 Age of retirement of a permanent workman in the regular establishment of the Company shall be fifty eight years unless otherwise provided in his terms of appointment. The retirement of a workman shall take effect from the afternoon of the last day of the month in which the workman attains the age of superannuation as per age record maintained by the Company.

44.0 LIABILITY OF EMPLOYER:

44.1 The Employer of the establishment shall personally be held responsible for the proper and faithful observance of the Standing Orders.

44.2 A copy of the Certified Standing Orders shall be supplied free of cost in the first instance on demand by the workman.

44.3 For the purpose of interpretation of these Standing Orders or other communications from the Company, the English version shall be taken as final and binding.

44.4 A copy of these orders in English, Hindi and Telugu shall be pasted on a notice board maintained at or near the main entrance to the establishment and shall be kept in a legible condition.

45.0 SAVING:

Nothing contained in these Standing Orders shall operate in derogation of any law or to the prejudice of any right under written contract of service for the time being in force.

* * * * * *
VIGILANCE POLICY

1.00 THE POLICY
2.00 STRATEGY
3.00 OBJECTIVES
4.00 COMMITMENT
5.00 MODALITIES
6.00 ORGANIZATION
7.00 EXECUTIVE INSTRUCTIONS

ANNEXURE: Procedure for Giving Vigilance Clearance/Vigilance Status

VIGILANCE AUDIT
1.00 THE POLICY

Eternal vigilance is the nucleus of RINL Vigilance Policy 2015, to achieve excellence by developing an international image of RINL as a clean, transparent, continuously learning and growing organization and to function as catalyst to contribute for the improvement of its efficiency, productivity and profitability.

2.00 STRATEGY

To lay a major thrust on preventive vigilance and surveillance, and analyze in detail, issues with vigilance angle in order to ensure transparency in the system.

3.00 OBJECTIVES

3.01 To maintain purity and integrity in the organization and to raise the morale of the honest.

3.02 To be vigilant on all fronts.

3.03 To have effective vigilance drive to curb corruption and malpractices.

3.04 To conduct Vigilance Audit covering technical scrutiny and procedural lapses and to initiate remedial measures.

3.05 To identify vigilance angles in cases taken up for investigation and to initiate corrective and punitive actions.

3.06 To conduct investigations in a judicious manner on individuals having malafide intentions and lack of integrity in a detected case.

3.07 To gather effective intelligence with interface coordination for proper vigilance functioning.

3.08 To provide protection to honest and innocent employees.

3.09 To coordinate effectively with CVC/CBI/Police.
3.10 To strive effectively to develop the culture of front-line in-house vigilance in addition to the exercising eternal vigilance.

3.11 To identify the persons of doubtful integrity, holding sensitive posts and to advise management for proper placement.

3.12 To spread vigilance activities and strengthen the Management in developing an effective management control and to help in improving transparency, efficiency, productivity and profitability and thereby converting vigilance activities into prospective profit generating centers.

3.13 To reduce Vigilance cases by increasing preventive work.

3.14 To refer the cases to CBI pertaining to cheating/criminal angles as per the prescribed procedure.

4.00 COMMITMENT

RINL resolves to emerge as a transparent and reputed organization of international standards of efficiency and impeccable integrity.

5.00 MODALITIES

5.01 Policy guidelines and procedures shall be recommended in respect of each department clearly and simplified for effective timely service. Departments will help vigilance identify areas lacking in Systems and Procedures.

5.02 Regular and surprise checks shall be conducted by vigilance frequently in all sensitive areas.

5.03 Identification of persons of doubtful integrity is to be done as per the procedure.
5.04 Sensitive areas are to be identified in consultation with concerned Functional Directors and a list of such sensitive areas is to be drawn with the approval of CMD and rotation of executives/staff in these areas may be recommended.

5.05 Database of each case shall be processed and updated in computerized vigilance audit card as annexed.

5.06 Investigations would be conducted only on authentic/known/genuine sources of information or on internal intelligence collected by Vigilance Department or on all verifiable facts referred in complaints.

5.07 Anonymous letters, telephone calls may not be entertained, but can be considered as source information for verification. The procedure for dealing with such complaints will be as per communication from Govt. of India vide DOPT OM No.321/4/91 AVD.III dated 29.9.1992 and OM No.371/38/97-AVD-III dated 3.11.1997 of Department of Personnel & Training, Govt. of India, as amended from time to time.

5.08 Cases shall be registered as per the guidelines/procedure as framed from time to time.

5.09 Clause Deleted.

5.10 Principles of Natural Justice shall be followed in all cases apart from those evolved from time to time by court judgments.

5.11 General Administrative circulars may be issued from time to time as a preventive vigilance measures and implemented to plug the loopholes in the systems observed during the investigation.

5.12 Inquiring authority may be appointed for inquiry as per RINL/CDA Rules and Certified Standing orders of the Company and Service Rules of RINL/VSP.
5.13  Enquiry Reports of the inquiring authority shall be placed before the disciplinary authority, who shall issue final orders as expeditiously as possible.

5.14  Clause Deleted.

5.15  Clause Deleted.

5.16  Collection of classified documents/records/searches by Vigilance Department in criminal proceedings shall be taken up with the approval of Competent Authority.

5.17  The inherited assets of the individual, assets as per property return statement and ornaments and gifts received by the spouse from the parents (Stree Dhan) declaration made in Income Tax Returns may be duly considered at the time of seizure.

5.18  Punitive actions as per the decision of the Disciplinary Authority shall be implemented.

5.19  Clause Deleted.

5.20  Vigilance status is to be invariably sought to facilitate the Competent Authority to take suitable decision in the followings:

   i) Confirmation/Promotion
   ii) Resignation.
   iii) Voluntary Retirement/Retirement.
   iv) No Objection Certificate for issuing passport.
   v) Deputation to other Organizations.
   vi) Engagement of superannuated employees on consultancy / Advisory basis etc.
   vii) Nomination for /Conferment of awards
   viii) Obtaining Permanent pass for entry into Airport / Ministries etc.
   ix) Forwarding application for employment in PSU / Govt. Departments.
   x) Attending interviews held by PESB / other Govt. Departments.
The procedure in dealing with vigilance status will be as per the annexure enclosed.

5.21 Review of Company's Systems, Procedures and Rules shall be done from time to time with a view to plugging loopholes.

5.22 Vigilance Department will create awareness among front-line personnel the importance and use of exercising in-house vigilance and will provide necessary guidance for its effective implementation.

6.00 ORGANIZATION

6.01 Vigilance Department of RINL/Visakhapatnam Steel Plant shall be headed by a Chief Vigilance Officer (CVO)*.

6.02 Executives of Vigilance Department may be drawn from other departments on tenure/transfer basis for a period of three years which can be extended up to a maximum period of five years including the said three year period, on recommendation of CVO.

6.03 Chief Vigilance Officer shall have both administrative and functional control of the Corporate Vigilance Department. He will be assisted by a Senior Executive with the approved strength of supporting staff. The staff strength of Vigilance Organization will be reviewed from time to time as per need.

6.04 All Executives of Vigilance Division shall be rotated and there will not be any separate Vigilance Cadre. Staff and Officers of integrity will be considered and posted for a maximum period of five years and shall be reverted back to parent department on completion of tenure.

6.05 Training Programs shall be organized for Executives of Vigilance Division on the role and functions of Presenting officer and Investigating Officer in line with similar training being imparted to executives of other departments.
6.06 CVO may draw the executives from other departments to form committees for investigation and to give opinions on some specialized subjects/matters and all the concerned shall cooperate in this matter.

* The head of Vigilance Department may carry the designation of Director (Vigilance) or Executive Director (Vigilance) or such other designation as the case may be in accordance with the directives of the Government.

7.00 EXECUTIVE INSTRUCTIONS

7.01 In all Disciplinary matters, Service Rules/CDA Rules/Certified Standing Orders of the Company shall be followed.

7.02 Systems shall be developed and updated from time to time.

7.03 Approved manuals and procedures shall be strictly followed.

7.04 Process of Vigilance functions shall be as per flow chart annexed.

7.05 The instructions of CVO with regard to the supply of documents, personal attendance, furnishing of information etc., shall be followed.

7.06 Disposal of vigilance cases normally should be done within the time frame given by CVC/DOPT on case to case basis and all necessary follow up will be done by Vigilance Department to adhere to the time limit. In order to ensure expeditious completion of investigation, the guiding principle - 'No one should remain under cloud for a longer period than necessary' - should invariably be followed and the investigation into cases of employees under suspension or about to retire should be given the highest priority so that the period of suspension is kept to the barest minimum and there is sufficient time for processing the investigation report.
7.07 QATD Lab shall accord priority for conducting tests referred by Vigilance Department and cooperate fully at all times in sampling, testing etc.

7.08 All HODs to submit a compliance report on implementation of suggestions given by Vigilance Department to CMD with a copy to CVO as soon as possible.

7.09 Any amendment to the Policy, as necessary, will be incorporated with the approval of the Board.
PROCEDURE FOR GIVING VIGILANCE CLEARANCE/VIGILANCE STATUS

1.0 Vigilance Clearance/Status is to be sought in respect of the following to facilitate the Competent Authority to take a suitable decision:
   i) Confirmation/Promotion
   ii) Resignation.
   iii) Voluntary Retirement/Retirement.
   iv) No Objection Certificate for issuing passport.
   v) Deputation to other Organizations.
   vi) Engagement of superannuated employees on consultancy / Advisory basis etc.
   vii) Nomination for /Conferment of awards
   viii) Obtaining Permanent pass for entry into Airport / Ministries etc.
   ix) Forwarding application for employment in PSU / Govt. Departments.
   x) Attending interviews held by PESB / other Govt. Departments.

2.0 Promotion:

2.1 HR Department will forward the list of select / eligible candidates in case of promotion to CVO. On receipt of the list, CVO will indicate Vigilance status expeditiously in respect of the select / eligible executives and non-executives as per the following so that the secrecy of the selection process is maintained:
Vigilance status will be sent in a sealed cover to CMD in respect of Executive Directors and above and to Director (Personnel) in respect of executives in the grade of GM and DGM.

In respect of executives in E-6 & below grades and non-executive employees, Vigilance status will be sent to GM (HR) / officer in E-7 grade and above nominated by Director (Personnel) for vigilance clear cases and to Director (Personnel) in all other cases where employee is not clear from vigilance angle.

2.2 In case, nothing adverse has been registered, the status will be indicated as “clear from Vigilance angle”. Complaints received against any employee are not a bar to vigilance clearance as long as it is in complaint stage.

In all cases other than for promotion, on receipt of the list, Vigilance Department will indicate Vigilance status within a period not exceeding 7 days from the date of receipt of such letter or request.

2.3 In case anything adverse has been registered, the facts of the case should be indicated to enable the Competent Authority to take a decision. Once Preliminary Inquiry (PE)/Regular Case (RC) has been registered by CBI or Department, the likely comments on vigilance status would be one of the following:

   i) CBI/Vigilance Department has registered PE/RC Case and the case is under investigation.

   ii) CBI/Vigilance Department has submitted the PE/RC investigation report suggesting penalty which is under consideration of Disciplinary Authority.

   iii) Disciplinary Authority has decided to initiate Regular Disciplinary Action (RDA) for Major/Minor penalty by issue of Charge-sheet.
iv) The person has been Charge-sheeted for Major/Minor penalty action and Discipline Proceedings are in progress.

2.4 Vigilance status cannot be withheld merely on the ground of contemplated investigation.

2.5 Vigilance status should be sent in a sealed cover to CMD in respect of Executive Directors and above and to Director (Personnel) in respect of executives in the grade of GM and DGM for further necessary action at their end. In respect of executives in E-6 & below grades and non-executive employees, Vigilance status may be sent to GM (HR) / officer in E-7 grade and above nominated by Director (Personnel) for vigilance clear cases and to Director (Personnel) in all other cases where employee is not clear from vigilance angle.

2.6 In considering promotion/confirmation pending Inquiries/ Investigations, the Principles laid down by the Hon'ble Supreme Court in the case of Janakiraman Vs. The Union of India and adopted under the rules of the Company, will be followed as below:

In case the employee is found suitable for promotion on merit, his case will be dealt with as given below:

(a) His promotion will not be withheld unless a charge-sheet/charge-memo has been issued to him.

(b) His promotion will be withheld if he is under suspension.

2.7 The same principles will be followed in respect of confirmation also, as contained in Personnel Policy Circular No:PL/RR/3(5)/97 dated 25.03.1997.

3.0 Resignation:

3.1 During the complaint/investigation stage the acceptance of resignation should not be withheld for this reason alone.
3.2 During the disciplinary proceedings stage, the acceptance of resignation should not be withheld, unless the appropriate authority has reasonable grounds to expect that the employee is likely to be dismissed from the service of the Company.

3.3 If the employee is released during the pendency of disciplinary proceedings, the Company should inform his prospective employer, if it is a Public Sector Undertaking/Government Department about the pendency of such proceedings.

4.0 Retirement:

4.1 In case of Superannuation/Retirement of an employee against whom inquiry or investigation is pending, the employee will be allowed to superannuate, but the final settlement of his dues will be withheld except PF, Gratuity and other Statutory Payments. Since the employer-employee relation ceases after a person retires from service on Superannuation in PSUs, there is no effect of a vigilance case which is pending investigation/departmental proceedings against him after the time of retirement. It is, therefore, necessary that all efforts should be made to complete the vigilance case before a person retires from service.

5.0 Voluntary Retirement:

5.1 In case of Voluntary Retirement of an employee against whom inquiry or investigation is pending, the Competent Authority may reject the application for voluntary retirement, if such retirement is to escape the order of suspension or the liability of answering the management for the loss caused to it, etc.

6.0 Engagement of superannuated employees on consultancy / advisory etc. basis:

6.1 i) Vigilance Department shall indicate the vigilance status of such superannuated employee during the period of 10 years prior to his superannuation.
ii) The antecedents of the superannuated employee during the period from the superannuation to the date of proposed engagement to be sought from Police Department by Personal Department. However, Personal Department may dispense with the above Police verification with specific order of CMD for individual cases.

7.0 Other cases:

7.1 In case of issue of Identity Certificate for obtaining Passport, deputation to other organization, Nomination for / Conferment of awards, and Obtaining permanent pass for entry into airport / Ministries, HR department will forward the list of employees in respect of whom the vigilance status is sought and the Vigilance Department will indicate vigilance status within seven days, of the receipt of the letter of request. In case the status is not clear, the procedure as at Sl. No.2.3 should be followed. Vigilance status should be sent to CMD in respect of Executive Directors and above and to Director (Personnel) in respect of executives in the grade of GM and DGM for further necessary action at their end. In respect of executives in E-6 & below grades and non-executive employees, Vigilance status may be sent to GM (HR) / officer in E-7 grade and above nominated by Director (Personnel) for vigilance clear cases and to Director (Personnel) in all other cases where employee is not clear from vigilance angle.

7.2 In case of forwarding application for employment in PSU / Govt. departments, HR department will forward the list of employees in respect of whom the vigilance status is sought and on receipt of the list, CVO will indicate Vigilance Status to CMD in respect of Executive Directors and above and to Director (Personnel) in respect of executives in the grade of GM and DGM. In case the status is not clear, the procedure as at Sl. No.2.3 should be followed. For executives in E-6 & below grades and non-executive employees,
Vigilance status may be sent directly to GM (HR) / officer in E-7 grade and above nominated by Director (Personnel), if the employee is clear from vigilance angle.

For other cases where employee is not clear from vigilance angle, it is to be sent to Director (Personnel).

7.3 In case of attending interviews held by PESB, HR department will forward the letter received by CMD from PESB along with the bio data & details of service records of the person in respect of whom the vigilance status is sought and the Vigilance Department will indicate vigilance status in the prescribed format and send by post or by fax directly to “The Secretary, PESB, New Delhi”. Any request for vigilance status, received by RINL from any other Govt. departments / PSUs, against employee attending interviews, procedure stated at clause: 7.1 may be followed.

8.0 While forwarding Vigilance Clearance / Vigilance Status for any of the situations mentioned above except Engagement of superannuated employees on consultancy / Advisory basis etc., if the Annual Property Return (APR) / Return under Lokpal and Lokayuktas Act, 2013 of the employee, for the last five year for which last date of submission of APR is already over, has not been received by Vigilance Department, the likely comments on vigilance status would be “Employee is not clear from vigilance angle, as he / she has not filed the Annual Property Return (APR) / Return under Lokpal and Lokayuktas Act, 2013 for which last date for submission is already over”.

In case of Executives who have put in less than five years of service, requirement of APRs / Return(s) under Lokpal and Lokayuktas Act, 2013 shall be reckoned appropriately.
In case of non-executive employees, the requirement of return(s) under Lokpal and Lokayuktas Act, 2013 shall be reckoned based on the Date of Joining in RINL or the period subsequent to introduction of Lokpal and Lokayuktas Act, 2013, whichever is later.

**Note:** While seeking Vigilance clearance in respect of non-executives, HR Department shall furnish status of receipt of return under Lokpal and Lokayuktas Act, 2013 accordingly.

9.0 While forwarding Vigilance Clearance / Vigilance Status for any of the situations mentioned above, the following will also be mentioned. “It may be noted that the Vigilance Clearance / Status indicated above is considering the cases which are processed, are of Vigilance origin and are monitored by Vigilance Department. For other cases, the position may be checked separately by HR Department.”

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RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
(A GOVERNMENT OF INDIA ENTERPRISE)
VISAKHAPATNAM
VIGILANCE AUDIT

1) CASE NO. DATE:

2) UNIT: DEPARTMENT:

3) SOURCE INFORMATION: DATE:

4) COMPLAINT:

5) ALLEGATIONS AGAINST:

6) INVESTIGATING OFFICER:

7) DISCUSSION / REFERENCE BETWEEN VIGILANCE ALLEGED AND CONTROLLING OFFICER:

8) PRELIMINARY REPORT REFERENCE: DATE:

9) ORDER FOR DEPARTMENTAL ENQUIRY REFERENCE: DATE:

10) CHARGE SHEET REFERENCE: DATE:

11) CBI REFERENCE NO. DATE:

12) SUBMISSION OF EXPLANATION REFERENCE: DATE:
13) ENQUIRY AUTHORITY: 
14) PRESENTING OFFICER: 
15) ENQUIRY REPORT REFERENCE: 
16) TECHNICAL EXAMINATION: 
17) PROCEDURE LAPSES: 
18) FINAL LOSS: 
19) VIGILANCE AngLE: 
20) ANALYSIS 
21) RECOMMENDATION: 
22) APPROVAL OF COMPETENT AUTHORITY 
   REFERENCE: 
   DATE: 
23) ACTION BY DISCIPLINARY AUTHORITY 
   REFERENCE: 
   DATE: 
24) EXONARATION: 
25) MINOR PENALTY: 
26) MAJOR PENALTY: 
27) CRIMINAL PROCEEDING: 
28) DISPOSAL / CLOSING OF CASE: 
29) RECOVERY OF LOSSES: 

PREPARED BY 
VERIFIED BY 
APPROVED BY 

GM (VIGILANCE) / ACVO DIRECTOR(VIGILANCE) / CVO
Reference:

1. PP Circular No. 05/98 Dt.04.03.1998

2. Amended vide 293\textsuperscript{rd} meeting of BoD Dt.06.10.2015.
LEAVE RULES FOR NON-EXECUTIVE EMPLOYEES

ANNEXURE-I: LEAVE RULES FOR NON EXECUTIVES WHO ARE COVERED BY CERTIFIED STANDING ORDERS.

1.0 LEAVE
1.1 EARNED LEAVE
1.2 HALF PAY LEAVE
1.3 COMMUTED LEAVE
1.4 EXTRAORDINARY LEAVE
1.5 MATERNITY LEAVE
1.6 CASUAL LEAVE
1.7 SPECIAL CASUAL LEAVE
1.8 LEAVE TO CASUAL WORKMEN AND TEMPORARY WORKMEN
1.9 LEAVE TO APPRENTICES
1.10 QUARANTINE LEAVE
2.0 GENERAL CONDITIONS FOR GRANT OF LEAVE

ANNEXURE-II: RULES FOR NON EXECUTIVES WHO ARE CATEGORIZED AS 'MINISTERIAL.'

1.0 CASUAL LEAVE
2.0 EARNED LEAVE
3.0 GENERAL

ANNEXURE-III: LEAVE AND HOLIDAYS

PROVISIONS REGARDING LEAVE OUTLINED IN CLAUSE 3.4.3.2 and 3.4.3.3 OF THE MEMORANDUM OF SETTLEMENT DATED 29TH APRIL 2010 OF NATIONAL JOINT COMMITTEE FOR STEEL INDUSTRY (NJCS).

ANNEXURE -IV: LEAVE RULES FOR THE TRAINEES (NON-EXECUTIVES)

1.0 CASUAL LEAVE
2.0 LEAVE WITH FULL STIPEND
3.0 LEAVE WITH HALF-STIPEND
4.0 EXTRAORDINARY LEAVE WITHOUT STIPEND
5.0 DISABILITY LEAVE

TERMS AND CONDITIONS (INCLUDING LEAVE) OF ENGAGEMENT OF KHALASIS ON CASUAL BASIS

APPENDIX I: APPLICATION FORM FOR GRANT OF SPECIAL CASUAL LEAVE FOR BLOOD DONATION

APPENDIX II: AUTHORISED BLOOD BANKS AT VISAKHAPATNAM
1. Leave Rules for such non-executive employees who are covered by the Certified Standing Orders of the Company are provided in Clause 21 of the Standing Orders, which is reproduced at Annexure-I.

2. Non-executive employees who are categorized as 'Ministerial' are entitled to Earned Leave and Casual Leave as enumerated in Circular No. PL/IR/20/106, dated 10th May, 1983 which is reproduced at Annexure-II. For the purpose of other kinds of leave such as Half-Pay Leave, Special Casual Leave, etc., and various provisions including conditions for grant of leave etc., Clause-21 of the Certified Standing Orders is applicable for Ministerial employees also.

3. The provisions regarding leave outlined in Clause 3.4.3.2 and 3.4.3.3 of the Memorandum of Agreement dated 29th April 2010 of National Joint Committee for between the Management of Rashtriya Ispat Nigam Ltd., and Recognised Union will be applicable to both Ministerial and Non-Ministerial employees only in so far as they are more beneficial in comparison to the Standing Orders. The provisions regarding leave in Clause 2.3.3 of the Memorandum of Settlement are given at Annexure-III.

Approved by the Board of Directors of RINL in their first meeting held on 8.4.1982.
1.0 LEAVE

A workman (other than a Casual Workman or Apprentice) will be entitled to leave as follows:

1.1 EARNED LEAVE

1.1.1 Every Workman who has worked for a period of 240 days or more during a calendar year shall be allowed, during the subsequent calendar year, leave for a number of days calculated at the rate of one day for every twenty days of actual work performed by him during the previous calendar year.

EXPLANATION:

For the purpose of calculating Earned Leave as above, (i) any days of lay-off by agreement or contract, or as permissible under the Standing Orders, (ii) maternity leave to female workman not exceeding 180 days**, (iii) the leave earned in the year prior to that in which the leave is enjoyed, shall be deemed to be the days on which the workman has worked for the purpose of computation of the period of 240 days, but he shall not earn leave for these days. Weekly holidays and holidays as per orders 23 and 24 of the Standing Orders shall not be deemed as days on which the Workman has worked. Leave admissible under the Standing Orders shall be exclusive of all holidays whether occurring during or at either end of the period of leave. (**Amended vide PP Circular No.06/14 Dt.10.02.2014)

1.1.2 A workman whose service commences other than on the first day of January shall be entitled to leave at the rate laid down in Standing Order 21.1.1 even if he has not worked for the entire period specified in Standing Order 21.1.1 or 21.1.2 entitling him to earn leave.

*NOTE: Non-Executive (non-ministerial) employees will be entitled to Earned Leave at the rate of one day for every twenty days of actual work performed by him/her during the calendar year of superannuation, even if he/she had not worked for a period of 240 days or more during that calendar year. (*Clarified vide Circular No.PL/RR/2(1)/2004 dated 4.5.2004.)

1.1.3 In calculating leave, fraction of leave of half a day or more shall be treated as one full day’s leave and fraction of less than half a day shall be omitted.

1.1.4 If a workman does not in any one calendar year take the whole of the leave allowed to him under Standing Order 21.1.1 or 21.1.2, any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year; provided that the total number of days of leave that may be carried forward to the succeeding year shall not exceed thirty, provided further that if a workman has applied for leave but has not been given such leave, he shall be entitled to carry forward the unveiled leave without any limit.

1.1.5 If the employment of a workman, who is entitled to leave under Standing Order 21.1.1 or 21.1.2 is terminated before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, the workman quits his employment before he has taken the leave, he shall be paid leave salary in respect of the leave not taken.

1.1.6 The maximum limit for accumulation of Earned Leave for non-executive employees of non-ministerial category would be 200 days. (**Amended vide Office Order No. PL/WR/4100000989, dated 15.05.2010)

1.2 HALF PAY LEAVE:

Every workman will be allowed half pay leave at the rate of twenty days for each calendar year which may be granted for sickness on medical certificate from the Authorized Medical Officer and/or for private affairs. In the first year of service it shall be calculated proportionately according to the period of service put in by a workman. This leave will be admissible only after completion of a calendar year.

*Half pay leave may be accumulated upto 320 days only.
1.2.A The provisions of this section as far as they relate to earned leave and half pay leave shall not operate to the prejudice of any right to which the persons employed in the establishment may be entitled under any other law or under the terms of any award, agreement or contract of service providing for a longer leave with wages than provided in this section relating to these two types of leave, such person shall be entitled only to such longer leave.

1.3 COMMUTED LEAVE:

Commuted leave not exceeding half the amount of half-pay leave due may be granted on submission of a medical certificate from the Authorized Medical Officer. The grant of this leave is subject to the condition that twice the amount of such leave shall be debited against half pay leave due.

NOTE:

1* Leave admissible under the Standing Orders 21.2 and 21.3 shall be exclusive of all and/or any holidays occurring during the periods of leave. (*Amended vide Personnel Policy Circular No.7/95, dt.3.10.95.)

2. If and when the Employees' State Insurance Scheme is made applicable to the workmen, the benefit of Half Pay Leave and Commuted Leave under these Standing Orders will be discontinued.

1.4 EXTRAORDINARY LEAVE:

Extraordinary leave for a period not exceeding 75 days (seventy-five days) at any one time without pay may be granted in special circumstances when no other leave is by rule admissible, and if the workman concerned applies in writing for the grant of such leave. In the case of a workman who has been in continuous service for a period exceeding one year and is undergoing treatment for leprosy or tuberculosis or other serious disease requiring prolonged treatment in a recognised Sanitarium or Institute or by a Qualified Specialist or a Civil Surgeon, extraordinary leave without pay not exceeding eighteen months on any one occasion may be granted subject to the following conditions. The leave shall be granted on the production of a certificate from the Authorized Medical Officer or Medical Officer-in-Charge of the Sanitarium or Institute or the Qualified Specialist or Civil Surgeon as the case may be, specifying the period for which leave is recommended.

1.5 MATERNITY LEAVE:

**The Maternity Benefit Act, 1961 as amended from time to time, shall be applicable to all woman employees of RINL.

(A brief of the benefits under the Maternity Benefit Act, 1961, is given at Annexure VI of Service Rules for Executives.)

(** Amended vide HR Policy Circular No.15/18 Dt.22.10.2018)

1.6 CASUAL LEAVE:

Casual leave is intended to meet special circumstances which cannot be foreseen. Subject to exigencies of work/service, a workman may be granted casual leave for absence with pay not exceeding seven days in the aggregate in a calendar year.

In the case of workmen joining the Project/Plant after thirtieth June during a calendar year, total number of days of casual leave permissible during that calendar year will be four. Casual leave shall not be allowed for more than three days at a time except in case of sickness. Ordinarily, the prior permission of the Competent Authority, shall be obtained before such leave is taken, but when this is not possible, the Competent Authority shall, as soon as may be practicable, be informed in writing of the beginning and the duration of the absence. The Competent Authority has the discretion to refuse, curtail or revoke leave.
according to the requirement of work. Weekly Holidays and National/Festival Holidays as notified from time to time and occurring in between casual leave will not be counted as casual leave.

*NOTE:* Employees separating from the Company in between the calendar year will be allowed to avail full entitled Casual Leave (CL) at their credit at the beginning of the said year.

Casual leave cannot be combined with any other kind of leave except special casual leave. Compensatory leave may, however, be combined with Casual leave as indicated hereunder either by prefixation or by suffixation or by both.

( Amended vide Personnel Policy Circular No.6/2002, dt.3.5.2002.)

1.7 SPECIAL CASUAL LEAVE:

Special Casual leave with pay may be granted to a workman as follows:-

1.7.1 For Vasectomy operation, not exceeding six working days.

1.7.2 For Tubectomy operation (non-puerperal sterilization) not exceeding fourteen days to a female workman.

1.7.3 For IUCD insertion, one day.

1.7.4 Male employees whose wives undergo non-puerperal sterilization operation may be allowed upto 7 days special casual leave if the Authorized Medical Officer performing the operation certifies that the presence of the employee for the period of leave is necessary to look after his wife during convalescence after the operation.

The workman concerned shall produce the required medical certificate from the Authorized Medical Officer to be eligible for the above special casual leave. Prefixing of regular leave to special casual leave is not admissible. Sundays and closed holidays occurring during the period of special casual leave will be counted as special casual leave.

1.7.5* One day on the day of donation or the day following for each occasion but not exceeding four days in a calendar year, on medical certificate, subject to the following conditions and submission of application in the format as given at Appendix I:

i) The time gap between two consecutive blood donations is minimum 3 months.

ii) The employee shall submit a Certificate duly signed by the Medical Officer of the respective Blood Bank/Hospital/Nursing Home/Clinic.

iii) The Blood Donation Certificate submitted by the employee is not obtained from any of the Blacklisted Hospital/Nursing Home/Clinic/Doctor.

(* Amended vide Misc Circular No. 01/2010, No. PL/RR/1(1)/2(1)/4100000855 dt. 02.01.2010 *)

1.7.6 For the day or days on which an employee is unable to attend duty in special circumstances (but not for purely personal reasons as is the case with casual leave) for instance, due to civil disturbance, curfew or strike (other than strikes connected with the works/plant), or when an employee is inoculated or vaccinated and the Medical Attendant certifies, or takes anti-rabic treatment or is participating in sporting event of the Steel Plant, or of local, National or International importance in a representative capacity or to participate, when sponsored by the Company, in cultural functions/competitions organized by recognized agency at State/National level with the prior permission of the sanctioning authority, or suffers an injury in such sporting events, or when attending a camp of the Territorial Army or Scout Camp subject to maximum period of 30 days in a calendar year.
NOTE: In respect of Ex-Servicemen employed in the Company, Special Casual Leave may be granted for the purpose of appearing before the Medical Resurvey Board for medical check-up as required by the Defence Ministry/Army. The leave in such cases should be granted as per requirement depending on the merit of each individual case, but in any case will be limited to 15 days in a year including transit time both ways on the basis of medical discharge certificates.

(* Amended vide Personnel Policy Circular No.8/2007 (No.PL/RR/1(1)&2(12007/355) dated 8.5.2007.)

1.7.7*** SPECIAL CASUAL LEAVE FOR PERSONS WITH DISABILITY (PWD):

i. Persons with disability shall be entitled to Special Casual Leave for 4 days in a calendar year, for specific requirements relating to disabilities of the employee.

ii. Persons with disability shall also be entitled to Special Casual Leave for 10 days in a calendar year, subject to exigencies of work, for participating in Conference/Seminars/Trainings/Workshop related to disability and development organized by the following, as specified by the Ministry of Social Justice & Empowerment vide Department of Personnel and Training’s OM No.28016/02/2007-Estt(A) dt. 20.3.2008:
   a. Central Government and State/UT Governments;
   b. Central and State/UT Government Institutions/Agencies;
   c. International agencies like UN, World Bank etc;
   d. Universities & Educational Institutions set up by Central/State Government, recognized as predominant centers for education on rehabilitation of persons with disabilities; and
   e. Recognized institutes for persons with disabilities, under Chapter X (Section 50 to 55) and Chapter XI (Section 56) of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

iii. Disability considered for the purpose of grant of Special Casual Leave as above, shall mean minimum degree of disability of 40%, as certified by the Medical Authority specified under the “The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995”.

iv. Persons recruited in the PWD category need not produce any further document for consideration as above. However, persons suffering disability after their employment, would have to produce Disability Certificate as specified at para(iii) above.

(*** Incorporated vide HR Policy Circular No.05/16 dated.06.06.2016)

1.8 LEAVE TO CASUAL WORKMEN AND TEMPORARY WORKMEN:

Subject to the provisions of law applicable, casual workman shall not be entitled to any kind of leave.

1.9 LEAVE TO APPRENTICES:

Apprentices shall be entitled to leave as per the provisions of the Apprentices Act, 1961 as amended from time to time.

1.10* QUARANTINE LEAVE:

This may be granted to an employee who is necessitated by orders not to attend duty in consequence of the presence of any infectious disease in his family or household at his normal place of residence. Such leave is granted on the certificate of a Medical or Public Health Officer, for a period not exceeding 21
days or in exceptional circumstances 30 days. (Incorporated vide Personnel Policy Circular No.8/87 dated 8.6.87.)

NOTE:

a. Quarantine leave is not debited to the Leave account.

b. Quarantine leave may, if necessary, be combined with other kinds of leave but the total leave should not exceed the maximum limits prescribed in this clause.

c. Any leave necessary for quarantine purposes in excess of the prescribed limits is treated as ordinary leave.

d. Quarantine leave is not admissible to an employee if he himself suffers from an infectious disease; he should be granted leave admissible under clauses 21.1, 21.2, 21.3 and 21.4. of the Standing Orders.

e. Cholera, Small-Pox, Plague, Diphtheria, Typhus-Fever and Cerebro-Spinal Meningitis may be considered as infectious diseases for the purpose of this clause. Any other disease as may have been declared by the State Governments concerned as an infectious disease for the purpose of their quarantine leave rules may also be considered as infectious disease for the purpose of this clause.

   In case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, e.g., small-pox, there is reason for grant of such leave.

f. The term 'House-hold' used in this clause includes all individuals residing in the same house, irrespective of whether or not they belong to the same family.

2.0 GENERAL CONDITIONS FOR GRANT OF LEAVE:

2.1 No leave can be claimed as a matter of right and can only be granted after considering the exigencies of work/service. The competent authority has the discretion to refuse, curtail or revoke leave at any time according to the exigencies of work. No leave shall be granted to a workman while on suspension.

2.2 The workman who desires to obtain leave of absence shall apply to the competent authority and shall not avail of the same before it is actually sanctioned.

2.3 Except in an emergency, application for leave for three days or less should be made at least twenty-four hours previous to the time from which the leave is required.

2.4 Applications for leave for more than three days should be made at least seven days before the date from which the leave is required.

2.5 A workman shall furnish to the competent authority his leave address in the leave application itself.

2.6 A workman who desires to apply for or extend his leave on medical grounds shall submit with his application a certificate from the Authorized Medical Officer. On receipt of such application, the competent authority shall inform the workman, in writing at the address given by him in his application or previously intimated, whether the leave or extension of leave has been sanctioned and if so, for what period or whether the leave or extension of leave has been refused. The competent authority may at his discretion refer the matter to any other Authorized Medical Officer for advice and direct the workman to report before him for confirmation of the medical certificate.

2.7 A workman who has been sanctioned leave or an extension of leave, on medical grounds shall not be allowed to resume duty unless he produces a 'fitness certificate' from the Authorized Medical Officer.

2.8 If a workman, after proceeding on leave desires an extension thereof, he shall make an application, in writing to the competent authority before expiry of leave originally granted and the competent authority
shall on receipt of such an application inform the workman in writing whether or not the extension of leave applied for has been sanctioned and if so, for what period and on what conditions.

2.9 If any workman remains absent without prior sanction of leave for a period exceeding eight consecutive days, he shall be considered as having voluntarily abandoned his employment and left the services of the Company without due notice with effect from the date of such absence. His name will accordingly be struck off from the rolls of the Company unless he returns to work within eight consecutive days of the commencement of such unauthorized absence and gives an explanation to the satisfaction of the Company in this behalf for such absence.

2.10 If any workman remains absent beyond period of leave originally granted or subsequently extended, and approved for a period exceeding eight consecutive days he shall be considered as having voluntarily abandoned his employment and left the services of the Company without the notice with effect from the date of such absence. His name will accordingly be struck off from the rolls of the Company unless he returns to work within eight consecutive days of the commencement of such unauthorized absence and gives an explanation to the satisfaction of the Management in this behalf for such absence.

NOTE: No notice is necessary to remove the name of the workman, from the rolls of the Company on the expiry of eight consecutive days from the date of unauthorized absence and such removal shall be deemed to have automatically taken place on the expiry of such period.

2.11 Number of times that earned leave may be taken by a workman during any year shall not exceed three, except under special circumstances with the approval of the Competent Authority and/or when the leave is taken on medical grounds duly supported by medical certificate of the Authorized Medical Officer.

2.12 Unauthorized absence will not ordinarily be regularized by grant of any kind of leave.

Note: Special Casual Leave may be combined with Casual Leave. When regular leave has been granted in combination with special causal leave, casual leave shall not be granted in combination with both special casual leave and regular leave.

Holidays (including optional holidays) occurring at either end of the period of leave may be prefixed or suffixed with the approval of the sanctioning authority. Holidays occurring during the period of leave shall not be counted as leave.

*Note*: Resignation of an employee on leave/UAB will be accepted with effect from the last working day of the said employee.

*Amended vide Circular No. PL/RR/1(1)/2002/, dt. 23.09.2002.*
ANNEXURE-II

CASUAL LEAVE AND EARNED LEAVE FACILITIES TO MINISTERIAL EMPLOYEES

Ministerial employees will be allowed casual leave and earned leave as under:

Casual leave 15 days in a calendar year.

Earned leave 30 days for every completed calendar year of service or 2.5 days for each calendar month of service. This is effective from 16.3.1983.

1.0 CASUAL LEAVE:

The following procedure shall be followed regarding grant of casual leave.

Employees joining after the first day of January shall be entitled to proportionate number of days of casual leave for the remaining part of the calendar year. While calculating proportionate number of days of Casual leave, the fractions (if any) will be rounded off to the nearest whole number.

*NOTE: Employees separating from the Company in between the calendar year will be allowed to avail full entitled Casual Leave (CL) at their credit at the beginning of the said year.

1.1 SANCTION OF CASUAL LEAVE:

Ordinarily not more than 10 days casual leave may be granted in one spell.

Casual leave is required to be sanctioned by the sanctioning/competent authority.

Casual leave cannot be claimed as a matter of right. When the exigencies of Company's service so require, Casual leave may be refused or revoked by the sanctioning authority/competent authority.

1.2 COMBINATION OF CASUAL LEAVE:

Casual leave cannot be combined with any kind of leave.

Holidays occurring at either end of the periods of casual leave may be prefixed or suffixed.

Optional Holidays can be combined with Casual leave.

2.0 EARNED LEAVE:

Earned leave will be regulated as follows:

An employee shall be entitled to earned leave at the rate of 30 days for every completed calendar year of service or 2 1/2 days for each calendar month of service. For period which is less than a complete calendar month, earned leave shall be allowed at the rate of one day for every 10 days of service subject to the limit of 2 1/2 days of earned leave for the calendar month.

NOTE:

1. For the purpose of this rule, 'service ' means continuous service in the Company including the period spent on any kind of leave except extraordinary leave exceeding 3 months.

2. An employee who has been placed under suspension shall be entitled to earn earned leave in respect of the period of suspension if such period is treated as duty.

*Amended vide Personnel Policy Circular No.6/2002, dt.3.5.2002
*An employee shall cease to earn leave when the earned leave due amounts to 200 days.

Grant of maximum earned leave at a time will be limited to 120 days.

3.0 GENERAL:

1. Holidays occurring during the period of leave shall not be counted as leave.

2. Other conditions of grant of earned leave and casual leave existing now will continue to apply. No employee shall take up any service or employment anywhere while on leave.

*Note: Resignation of an employee on leave /UAB will be accepted with effect from the last working day of the said employee.
ANNEXURE-III

LEAVE AND HOLIDAYS:

(Cl 3.4.3.2 and 3.4.3.3 of Memorandum of Agreement dated 29.04.2010 of National Joint Committee for Steel Industry (NJCS))

3.4.3.2* In respect of employees governed by the Standing Orders, the limit of carry forward of Earned Leave and Half Pay Leave to the succeeding calendar year shall be as under:

- Earned Leave : 200 days
- Half Pay Leave : 320 days

3.4.3.3* Employees who put in 6 months or more than 6 months of qualifying service for the calendar year of superannuation, will be given credit for Half Pay Leave as if they worked for the whole calendar year, employees who put in less than 6 months of qualifying service will, get credit of Half Pay Leave on pro-rata basis.

ANNEXURE-IV

LEAVE RULES FOR THE TRAINEES (NON-EXECUTIVE CADRE)

1.0 CASUAL LEAVE:

1.1 Upto 7 days in a calendar year.
1.2 It is non-cumulative and lapses at the end of the calendar year.
1.3 No other leave except holidays and off-days can be prefixed or suffixed with this leave.
1.4 Casual leave is granted on proportionate basis for those who join at any time after 1st January of the year.

2.0 LEAVE WITH FULL STIPEND:

2.1 Upto 15 days in a training year*. This leave may be prefixed or suffixed with holidays, off-days and all other leaves except casual leave.

2.2 Holidays and off-days falling in between the period of leave, will not be counted as leave.

2.3 This leave may be carried forward to the next training year, but not beyond the training period. At the end of the training, the balance leave with full stipend can be encashed.

**CLARIFICATION:

Departmental candidates selected as Trainees are entitled to Earned Leave and Half Pay Leave at par with the regular employees. However during training period the quantum of leave that they can avail shall be limited to the quantum of leave allowed to other trainees.

3.0 LEAVE WITH HALF-STIPEND:

3.1 20 days in a training year.

3.2 This leave can be granted only on medical grounds duly supported by certificate from the Company's Medical Officer or from a recognised medical practitioner. No trainee without producing a fitness certificate from a medical officer authorized by the Company, shall be allowed to resume duties after expiry of the leave.

*Amended vide Office Order PL/WR/4100000989, dated 15.05.2010
* A training year means a period of 12 months commencing from the date of joining training
** Clarified vide Personnel Policy Circular No.13/90 dated 8.5.90.
3.3 For the trainees posted at steel plants other than VSP for the purpose of training, medical certificates should be obtained from the medical officer of the concerned steel plant where the trainee is taking training.

3.4 Holidays and off-days falling in between the periods of leave shall be treated as part of the leave with half stipend. This leave may be granted at the discretion of the competent authority for valid reasons.

4.0 EXTRAORDINARY LEAVE WITHOUT STIPEND:

4.1 Upto a maximum of 30 days during the period of training subject to the condition that there is no other leave due at the trainees' credit at the time of granting this leave.

4.2 The training period shall automatically stand extended by the number of days of leave without stipend is availed by the trainee.

5.0 DISABILITY LEAVE:

5.1 Trainees are entitled to disability leave as per Company Rules.
TERMS AND CONDITIONS (INCLUDING LEAVE) OF ENGAGEMENT OF KHALASIS ON CASUAL BASIS

1.0 Daily Wages at per diem rates fixed as per rules.

2.0 Earned Leave as per the provisions of the Factories Act i.e., at the rate of one day for every 20 days of work.

3.0 Casual Leave for 7 days in a calendar year.

4.0 Subsidized canteen facility.

5.0 Safety appliances as applicable to regular employees doing similar jobs.

6.0 Admission of dependent children in Company's Schools.

7.0* Free medical facilities to the extent available in company's hospital for self and dependent family members (no reimbursement of medical expenses).

8.0 PF deduction @12% after completion of 2 months of service.

9.0 These persons will be eligible for one day's weekly off with wages after every 6 days of work. In case a person is required to work on the day of weekly off, compensatory off should be given within 3 days preceding or following the day of weekly off.

10.0 They will be entitled for National Holidays, Closed Holidays and Optional Holidays as applicable to regular Non-Ministerial employees of Works Division. In case, they are required to work on a Closed Holiday, they will be entitled for a compensatory off or a day's wages in lieu thereof.

11.0 They will be entitled for compensation for injury on duty on the same basis as applicable to regular employees.

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Leave Rules For Non Executives
APPLICATION FORM FOR GRANT OF SPECIAL CASUAL LEAVE FOR BLOOD DONATION

1. Name of the Applicant : 
2. Emp.No./Designation : 
3. Department/Section : 
4. Shift in which working : 
5. Date and time of blood donation : 
6. Date of Special Casual Leave applied for : 
7. Type of leave, if any, obtained for absence from duty : 
8. Date of last blood donation (minimum 3 months gap required between 2 consecutive blood donations) : 
9. Name of the Blood Bank/Hospital/Nursing Home/Clinic where blood donated(\textit{not to be from blacklisted}) : 

Necessary Certificate duly signed by the Medical Officer of the Blood Bank/Hospital/Nursing Home/Clinic where blood donated is enclosed. (the same not being from a Hospital/Nursing Home/Clinic/Doctor blacklisted by RINL/VSP).

I request the Competent Authority for sanction of Special Casual Leave as per rules of the Company.

\textbf{Date:} \hspace{1cm} (Signature of the Applicant)

\underline{RECOMMENDED}

(Signature of Controlling Officer & Seal)

Verified Sl.No.8 & 9 and found to be correct as per records available in the Personal file of the applicant and the Intranet Portal.

(Signature of the ZPE & Seal)

(Note: Special Casual Leave is admissible only on the date of blood donation or on the following day.)

Special Casual Leave granted on _______________

(Signature of Competent Authority & Seal)
(not below the grade of E-8)

To

Zonal Personnel In-charge for issue of Office Order
Appendix - II

**Authorized Blood Banks at Visakhapatnam:**

1. A S Raja Voluntary Blood Bank  
2. Apollo Hospital Blood Bank  
3. Indian Red Cross Blood Bank  
4. KGH Blood Bank  
5. Rotary Blood Bank  
6. Seven Hills Hospital Blood Bank  
7. Sita Rama Blood Bank  
8. Visakha Voluntary Blood Bank
RECRUITMENT POLICY

1.0 INTRODUCTION
2.0 OBJECTIVES
3.0 SCOPE
4.0 SOURCES OF RECRUITMENT
5.0 INDUCTION LEVELS
6.0 DELEGATION
7.0 JOB SPECIFICATIONS
8.0 REQUISITIONS
9.0 RESERVATION OF POSTS
10.0 RESPONSIBILITY
11.0 SCREENING OF APPLICATIONS
12.0 MODE OF SELECTION
13.0 SELECTION COMMITTEE
14.0 FINAL SELECTION OF CANDIDATES
15.0 ISSUE OF OFFERS
16.0 MEDICAL EXAMINATION
17.0 DEPUTATIONISTS
18.0 INDUCTION/ORIENTATION
19.0 POST SELECTION FOLLOW UP
20.0 RULES AND PROCEDURES
21.0 TENURE
RECRUITMENT POLICY

1.0 INTRODUCTION

1.1 RINL/VSP is one of the modern integrated Steel Plants in India with the state-of-the-art technology in steel making. To manage the given technology, operate the continuous processes of Production and carry out other critical functions like Marketing, Personnel, Finance etc, skilled, highly skilled personnel and competent professionals with excellent managerial capabilities are required to be inducted at right place and right time. In the contemporary business environment marked by fierce competition in hiring quality manpower, RINL Recruitment Policy seeks to provide the broad framework of recruitment to tap suitable personnel in the market, facilitate evaluation of the capabilities in terms of their potential for fulfillment of Company’s objectives and induct the best and the most competent personnel in the shortest possible time.

2.0 OBJECTIVES

2.1 To meet manpower requirements of the company in terms of the approved strength of manpower.

2.2 To fulfill the requirements of competent personnel in terms of requisite capabilities, skills, qualifications, aptitude, merit and suitability with a view to fulfill company’s objectives.

2.3 To attract, select and induct the best of the talents available keeping in view the functional requirements of the Organization.

2.4 To provide suitable induction points for intake from external sources and thereby infuse fresh blood into the organization.

2.5 To ensure an objective and reliable system of selection.

2.6 To have a dynamic and reasonably flexible recruitment policy in tune with market economy to enable induction of personnel in the quickest possible time to meet the operational requirements of the organization.

3.0 SCOPE

3.1 The policy shall cover all recruitments of personnel made in the Company in Executive as well as Non Executive cadre (except appointments made by the Govt.) and shall apply to all units/branches of RINL.

3.2 The policy shall not cover engagement of Advisers/Consultants/Experts etc

3.3 Recruitment of Professionals/Skill-based personnel on Contract/Tenure basis shall be taken up to meet the immediate requirement for short duration/tenure or in specialized domains. Notifications for exclusive induction of Contractual / Tenure based appointment shall be issued. The person(s), so engaged through this process will not be regularized. The terms of the contract, tenure, remuneration etc, shall be decided on case-to-case basis with the approval of CMD.

Recruitment of persons on Contract/Tenure basis will be regulated as per the following guidelines:

(a) Should be strictly done on need basis.

(b) Should be in conformity to the applicable Laws/Acts, Court Judgments, Government guidelines, if any. Due notification procedures should be followed.

(c) Should not exceed the Sanctioned strength; it should be within the overall sanctioned manpower strength.

(d) Tenure of employment should be kept at minimum.

(e) Should not be a substitute for regular employment/post.

(f) Submission of information to the BSC/Board at regular intervals.

(g) Compensation to be decided, as far as possible, based on prevailing market conditions commensurate with the remuneration of similarly placed regular employees.

Approved by the Board of Directors of RINL/VSP in their 131st meeting held on 23.6.2000 and Introduced vide Personnel Policy Circular No.7/2000, dt.1.7.2000, effective from 23.6.2000

Amended vide HR Policy Circular No. HR/RR/01(15)/2019/15, dt. 16.01.2019
4.0 SOURCES OF RECRUITMENT

4.1 There will be two sources of recruitment:

(i) Internal i.e. from within the Company.

(ii) External i.e. from open market through Employment Exchange, advertisement in press/internet, recruitment through reputed placement/manpower agencies, other organizations and/or campus selection from Universities/Institutes and/or through direct negotiations.

Management shall have discretion to resort to any of the above sources of recruitment depending on functional needs of the Company.

4.2 INTERNAL CIRCULATION OF POSTS

4.2.1 Recruitment/Selection to posts from within the company may be done through internal circulation as under:

i) The posts intended to be filled through internal sources will be circulated in the Company giving the qualifications, age, experience etc.

ii) Internal recruitment involving changes in grade will be processed by the respective Zonal Personnel I/c with the approval of Competent Authority. Such proposals will be routed through Manpower Cell of Personnel Deptt. to ascertain the vacancy position, to assess the need to fill up such vacancies, roster points etc.

iii) Internal selection will be done by conducting written test and/or interview by a duly constituted committee.

iv) Transfer from one department to another in parallel grade within the Company following the procedure of internal selection will not be treated as recruitment.

4.3 RECRUITMENT FROM EXTERNAL SOURCES

4.3.1 Recruitment from external sources will be resorted to for injection of fresh blood at the induction level(s)/grade(s). However, the company may, if required, induct direct recruits from external sources at other level(s)/grade(s) also to meet functional requirements of particular skill/experience or for optimum utilization of its assets and/or infusion of modern systems, skills & techniques of operation etc., necessary for efficient operation, technology up gradation or modernization.

4.3.2 At least, 66 2/3% of vacancies occurring during the preceding year(s) at induction level(s)/grade(s) in E-0 grade will be filled up through Management Trainees (MTs).

4.3.3 Recruitment of executives from external sources will be made generally through open advertisement in the press. However, recruitment of executives can also be done through campus interviews from approved Institute(s), Universities and/or reputed placement/manpower agencies and/or circulation of posts to PSUs/ Government with the prior approval of the Competent Authority. In case of specialist job requirements, the Company reserves the right to seek response through designated/limited time Post Box Number applications. In rare/exceptional cases, recruitment of Executives from external sources through direct negotiation with individuals can also be made.

Amended vide Personnel Policy Circular No.1/2008 dated 03.01.2008.
4.3.4 Recruitment to the posts in non-executive cadre carrying scale of pay, maximum of which does not exceed Rs.2500 per month (pre-revised) as indicated in the DPE OM No.2(48)/91-DPE (WC) dt.6.4.1992, will be done through the Employment Exchange. In addition to notifying the vacancies for such relevant categories to the Employment Exchange, the requisitioning authority may, keeping in view administrative/budgetary conveniences, arrange for the publication of the recruitment notice for these categories in the Employment News or other newspapers and then consider the cases of all the candidates who have applied, provided they fulfil the specifications for the post advertised. In addition to above, such recruitment notices will be displayed on the office notice boards also for wider publicity (DPE 24(11)/96(GL-010)/GM dt.2.11.1998).

4.3.5 In case of death or permanent total disablement of an employee due to accident arising out of and in course of employment, employment to one of his/her direct dependents will be provided subject to other conditions as per prescribed procedure. In all other cases of death while in service/termination of service on permanent medical unfitness, the concerned employee/dependent(s) will only be entitled to monthly payment benefits as per Employees’ Family Benefit Scheme.

4.3.6 To encourage and support sports and sportsmen, the Company may recruit sportsmen under “sports quota” by following the procedure laid down in DPE guidelines/Government rules on the subject.

4.4 DEPARTMENTAL CANDIDATES

4.4.1 Employees of the Company will be eligible to apply against post(s) advertised in the press, provided they fulfill the eligibility conditions as prescribed in the advertisement. There will be no special weightage for internal/departmental candidates (except in cases of vacancies that are exclusively earmarked for departmental candidates through para 4.2 of Recruitment Policy).

5.0 INDUCTION LEVELS

5.1 Executives:
To man executive positions in key performance areas of the Company, direct recruits will be inducted in various disciplines/work areas from time to time depending on the requirements, in the following positions:

i) Management Trainees in different disciplines
ii) Junior Manager (F&A/Marketing/Personnel etc.)
iii) Junior Medical Officers
iv) Specialists in Medical Department
v) Experienced Executives in suitable positions in different areas
vi) Such other posts as may be decided by CMD keeping in view the requirements of the organization.

5.2 Non-Executives:

5.2.1 In the non-executive cadre, induction of direct recruits from external sources will be carried out to the following positions:

i) Unskilled/Semi-skilled category: As Trainee Khalasi etc. and after successful completion of minimum one year training and fulfillment of other conditions, they will be appointed as regular employees in S-1 grade.
ii) Skilled category: As Junior Trainees and after successful completion of prescribed period of training they will be placed in S-3 grade.
iii) Highly skilled Category: As Senior Trainees and after successful completion of prescribed period of training they will be placed in S-6 grade.
iv) Ministerial category: As Secretarial Assistants (those possessing Graduation, with Typewriting and Shorthand qualification) in SL-1 grade and as Junior Assistants (those possessing only Graduation) in S-3 grade.
v) Para-medical staff and Store keeping staff etc. in suitable grades corresponding to the posts.
vii) Experienced employees in suitable grades.

*vAmended vide Personnel Policy Circular No.1/2008 dated 03.01.2008.*
6.0 DELEGATION

6.1 Delegation of authority to recruit and/or appoint will be as per DOP.

7.0 JOB SPECIFICATIONS

7.1 Job specifications will stipulate the minimum eligibility condition for each job/post in terms of the following:

i) Educational Qualifications
ii) Experience required, if any
iii) Age limit
iv) Physical/Medical standards, if any
v) Any other requirements as may be deemed necessary.

7.2 Job specifications stipulated for each post may be subject to periodical review and updation keeping in view the changing needs of the organization. As and when required, a committee consisting of representatives from the Department(s) concerned, Personnel and other departments as deemed fit may be constituted by the Competent Authority. Changes suggested by the Committee with regard to the existing job specifications will be subject to the approval of the Competent Authority.

8.0 REQUISITIONS:

8.1 All requisitions/proposals for recruitment of personnel will be sent by the concerned Head of the Department to the Manpower Planning Cell (MPC) of Personnel Department.

8.2 MPC will scrutinize each proposal received from the Indenting Department keeping in view the approved manpower strength and the need to fill up the posts and obtain the approval of the competent authority and forward the same to the Recruitment Section for initiating further action, as required.

9.0 RESERVATION OF POSTS

9.1 Reservation of posts for OBCs, Scheduled Castes and Scheduled Tribes shall be provided in accordance with the Presidential Directives issued on the subject from time to time.

9.2 Reservation of posts for other categories such as Ex-serviceman, Physically Handicapped persons etc. will be provided as per rules.

10.0 RESPONSIBILITY

10.1 All activities pertaining to recruitment will be centrally co-ordinated and managed by Recruitment Section of Personnel Department at Headquarters. However, representative(s) of other department(s), as deemed necessary may be associated at various stages of recruitment and/or selection of candidates. The services of specialized agencies may be taken, if required, for conducting written tests/job tests/group tasks/group discussions, etc as also for short listing of suitable candidates for selection.

11.0 SCREENING OF APPLICATIONS

11.1 Applications received in response to the vacancies circulated/notified/advertised etc. will be screened by the Recruitment section keeping in view the job specifications prescribed for the post(s) in question and the candidates short listed for interview. As and when necessary, the indenting department may be consulted for screening and short listing of candidates.
11.2 If suitable candidates with the required job specifications are not available, or if candidates are otherwise exceptionally qualified or experienced, but require relaxation in specifications like age, qualifications etc, competent authority may relax the specifications prescribed as a one time measure in order to facilitate filling up of such post(s) in time, provided such provision for relaxation has been stipulated in notification/advertisement for the post. Any subsequent recruitment against such post(s) will, however, be made strictly on the basis of the standard job specifications prescribed.

12.0 MODE OF SELECTION

12.1 Selection of candidates for appointment in the Company will be made on the basis of their merit and suitability as assessed through selection test(s). The selection test(s) will comprise of:

i) Written test/job test/trade test or any combination thereof; and/or
ii) Group task/Group discussion/interview or both; and/or
iii) Any other test(s) as may be prescribed or as decided by the competent authority.

12.2 Wherever selection is made on the basis of a combination of a written test/trade test etc. and interview/group discussion etc., weightage for different segments administered, will be assigned as follows:

a) Executives (Group – A posts):
   • Written test preferably consisting of Domain knowledge / Subject paper, General Aptitude comprising of quantitative aptitude, verbal ability, data interpretation, verbal and non-verbal reasoning, general awareness or any other test that may be required as approved by CMD - **85 Marks**.
   • Group Task, Group Discussion, interview or combination thereof or any other criteria that may be required as approved by CMD - **15 Marks**.

b) Non-Executives (Group – B,C & D posts):
   • Written test preferably consisting of Domain knowledge/Subject paper, General Aptitude comprising of quantitative aptitude, verbal ability, data interpretation, verbal and non-verbal reasoning, general awareness or any other test that may be required as approved by CMD - **85 Marks**.
   • Trade test, Job test, Knowledge Test, Group Task, Physical test or any other test that may be required as approved by CMD - **15 Marks**.

12.3 A candidate is required to secure a minimum qualifying marks of 50% in each segment or such percentage as may be prescribed by the Competent authority from time to time. Relaxation in respect of SC/ST/OBC, if any, will be provided as per Presidential Directives in each selection segment to qualify. Relaxation in qualifying marks will also be provided to DPs as per the existing policy.

12.4 Where the selection is solely based on interview, the weightage for interview will be 100%.

13.0 SELECTION COMMITTEE

13.1 In order to assess the suitability of the candidates for the post(s) in question, Selection committee(s) will be constituted by the competent authority.

13.2 As and when required, experts from outside the organization may also be included in the selection committee(s) to ensure proper evaluation of candidates.

☐ Modified vide approval of RINL Board in its 295th Meeting held on 16.02.2016.
14.0 FINAL SELECTION OF CANDIDATES

14.1 The selection committee will assess the comparative merit of each candidate in terms of his/her qualifications, experience, if any, and on the basis of performance in the selection test(s) and interview as per criteria laid down and come to a conclusion as to whether or not the candidate would measure up to the requirements of the job he/she is expected to perform. However, wherever marks are assigned, committee members will be required to give marks on the basis of criteria prescribed depending upon the relative performance of each candidate in the test/interview and keeping in view his/her suitability for the job in question.

14.2* Candidates found suitable will be empanelled in order of merit on the basis of following:

i) Wherever marks are assigned, merit list of candidates who have secured minimum qualifying marks as at para-12.3 will be prepared on the basis of aggregate marks secured by the candidates in selection/test(s); and wherever selection is made for more than one discipline/stream, merit lists would be prepared discipline/stream-wise.

In case of a tie while preparation of merit list, preference will be given to candidates in the following order:

i) Higher marks in written test
ii) Higher marks in Job test/Physical test
iii) Date of Birth (those born earlier).

ii) Wherever selection is made only on the basis of evaluation of the selection committee, merit lists of the candidates will be drawn up as recommended by the selection committee.

The selection committee shall back-up its recommendations based on marks assigned for the following criteria:

i. Communication Skills
ii. Job Knowledge
iii. Planning & Initiative
iv. Alertness and Reasoning Ability
v. Leadership and Man Management Skills

Note:
1. Weightage on different criteria shall be decided by the concerned Functional Director in consultation with Director (Personnel) taking the department, post, grade, etc. into consideration. If required, further criteria with appropriate weightages may be added, as decided by the concerned Functional Director in consultation with Director (Personnel).

2. This will not be applicable for selection of non-executives which shall be through written test and/or job test/physical test and interview.

14.3* The select list so prepared will be subject to the approval of the competent authority and will remain valid for a maximum period of one year from the date of such approval. The panel shall only be utilized to fill up the unfilled posts of the same recruitment.

The marks or merit list shall not be disclosed to the public till the recruitment process is completed and all the vacancies are filled.

* Amended vide PPC 7/2009 dated 15.05.2009
15.0 ISSUE OF OFFERS

15.1 Appointment offers will be issued to the required number of candidates from the panel/merit list in order of merit in each discipline/stream with the approval of the competent authority.

15.2 All appointment offers will be centrally issued by the Recruitment Section of Personnel Department. The In charge of Recruitment Section is authorized to issue offers of appointment for and on behalf of the competent authority.

16.0 MEDICAL EXAMINATION

16.1 All appointments in the company will be subject to the selected candidates being found medically fit by the Company’s medical officer/board for the post(s) for which they have been selected. Where there is no company hospital, medical examination will be conducted by an approved Government Hospital/Medical Board.

16.2 Medical standards will be laid down for each category of job(s)/post(s), both executive as well as non-executive, keeping in view the job requirements.

16.3 Medical standards prescribed for different jobs/posts will be subject to review from time to time depending on organizational needs. As and when necessary, the competent authority may constitute a committee of experts to review and suggest suitable changes in existing medical standards. Such changes will, however, be subject to approval of the competent authority.

17.0 DEPUTATIONISTS

17.1 Not withstanding anything contained in this policy and in exceptional cases, employees of other PSUs or Government may be appointed in the Company on deputation basis for such periods as may be decided by the competent authority. Such deputationists, however, cannot be absorbed in the Company, against this or any other post, without advertising the posts and/or circulating to designated PSUs/Government departments and giving opportunity to other similarly placed/qualified aspirants. Also, in case of requirement of regular post(s), the conditions prescribed under clause 4.3.3 should not be diluted without adequate justification.

18.0 INDUCTION/ORIENTATION

18.1 All newly appointed employees in the Company will undergo suitable induction/orientation programmes to be organized by the Training Department. Induction programme will, among other things, aim at systematically introducing the new employees to the Company, its philosophy, its major policies, technology, existing status, future plans etc. The induction programme should clearly spell out the mutual expectations with emphasis on Company’s objectives and goals.

19.0 POST SELECTION FOLLOW UP

19.1 The selected candidates on joining the Company will be under probation for a period of twelve months or such other period as may be specified. The period of probation may be extended in suitable cases as provided in the Service Rules.

20.0 RULES AND PROCEDURES

20.1 The Chairman-cum-Managing Director, RINL/VSP, is authorized to frame and issue the rules, procedures, guidelines, instructions etc. under the policy, designate competent authorities to exercise powers under the policy and rules and give clarifications on issues arising out of the policy.

Amended vide Personnel Policy Circular No.1/2008 dated 03.01.2008.
21.0 TENURE

21.1 Policies and rules framed hereunder will come into force from the date notified by Chairman-cum-Managing Director, RINL/VSP, and will remain in force for a period as decided by him.

21.2 The Company, however, reserves the right to amend, modify, cancel or withdraw the policy or any part thereof at any time without notice.

* * * * * *
DAILY ATTENDANCE RECORDING SYSTEM (DARS)

1.0 OBJECTIVES

2.0 PROCEDURE

3.0 DAILY ATTENDANCE SHEET BASIS FOR MONTHLY ATTENDANCE

4.0 ORDERS 12.1 TO 12.10 OF THE CERTIFIED STANDING ORDERS

5.0 REVIEW AND MODIFICATION

ANNEXURE I : ATTENDANCE SHEET AT THE BEGINNING OF THE SHIFT
ANNEXURE II : ATTENDANCE SHEET AT THE END OF THE SHIFT
1.0 OBJECTIVES:

1.1 To provide a system for daily recording of attendance of employees.

1.2 To ensure fullest utilization of the existing manpower during duty hours.

1.3 To generate information on availability of manpower in department/shop on daily basis.

1.4 To generate data on daily absenteeism for speedy remedial measures.

2.0 PROCEDURE:

2.1 The daily attendance of the employees will be recorded in two attendance sheets – one to record attendance at the beginning of the shift and the other to record attendance at the end of the shift. The Proforma of the Daily Attendance sheets will be recorded in the manner prescribed below:-

2.2 As soon as an employee reports for duty, he/she should sign the Daily Attendance sheet (at the beginning of the shift) recording the time of reporting. The controlling officer / Incharge will check the time of reporting of all employees and fill up the summary column and sign the sheet with time.

2.3 The concerned HOD will make arrangement for collection of the Daily Attendance Sheet (at the beginning of the shift) for feeding of the data into the computer / for compilation as the case may be within half an hour after the shift begins/

2.4 In case an employee has come late and the attendance sheets have already been collected, the controlling officer / I/c may in exigencies of the work, accept the employee on duty subject to the employee making entry in late reporting sheet with signature. The controlling officer will accordingly make necessary entries in the shortwork column of the attendance sheet.

2.5 During duty hours, no employee shall leave the duty spot without the permission of the controlling officer/ shift Incharge.

2.6 When an employee leaves the place of work during duty hours, the controlling officer will record the period of absence in shortwork column. This does not apply to cases where the employee leaves the place of work for official reasons with the knowledge and permission of the controlling officer / shift Incharge.

2.7 At the end of the Shift, the employee will record the out time with signature in the Daily Attendance Sheet (at the end of the shift). The Controlling Officer / Incharge will fill up all the relevant columns marked in the attendance sheet to be filled by the Controlling Officer / Incharge at the end of the shift.

2.8 In case an employee is absent, the controlling officer / Shift Incharge will reflect the status of the concerned employee as off/Leave /UAB/ Others as the case may be.

2.9 In case an employee has signed at the time of reporting but has not signed at the end of the shift hours, the Controlling Officer / Shift Incharge will mark a cross in the column and indicate the hours of shortwork or shutout as the case may be in shortwork / shutout Column.

2.10 The Controlling officer / Incharge will grant leave in the leave in the leave book and will make necessary entry in the leave card and the attendance sheet. In case of cancellation of the leave, the period for which
the leave is cancelled will be reflected in the attendance sheet with a mark of ‘c’ for cancellation in the column provided.

2.11 At the end of the shift, the controlling officer / Incharge will fill up the summary columns and sign the attendance sheet.

2.12 The controlling officer / Shift Incharge will deposit the filled in Daily Attendance sheet (at the end of the shift) in the designated places for collection of the sheet.

3.0 The Daily Attendance Sheet maintained as above shall be the basis for preparing the monthly attendance particulars of the employees to be sent to Finance Deptt. for drawal of wages. Total time spent on private work / late coming, etc. during duty hours in the wage period shall be indicated in the monthly attendance particulars for deduction of proportionate wages. Similarly, number of days an employee is shut out/treated as absent shall be reflected in the monthly attendance particulars for deduction of wages.

4.0 Orders 12.1 to 12.10 of the Certified Standing Orders of Visakhapatnam Steel Plant are relevant and may be referred to for guidance and strict compliance in respect of the attendance of employees covered under the Certified Standing Orders.

5.0 CMD is competent to review, alter, modify and change the system as may be required from time to time.

* * * * * *
**VISAKHAPATNAM STEEL PLANT**
**DAILY ATTENDANCE SHEET**
(At the beginning of Shirt)

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<th>Sl. No.</th>
<th>Name</th>
<th>Design</th>
<th>Emp No.</th>
<th>W.Off Su/M/ Tu/W Th/F/ Sa</th>
<th>Reporting for duty</th>
<th>Time</th>
<th>Signature</th>
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**Summary**

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<th>Sign. of controlling officer / Incharge</th>
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<td>Total no. of employees</td>
<td>Designation</td>
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## Annexure II

**Daily Attendance Recording System**

### VISAKHAPATNAM STEEL PLANT
**DAILY ATTENDANCE SHEET**
*(At the END of Shift)*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Employee</th>
<th>Design.</th>
<th>Emp. No.</th>
<th>W. Off Su/M/ Tu/W/ Th/F/ Sa</th>
<th>Permission/Late Reporting (Pvt. Work) From</th>
<th>To</th>
<th>Sign. From</th>
<th>Time Out</th>
<th>Sign.</th>
<th>Status</th>
<th>Extra Wage</th>
<th>Short Works (in Minutes)</th>
<th>Leave Particulars From</th>
<th>To</th>
<th>Date</th>
<th>Date</th>
<th>Type of Leave for sanction “C” for cancellation</th>
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### SUMMARY

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<td>Others</td>
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<tbody>
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<td>Attandance entered by Signature</td>
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To be filled by Controlling Officer/Incharge at the end of Shift
# APPRAISAL SYSTEM AND PROMOTION POLICY

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Page No</th>
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<tbody>
<tr>
<td>8. Promotion Policy and Rules for Executives</td>
<td>153</td>
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<td>9. System of Probation and Confirmation of Executives</td>
<td>174</td>
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<td>10. Policy for Promotion to Non-Unionized Supervisory Cadre &amp; Executive Cadre</td>
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<td>11. Policy &amp; Rules for Promotion of Non-Executives</td>
<td>203</td>
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<tr>
<td>13. Performance Appraisal System for Executives</td>
<td>220</td>
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<tr>
<td>14. Annual Confidential Report for Non-Executives</td>
<td>239</td>
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</table>
A. PROMOTION POLICY AND RULES FOR EXECUTIVES UPTO E-8 GRADE

1.0 INTRODUCTION

2.0 OBJECTIVES

3.0 SCOPE

4.0 EXECUTIVE POSTS/GRADES

5.0 PROMOTION SYSTEMS

6.0 ELIGIBILITY CRITERIA

7.0 METHODOLOGY

8.0 DEPARTMENTAL PROMOTION COMMITTEES (DPCs)

9.0 LINES OF PROMOTION (LOPs)

10.0 ABOLITION OF SENIORITY LISTS

11.0 PROBATION

12.0 PROMOTION OF EXECUTIVES ON DEPUTATION TO OTHER ORGANIZATIONS

13.0 PROMOTION OF EXECUTIVES PENDING ENQUIRY / DISCIPLINARY PROCEEDINGS

14.0 RESERVATIONS FOR SCs & STs

15.0 ISSUE OF CLARIFICATIONS ETC.

16.0 POWER TO RELAX

17.0 TENURE

ANNEXURE I: POTENTIAL ASSESSMENT

ANNEXURE II: PROCEDURE FOR DEALING WITH PROMOTION/CONFIRMATION OF EXECUTIVES PENDING ENQUIRY / DISCIPLINARY PROCEEDINGS AND THEREAFTER

ANNEXURE III: OFFICE MEMORANDUM DATED 22ND JULY, 1997 REGARDING RESERVATION IN PROMOTION PRESCRIPTION OF LOWER QUALIFYING MARKS / LESSER STANDARD OF EVALUATION.

• Revised vide Personnel Policy Circular No.16/97 dated 7.11.1997.
B. PROMOTION POLICY AND RULES FOR PROMOTION TO E-9 GRADE.*

1.0 INTRODUCTION

2.0 OBJECTIVES

3.0 SCOPE

4.0 ELIGIBILITY CRITERIA

5.0 PROMOTION SYSTEM AND METHODOLOGY

6.0 LINES OF PROMOTION (LOP)

7.0 PROBATION

8.0 PROMOTION OF EXECUTIVES ON DEPUTATION TO OTHER ORGANISATIONS

9.0 PROMOTION OF EXECUTIVES PENDING ENQUIRY/DISCIPLINARY PROCEEDINGS

10.0 ISSUE OF CLARIFICATIONS ETC.

11.0 TENURE

ANNEXURE-I – QUALIFICATIONS AND THEIR RATINGS

* Amended vide Personnel Policy Circular No.11/2015 Dated.27.11.2015
PROMOTION POLICY AND RULES FOR EXECUTIVES

A. PROMOTION POLICY AND RULES FOR EXECUTIVES UPTO E-8 GRADE

1.0 INTRODUCTION

RINL/VSP has a vision to emerge as an excellent organization in the comity of steel producers of the country. This calls for dynamic organization structure responding swiftly and flexibly to the fast changing business environment. In promoting and sustaining such a dynamic structure, RINL/VSP is committed to provide professional satisfaction to its executives through clear-cut responsibility and accountability. In this background, it is essential to have a well laid-out policy framework which integrates individual aspirations for growth with the functional needs of the organization, and fosters a congenial working environment to build up synergy in the organization.

2.0 OBJECTIVES

2.1 To man functional positions in the company with competent personnel having growth potential.
2.2 To infuse a sense of competitiveness amongst the executives to excel in their performance.
2.3 To link the career growth of executives with their performance.
2.4 To provide positional growth with specific responsibility and definite accountability.
2.5 To strengthen frontline executive base by broad banding of the grades.
2.6 To promote and sustain a flatter structure by providing growth without building up hierarchy.
2.7 To spell out clearly the principles which govern the system of promotion of executives in the Company.

3.0 SCOPE

3.1 This policy and rules shall cover all promotions within the executive posts and will be applicable to all regular executives of the company (except to the extent expressly excluded in this policy and rules) including out-station units, offices and mines.
3.2 Deputationists, persons appointed for a limited tenure on adhoc basis, superannuated persons reappointed in the Company and executives engaged on contract or temporary basis shall not be covered under this Policy and Rules.
3.3 This Policy and Rules shall not cover promotions from non-unionised supervisory cadre to executive cadre and for growth thereafter, which are being governed by a separate policy.

Clarification: As at 6.1 Note-(a)

3.4 This Policy and Rules shall also not cover promotions from E-8 to E-9 grade, for which a separate policy exists.

• Revised vide Personnel Policy Circular No.16/97 dated 7.11.1997.
4.0 EXECUTIVE POSTS/GRADES

4.1 The executive posts/grades in the Company which are covered under this Policy and Rules are as follows:

<table>
<thead>
<tr>
<th>Scale Code</th>
<th>Revised Scales w.e.f. 01.01.2007 (₹)</th>
<th>Scale Code</th>
<th>Scales of Pay w.e.f. 31.12.2016 (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-0</td>
<td>16400-3%-40500</td>
<td>E-0</td>
<td>No change</td>
</tr>
<tr>
<td>E-1</td>
<td>20600-3%-46500</td>
<td>E-1**#</td>
<td>20600-3%-46500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>24900-3%-50500</td>
</tr>
<tr>
<td>E-2</td>
<td>24900-3%-50500</td>
<td>E-2#</td>
<td>29100-3%-54500</td>
</tr>
<tr>
<td>E-3</td>
<td>32900-3%-58000</td>
<td>E-3</td>
<td>No change</td>
</tr>
<tr>
<td>E-4</td>
<td>36600-3%-62000</td>
<td>E-4</td>
<td>No change</td>
</tr>
<tr>
<td>E-5</td>
<td>43200-3%-66000</td>
<td>E-5</td>
<td>No change</td>
</tr>
<tr>
<td>E-6*</td>
<td>--</td>
<td>E-6#</td>
<td>51300-3%-73000</td>
</tr>
<tr>
<td>E-7*</td>
<td>--</td>
<td>E-7#</td>
<td>51300-3%-73000</td>
</tr>
<tr>
<td>E-8</td>
<td>51300-3%-73000</td>
<td>E-8</td>
<td>No change</td>
</tr>
</tbody>
</table>

* Revised basic pay of the executives in E-6 and E-7 grades fixed, on provisional basis as per fitment methodology given at Para 3.0 of Office Order No. PL/RR/W(01)/5100001730, dated January 25, 2010, subject to maximum of ₹ 68,000/- and ₹ 70,000/- respectively.

** Management Trainees joining in the Pay Scale of ₹ 20600-46500 and successfully completed the training period, and Executives entering the pay scale of ₹ 20600-46500 through the Non-Executive route from E-0 grade and completing one year of service in E-1 grade, will be placed in the Pay Scale of ₹ 24900-50500.

# 1. The Basic Pay in the revised pay scales will be fixed notionally as on 31.12.2016 and the actual benefit will accrue from 25.09.2017 and will be extended to only those executives who are on the rolls as on 25.09.2017.
2. The basic pay in the revised Pay Scales will be fixed without fitment benefit. The extant fixation rules with respect to minimum and maximum pay will be followed.
3. Executives, who joined/were promoted to E-1/E-2/E-6/E-7 grade between 31.12.2016 and 25.09.2017, their Basic Pay in the revised scales, as the case may be, will be fixed notionally from their date of joining in the higher grade on promotion and the actual benefit will accrue from 25.09.2017.

*Note: There would be no change in the eligibility period for promotion in any grade consequent to changes in the Pay Scales.*

4.2 All promotions made in accordance with this Policy and Rules will be from one scale of pay to the next, without skipping any scale of pay.

5.0 PROMOTION SYSTEMS

5.1 Promotions from E-1 to E-2, E-2 to E-3 and E-3 to E-4 grades will be effected on the basis of merit of the eligible executives in accordance with the rules prescribed. For this purpose, the posts in these 4 grades will be pooled together and operated.

5.2 Promotions from E-4 to E-5 grade and above in respect of eligible executives will depend on availability of vacancies in the next higher grades in the respective LOPs and based on the need to fill up such vacancies.

5.3 Promotions will be based on the assessed levels of performance of the executives in terms of credit points in accordance with the performance appraisal system of the Company.

*Revised vide HR Policy Circular No.11/17 dt.20/11/2017*
6.0 ELIGIBILITY CRITERIA

For consideration for promotion, an executive has to fulfill the following eligibility criteria
(a) Minimum eligibility period
(b) Minimum performance criteria
(c) Should be within the zone of considerations, where applicable.

Note: The management may prescribe qualifications for positions in the higher grades (E-5 and above) and certain specialized/statutory posts. Only those executives, who possess the prescribed qualifications and fulfill the eligibility criteria as above, will be considered for such posts.

6.1 MINIMUM ELIGIBILITY PERIOD

The executive should fulfill the following minimum eligibility period in the respective LOPs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Eligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1 to E-2</td>
<td>3 years service in the next below grade</td>
</tr>
<tr>
<td>E-2 to E-3, E-3 to E-4</td>
<td></td>
</tr>
<tr>
<td>E-4 to E-5, E-5 to E-6, E-6 to E-7</td>
<td></td>
</tr>
<tr>
<td>E-7 to E-8</td>
<td>2 years service in the next below grade</td>
</tr>
</tbody>
</table>

NOTE:
(a) Executives recruited as Management Trainees in E-0 grade as per the Management Trainee Scheme of the company will be placed in E-1 grade, from the date of their satisfactory completion of training, as per the training completion procedure.

This, however, is not applicable to executives appointed in E-0 grade otherwise than as Management Trainees of the Company. Their placement in E-1 grade and growth thereafter will be regulated as per rules/procedure prescribed separately.

Clarifications given vide Circular No.PL/RR/3(1)/98 dated 06.01.98.

i) The executive employees who have been promoted from the Non-Unionised Supervisory cadre to Executive cadre will be required to put in two years of service in E-0 grade for being considered for placement in E-1 grade as provided under the Promotion Policy for Non-Unionised Supervisory cadre and Executive cadre, subject to other eligibility criteria as laid down.

ii) Seniority in E-1 grade and eligibility for promotion to E-2 grade will be counted from the date of entry into E-1 grade i.e. 3 years in E-1 grade, subject to fulfilling other criteria.

iii) For promotions from E-2 to E-3 and thereafter, they shall be governed by the Policy and Rules for Executives issued vide circular No. 16/97 dated 07.11.1997, as amended from time to time.

(b) The period of training as Management Trainee in E-0 grade will be taken into account for the purpose of computation of eligibility period in E-1 grade, subject to the condition that the executive has worked for a minimum of 2 years after placement in E-1 grade.

(c) Where an executive avails of extra-ordinary leave exceeding a period of three months in one or more spells during the eligibility period, the total period of such extra-ordinary leave will be excluded while computing the eligibility period.
The period of study leave granted by the Company will be taken into account in determining the minimum eligibility period for promotion, subject to the condition that the executive has completed the course satisfactorily.

6.2 MINIMUM PERFORMANCE CRITERIA

(a) An executive should secure a minimum of 150 credit points out of a combined total of 300 points of the three preceding Annual Performance Appraisal Reports.

(b) In case of executives recruited as Management Trainees where only two Annual Appraisal Reports may be available, the marks obtained by them during training will be taken into account in lieu of the third report. For this purpose, the aggregate percentage of marks obtained in the examination including viva-voce etc., at the end of the training period will be converted on pro-rata basis to a maximum of 100 points.

6.3 VIGILANCE & DISCIPLINARY CLEARANCE

The executive should be clear from vigilance and disciplinary angles in terms of Personnel Policy Circular No.PL/RR/3(10) dated 23.11.83 read with Personnel Policy Circular No. PL/RR/3(5)/97 dated 25.3.97.

6.4 ZONE OF CONSIDERATION

For consideration for promotion from E-4 to E-5 grade and above, the Executive should be within the zone of consideration based on relative merit in the LOP, as provided in clause 7.2.3.

7.0 METHODOLOGY

All promotions are promotions by selection based on merit as reflected in the Appraisal Reports and the potential assessment by DPCs, as prescribed hereunder:

7.1 Promotions from E-1 to E-2, E-2 to E-3 & E-3 to E-4 grades:

7.1.1 Promotions from E-1 to E-2, E-2 to E-3 & E-3 to E-4 grades shall be delinked from vacancies and linked to the prescribed performance of the executives as assessed in their annual performance appraisal reports.

7.1.2 Promotions within the cluster i.e.E-1 to E-2, E-2 to E-3 & E-3 to E-4 grades will be conducted twice in a year.

7.1.3 Personnel Deptt. shall prepare list of executives in E-1, E-2, E-3 grades who fulfill the eligibility criteria as prescribed in clauses - 6.1, 6.2 and 6.3. Those executives who do not fulfill the prescribed eligibility criteria shall not be considered for promotion ab initio.

7.1.4 Personnel Deptt. will also prepare separately the list of such executives whose names have not been included in the merit list and who are not eligible to be considered for promotion on account of not fulfilling the criteria under clauses - 6.1, 6.2 and 6.3 and place the same before the Departmental Promotion Committee (DPC) for its information and perusal.

7.1.5 From out of the list of executives prepared as per clause - 7.1.3,

- executives having three years of service in the next below grade and 60% of credit points in the preceding three appraisal reports, i.e. a total of 180 points out of 300, subject to a minimum of 60% in at least two appraisals including the latest one, shall be promoted.

- executives having four years of service in the next below grade and 55% of credit points in the preceding four appraisal reports, i.e. a total of 220 points out of 400, subject to a minimum of 50% in at least two appraisals including the latest one, shall be promoted.

- executives having five years of service in the next below grade and 50% of credit points in the preceding five appraisal reports, i.e. a total of 250 points out of 500, shall be promoted.
7.1.6 The executives promoted shall be entitled for monetary benefit from the date of assumption of charge only.

7.2 PROMOTION FROM E-4 TO E-5 AND ABOVE:

7.2.1 Promotions from E-4 to E-5 and above will be vacancy based and will be affected only on availability of vacancies in the respective LOPs and based on the need to fill up such vacancies.

7.2.2 Personnel Department will draw up lists of eligible executives in respective LOPs on the basis of merit as determined from the total credit points of Annual Appraisal Reports of the preceding 3 years. Against each vacancy, not more than 5 eligible executives will be considered from the list in the descending order of merit. However, in case of a tie between the last executive in zone of consideration and the next below executive(s) as a result of their obtaining equal number of credit points, all the executives involved in the tie will be considered along with other eligible executives by the DPC. In such an event the number of executives to be considered for promotion against a vacancy may exceed 5.

7.2.3 List of eligible executives falling within the zone of consideration drawn up on the basis provided in clause -7.2.2 will be placed before the Departmental Promotion Committee (DPC). The DPC will assess the suitability of the executives based on the performance as rated in the annual performance appraisals, service in the grade and the potential of the executive as assessed by DPC. The assessment of the potential will be done as per the format enclosed at Annexure-I. For the purpose of determining the total marks obtained by the eligible executives, the performance, service in the grade and potential will carry the following marks:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>50</td>
</tr>
<tr>
<td>Service</td>
<td>20</td>
</tr>
<tr>
<td>Potential</td>
<td>30</td>
</tr>
</tbody>
</table>

- Performance to be counted in terms of average credit points of the preceding 3 years.
- Service weightage will carry a total of 20 marks with each month beyond the eligible period of service in the grade having a credit of 0.55 marks.
- A minimum of 18 marks of 30 in potential assessment will be required for being promoted.

7.2.4 The DPC will draw up select list of the promotable executives in order of merit on the basis of total marks obtained, subject to the number of vacancies. Potential assessment will be made by the DPC by way of interview in case of promotion from E-4 to E-5 and E-5 to E-6. There will, however, be no interview for promotion from E-6 to E-7 and E-7 to E-8 grades and the DPC will assess the potentiality based on performance as reflected in the Appraisal Reports and the record of the service.

8.0 DEPARTMENTAL PROMOTION COMMITTEES (DPCs)

8.1 The DPC for consideration of promotions from E-1 to E-2, E-2 to E-3, E-3 to E-4 grades will consist of:

(a) Concerned Executive Director/General Manager
(b) Concerned HOD
(c) A representative of Personnel Department.

8.2 The DPC for consideration of promotions from E-4 to E-5 grades will consist of:

(a) Concerned Functional Director
(b) General Manager (Personnel)/A representative of Personnel Deptt.
(c) Concerned HOD
8.3 The DPC for consideration of promotions from E-5 to E-6 and E-6 to E-7 grades will consist of:

(a) All Functional Directors

(b) General Manager (Personnel)

8.4 The DPC for consideration of promotions from E-7 to E-8 grades will consist of:

(a) Chairman-cum-Managing Director

(b) Director (Personnel)

(c) Other Functional Directors

8.5 Chairman-cum-Managing Director shall have discretion to nominate additional members on the DPCs

9.0 LINES OF PROMOTION (LOPs)

9.1 Lines of Promotion shall be as decided by the Management. However, the LOPs will be so drawn that while promotions up to the level of E-5 may be affected within the departments/units, flexible/broader lines of promotion to E-6 level and above is ensured.

9.2 However, the Management reserves the right to fill up vacancies irrespective of the LOPs on inter-disciplinary or inter-departmental basis by promotion, transfer, or circulation as may be decided by the Management. Vacancies may also be filled up by open recruitment at the discretion of the Management.

10.0 ABOLITION OF SENIORITY LISTS

This promotion policy does not envisage promotions based on ‘Seniority’. Therefore, no seniority lists will be maintained in the Company for the purpose of promotion. Instead, promotions will be based on LOP-wise merit lists.

11.0 PROBATION

The executive promoted under this Policy and Rules will be kept on probation for a minimum period of six months. Confirmation/extension of probation will be regulated as per Rules prescribed in this regard.

12.0 PROMOTION OF EXECUTIVES ON DEPUTATION TO OTHER ORGANIZATIONS

12.1 An executive of the Company on deputation to another organization may be considered for promotion in the Company during the period in accordance with the selection methodology prescribed in this Policy and Rules.

12.2 In case of an executive who is not on deputation to another organization but merely retaining lien in the Company, he would not be considered for promotion during the period. He would merely retain the option to return to his substantive post for the duration of lien.

13.0 PROMOTION OF EXECUTIVES PENDING ENQUIRY/DISCIPLINARY PROCEEDINGS

The procedure for dealing with promotion/confirmation of executives pending investigation/disciplinary proceedings etc. is given at Annexure-II.
14.0 RESERVATIONS FOR SCs & STs

Reservations/concessions for SCs and STs will be provided as per Presidential Directives on the subject.

Note: Clause 14.0 will be applicable subject to OM No.36012/23/96- Estt. (Res), dated 22.07.1997 issued by the Ministry of Personnel, Public Grievances & Pensions, as given at Annexure- III.

15.0 ISSUE OF CLARIFICATIONS ETC.

Clarifications, guidelines, instructions, procedures etc. under this Policy will be issued by the Rules Section on approval of CMD.

16.0 POWER TO RELAX

The Chairman-cum-Managing Director, RINL, may at his discretion, relax the eligibility criteria etc., in exceptional cases for reasons to be recorded.

17.0 TENURE

17.1 This Policy and Rules shall come into force with immediate effect and shall remain in force for a tenure as may be decided by the Management.

17.2 The Management reserves the right to withdraw, review, alter and/or amend this Policy and Rules as may be deemed necessary from time to time.

17.3 This Policy and Rules shall supersede the earlier policy, rules, regulations, orders and instructions issued on the subject, except to the extent expressly provided in this Policy and Rules.
**POTENTIAL ASSESSMENT**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Factors</th>
<th>Maximum Marks</th>
<th>Marks scored</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I.</strong></td>
<td><strong>CONCEPTUAL</strong> (6 marks) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Ability to take a perspective view of the business functions of the Department/Group/Company</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Ability to look for better method / technique; conceive new ideas and determine innovative solutions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>II</strong></td>
<td><strong>ANALYTICAL</strong> (6 marks) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Ability to anticipate problems and take necessary action to meet the situation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Capacity to analyse/break down or reformulate an apparently complicated problem into workable terms and select a sound and imaginative solution</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>III</strong></td>
<td><strong>LEADERSHIP</strong> (4 marks) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Ability to guide, counsel, motivate personnel on a continual basis</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Positive utilisation of personnel, ability to integrate personnel into teams towards higher levels of performance</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Ability to promote positive discipline in the team</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Openness to new ideas</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>IV</strong></td>
<td><strong>TIME MANAGEMENT</strong> (2 marks) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Effective utilisation of resources with regard to cost and time</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Prioritisation of issues/timely completion of assigned tasks</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>V</strong></td>
<td><strong>COMMUNICATION</strong> (3 marks) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Clarity of thought &amp; effective oral communication</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Clarity of thought in effective communication in the written media</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Sharing of relevant information as necessary for team work and promoting a greater understanding of the overall task</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>VI</strong></td>
<td><strong>DECISION MAKING</strong> (6 marks) :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Ability to formulate alternatives, substantiated by data, logic, rational and assessment of positive impact within the Group/Deptt./Section and outside.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Ability to present problems and solutions to superiors, peers and subordinates and external agencies, if involved</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Seeing through implementation with appropriate feed back</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
### VII  Self Discipline (3 marks):

<table>
<thead>
<tr>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Observance of Company Policies &amp; Procedures, in letter and spirit, and</td>
<td>1</td>
</tr>
<tr>
<td>efforts to achieve its objectives.</td>
<td></td>
</tr>
<tr>
<td>(b) Demonstrated commitment to Company interests over personal interests</td>
<td>1</td>
</tr>
<tr>
<td>(c) Setting an example to subordinates and peers in matters of self-discipline and good Corporate Citizenship</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL** 30

Signature of the Members of DPC:
PROCEDURE FOR DEALING WITH PROMOTION/CONFIRMATION OF EXECUTIVES PENDING ENQUIRY/DISCIPLINARY PROCEEDINGS AND THEREAFTER

1.0 The procedure for dealing with promotion/confirmation of executives pending enquiry/disciplinary proceedings and thereafter is given below:

2.0 COMPLAINTS/INVESTIGATION STAGE:

2.1 Preliminary investigations may be taken up on the basis of complaints received against an executive.

2.2 In the case of vigilance investigation taken up against executives, in the scale of pay the minimum of which is not less than Rs 1800/-, the final report is submitted to the Central Vigilance Commission, who advises regarding the action to be taken.

2.3 On receipt of the final report or the advice of the Central Vigilance Commission, the report is examined by the appropriate authority to consider whether there is sufficient material for initiating regular disciplinary proceedings against the executive.

3.0 DISCIPLINARY PROCEEDINGS STAGE:

3.1 Regular disciplinary proceedings are initiated by issue of charge sheet and appointment of enquiry committee.

3.2 The executive may be placed under suspension, if required, pending completion of disciplinary proceedings.

3.3 In case the Central Vigilance Commission tenders their advice regarding action to be taken, the case is required to be submitted to the Commission again after the receipt of explanation/completion of the enquiry for their advice regarding action to be taken.

4.0 PROMOTION/CONFIRMATION PENDING ENQUIRY/INVESTIGATIONS:

4.1 The case of an executive whose conduct is under departmental enquiry or investigation by Vigilance Deptt. or CBI or any other agency, may be considered for promotion on merit as if there is no case against him. The Selection Board or the competent authority should not be prejudiced in determining the suitability of an executive because of his involvement in the departmental enquiry or in a vigilance case.

In case the executive is found suitable for promotion on merit, his case will be dealt with as follows:

(a) His promotion will not be withheld unless a charge-sheet/charge memorandum has been issued to him.

(b) His promotion will be withheld if he is under suspension.

The same principles would be followed in respect of confirmation also (vide Personnel Policy Circular No.PL/RR/3(5)/97 dated 25.3.1997).
5.0 PENDING DISCIPLINARY PROCEEDINGS

If disciplinary proceedings against an executive have been initiated by issuing a charge-sheet either for minor penalty or for major penalty, his case may be considered by the Selection Board/Competent Authority as if there is no case against him. In case the executive is considered suitable for promotion, his promotion or confirmation, as the case may be, will be withheld till the conclusion of the disciplinary proceedings. The decision of the Selection Board/Competent Authority shall be kept secret under sealed cover by Personnel Deptt. to be opened only when the occasion arises for considering promotion of an executive under these rules.

6.0 PENDING PROSECUTION:

If an executive is being prosecuted in a court of law, his case will be dealt with as at para-5 above.

7.0 PROMOTION/CONFIRMATION AFTER A PENALTY LISTED IN THE CONDUCT, DISCIPLINE AND APPEAL RULES HAS BEEN IMPOSED:

In case where an executive has been punished as a result of disciplinary proceedings or convicted by a court of law, the following procedure shall be observed for giving him promotion/confirmation.

(a) Wherever an order imposing a penalty specifies the period of penalty, during the pendency of such period, the executive concerned would not be promoted;

(b) Wherever an order imposing a penalty does not specify any period, the Selection Board/competent authority may take into account the penalty imposed upon the executive in determining his suitability for promotion.

8.0 FILLING UP OF POST

8.1 If a decision is taken to withhold the promotion of an executive as envisaged above, and it is considered that the post cannot be kept vacant, it may be filled on officiating basis.

8.2 After the executive concerned is completely exonerated, he should be promoted without further review.

8.3 On promotion of the executive, his date of entry in the higher grade will reckon from the date he would have been ordinarily promoted if there was no case against him.

8.4 On promotion, the pay of such an executive should be fixed to ensure that he receives such increment(s) which he would have got if his promotion was not withheld. However, he would not get arrears for fixation of pay with retrospective effect and he would draw the pay so fixed in the higher grade with effect from the date he actually takes over the higher post.

9.0 RESIGNATION:

9.1 During the complaint/investigation stage the acceptance of resignation should not be withheld for this reason alone.

9.2 During the disciplinary proceedings stage, the acceptance of resignation should not be withheld, unless the appropriate authority has reasonable grounds to expect that the executive is likely to be dismissed from the service of the Company.

9.3 If the executive is released during the pendency of disciplinary proceedings, the Company should inform his prospective employer, if it is Public undertaking /Govt Deptt. about the pendency of such proceedings.

10.0 In case where the disciplinary/court proceedings may not be concluded even after the expiry of two years from the date from which the executive had first been found suitable for promotion but his promotion had been kept in abeyance because of such proceedings, provided the officer is not under suspension, the competent authority may review his case to consider:
(a) whether the charges are grave enough to warrant continued denial of promotion and the promotion of the executive will be against the interest of the Company;

(b) whether there is no likelihood of the case coming to a conclusion in the near future; and

(c) the delay in finalization of proceedings, whether departmental or in a court of law, is not directly or indirectly attributable to the executive concerned.

11.0 In case the Competent Authority comes to the conclusion that it would not be against the interest of the Company to allow adhoc promotion to the executive, his case may be considered in the normal course after the expiry of the two years period to decide whether the executive is suitable for promotion on adhoc basis. Where the executive is to be considered for adhoc promotion, the Selection Board may make its assessment on the basis of the totality of the executive’s record of service and the fact that the disciplinary or court case is pending should not affect the assessment regarding the suitability for adhoc promotion. If the executive is recommended by Selection Board for adhoc promotion, his actual promotion will be subject to the decision of the competent authority, who may take into account the seriousness of the charges, the nature of the evidence available, the stage which the disciplinary/court proceedings has reached, the probable nature of the punishment that may be imposed on the officer if the charges against him are established, the likelihood of misuse of the official position which the executive may occupy after his adhoc promotion and the record of service available upto date.

12.0 Where the departmental proceedings or court case have arisen out of investigation conducted by the Central Bureau of Investigation, the competent authority should also consult the Central Bureau of Investigation and take their views into account.

13.0 After a decision is taken to promote an executive on an adhoc basis as indicated above, an order of promotion may be issued making it clear in the order itself that:

(a) the promotion is being made on purely adhoc basis and the adhoc promotion will not confer any right for regular promotion, and

(b) the promotion shall be ‘until further orders’. It should also be indicated in the orders that the competent authority will reserve the right to cancel the adhoc promotion and revert the executive to the post from which he was promoted, at any time.

14.0 If the executive concerned is acquitted in the court proceedings on the merits of the case or exonerated in departmental disciplinary proceedings, the adhoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the adhoc promotion with all attendant benefits.

15.0 Where the acquittal in a court case is not on merits but purely on technical grounds, and the Company either proposes to take the matter to a higher court or to proceed against the executive departmentally, the competent authority may review whether the adhoc promotion should be continued.

16.0 Where the acquittal by court is on technical grounds, if the Company does not propose to go in appeal to a higher court to take further departmental action, action should be taken in the same manner as if the executive had been acquitted by the court on merits.

17.0 If the executive concerned is not acquitted /exonerated in the court proceedings or the departmental proceedings, the adhoc promotion already granted should be reviewed as follows:

(a) Wherever an order imposing a penalty specifies the period of penalty, the executive concerned would not be promoted during the pendency of such period. The adhoc promotion already granted should be brought to an end by the issue of the ‘further order’ contemplated in the order of adhoc promotion, and the executive concerned reverted to the post from which he had been promoted on adhoc basis. After such reversion, the executive concerned may be considered for future promotion in the normal course.

(b) Wherever an order imposing a penalty does not specify any period, the Selection Board/Competent Authority may take into account the penalty imposed upon the executive in determining his suitability for promotion.
No. 36012/23/96-Estt. (Res)
Govt. of India
Ministry of Personnel, Public Grievances & Pensions
(DEPARTMENT OF PERSONNEL & TRAINING)

ANNEXURE - III

North Block, New Delhi
Dated the 22nd July, 1997

OFFICE MEMORANDUM

Sub: Reservation in promotion - Prescription of lower qualifying marks/lesser standard of evaluation.

The undersigned is directed to say that in terms of instructions noted in the margin, certain relaxations/concessions in the matter of qualifying marks/standards of evaluation of performance are to be made in favor of candidates belonging to the Scheduled Castes and the Scheduled Tribes while considering them for promotion.

2. The validity of such lower qualifying marks/lesser standards of evaluation was called into question in Courts in the context of the judgment of the Supreme Court in the case of Indira Sawhney Vs. Union of India. The Supreme Court, in the case of S.Vinod Kumar Vs. Union of India (JT 1996 (8) SC 643) has held that the provision for lower qualifying marks/lesser level of evaluation, in the matter of promotion, provided for candidates belonging to the Scheduled Castes and the Scheduled Tribes under Government's instructions, is not permissible under Article 335 of the Constitution. The Court has further observed that even if it is assumed for the sake of argument that reservation is permitted by Article 16 (4) in the matter of promotion, a provision for lower qualifying marks or lesser level of evaluation is not permissible in the matter of promotion, by virtue of Article 335. The Court also held that the protection for reservation in promotion for five years, given by the Supreme Court, vide para 829 of the judgment in Indira Sawhney's case, did not save the provisions for lower qualifying marks/lesser level of evaluation.

3. It has accordingly been decided to withdraw the instructions contained in this Department's OM No.8/12/69-Estt. (SCT) dated 23.12.1970 and OM No.36021/10/76-Estt.(SCT) dated 21.1.1977, in so far as these provide for lower qualifying marks for Scheduled Castes/Scheduled Tribes candidates in departmental qualifying/competitive examinations for promotion. Similarly, the relevant portions of para-6.3.2 of the DPC guidelines circulated vide this Department's OM No.22011/5/86-Estt.(D) dated 10.4.1989, to the extent that they provide for consideration of Scheduled Castes/Scheduled Tribes candidates without reference to merit and the prescribed "bench mark", are hereby rescinded.

4. It is clarified that the effect of these instructions is that henceforth there shall be no separate standards of evaluation for candidates of the Scheduled Castes/Scheduled Tribes for promotion, and assessment of all candidates for this purpose will be with reference to uniform standards. Any other instructions of the Govt., which provide for lower qualifying marks/lesser standards of evaluation in matters of promotion for candidates belonging to the Scheduled Castes/Scheduled Tribes, may also be treated as having been modified to this extent.

5. These instructions take immediate effect.

6. All Ministries/Departments are also requested to bring these instructions to the notice of their Attached/Subordinate Offices and Autonomous Bodies/Public Sector Undertakings under their control for compliance.

Sd/-
(YG Parande)
Director

To:
1. All Ministries/Departments of the Govt. of India
2. Union Public Service Commission, Dholpur House, New Delhi.
3. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
4. Deptt. of Economic Affairs (Banking Division), New Delhi.
5. Deptt. of Economic Affairs (Insurance Division), New Delhi.
B. PROMOTION POLICY AND RULES FOR PROMOTION TO E-9 GRADE.*

1.0 INTRODUCTION

The performance of RINL/VSP critically depends on the level of motivation and commitment of its key functionaries. Given the ever increasing demands on the Company in the fast changing business environment, it is necessary to create a team of competent and professional managers in the company. In this context, it is essential to create appropriate career growth opportunities for the senior executives of the company to maintain high levels of commitment and motivation among them. It is in this background that this promotion policy has been formulated to spell out clearly the systems and methodology of promotion to the post of Executive Director in RINL-VSP.

2.0 OBJECTIVES

2.1 To man key positions in the Company with competent and experienced managerial personnel.

2.2 To prevent stagnation and frustration amongst senior executives and retain experience and expertise in various fields of management.

2.3 To match career aspirations of Senior executives with wider opening of opportunities.

2.4 To spell out clearly the principles governing the system of promotion to the post of Executive Director (E-9 Grade) in the Company.

3.0 SCOPE

3.1 This Policy and Rules shall cover promotions to the post of Executive Director (E-9 Grade) in the scale of Rs.62,000-3%-80000/- and will be applicable to all Executives in E-8 Grade in the scale of Rs.51,300-3%-73,000/-.

3.2 Deputationists, persons appointed for a limited tenure on adhoc basis, superannuated persons re-appointed in the Company and executives engaged on contract or temporary basis shall not be covered under this Policy and Rules.

4.0 ELIGIBILITY CRITERIA

For consideration for promotion to the post of Executive Director, the Executive has to fulfil the following eligibility criteria:

(a) Completion of minimum eligibility period
(b) Minimum performance criteria
(c) Clearance from vigilance and disciplinary angles in terms of Personnel Policy Circular No.PL/RR/3(10), dated 23.11.83 (Annexure-III of Executive Promotion Policy and Rules).
(d) Minimum period of service left to attain the age of superannuation.

4.1 Minimum eligibility period

The executive should complete a minimum period of 2 (two) years’ service in E-8 Grade in the scale of Rs.51,300-3%-73,000/- in the respective line of promotion (LOP).

*Amended vide Personnel Policy Circular No.11/2015 Dated 27.11.2015
4.2 Minimum Performance Criteria

The executive should secure a minimum “Good” in the “Overall Grade / Composite Score” in each of the five immediately preceding Annual Performance Appraisal Reports (APARs). As the APAR for the immediate preceding Financial Year would be completed subsequent to 1st July as per the guidelines in vogue, the five immediately preceding APARs would mean the APARs of the five years preceding the immediate completed Financial Year. (For conversion of “Overall Grade / Composite Score” to Marks, refer Clause 5.3).

4.3 Vigilance & Disciplinary Clearance

The executive should be clear from vigilance and disciplinary angles in terms of Personnel Policy Circular No.PL/RR/3(10), dated 23rd November 1983 (Annexure-III of Executive Promotion Policy and Rules).

4.4 The executive should have at least one year of service left to attain the age of superannuation as on 1st July.

5.0 PROMOTION SYSTEM AND METHODOLOGY

5.1 Promotion to the post of Executive Director will depend on availability of vacancies and will be based on the need to fill such vacancies. The Assessment of the existing vacancies and eligibility of candidates would be once in a year as on 1st July. Promotions will be made with effect from the date of approval of the DPC recommendations; however, the financial benefit will accrue from the date of assumption of charge to the higher post.

*In addition to the ED vacancies existing as on 1st July, ED posts which fall vacant within next six months shall also be considered. However only those candidates who are eligible for promotion to ED post as on 1st July would be considered and the effective date of promotion against such vacancies (arising after 1st July upto 1st January) will be date of the vacancy or the date of approval of the DPC recommendations whichever is later. The financial benefit will continue to accrue from the date of assumption of charge.*

5.2 Departmental Promotion Committee (DPC)

Departmental Promotion Committee (DPC) for consideration of promotions from E-8 to E-9 grade will consist of:

- CMD
- All Functional Directors
- Nominee of Ministry of Steel

5.3 (i) List of executives fulfilling the eligibility criteria will be placed before the DPC with the details of record of service and performance report.

(ii) The performance of the Executive will be assessed through the following parameters with the weightages of the marks as shown below:

- Appraisal Reports ... 50
- Qualification ... 10
- Length of service ... 10
- Interview ... 30

*Note: Qualifications to be considered for the above purpose are separately indicated at Annexure-I along with the marks to be assigned.*
(iii) Conversion of “Overall Grade/ Composite Score” for the latest five APARs shall be as follows:

<table>
<thead>
<tr>
<th>Overall Grade / Composite score</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding (1.00 to 1.50)</td>
<td>10</td>
</tr>
<tr>
<td>Very Good (1.51 to 2.50)</td>
<td>8</td>
</tr>
<tr>
<td>Good (2.51 to 3.50)</td>
<td>6</td>
</tr>
<tr>
<td>Fair (3.51 to 4.50)</td>
<td>4</td>
</tr>
<tr>
<td>Poor (4.51 to 5.00)</td>
<td>2</td>
</tr>
</tbody>
</table>

(iv) The Marks secured for the preceding five APARs shall be considered, for assessment against Appraisal Reports.

(v) The qualifying marks for interview are 60% out of 30.

(vi) For the purpose of eligibility and Length of Service, the departments/areas will be grouped as given at Annexure-I.

Service in the E-8 grade would be reckoned @ 2 marks for every completed year of service, subject to a maximum of 10 marks.

5.4 The Promotion Committee, after assessment, will draw up Select List of Executives in order of merit on the basis of the total points of the Performance Appraisals and DPC assessment. Promotions will be made from the Select List in the order of merit.

5.5 The model Assessment Form to allot marks in interview will be prepared by HR Department and provided to the Promotion Committee.

5.6 If no eligible internal candidates are available, the post may be advertised and the process of selections will be through interview of suitable candidates.

6.0 LINES OF PROMOTION (LOP)

6.1 Line of Promotion shall be as decided by the Management. However, for Finance & Accounts and Medical Departments, executives having the prescribed qualification and experience in the relevant areas shall only be considered. Similarly, for Technical posts in Works and Projects Divisions, executives having Technical qualifications shall only be considered.

6.2 Notwithstanding anything contained above, the Management reserves the right to fill up vacancies irrespective of the LOPs on the inter-disciplinary or inter-departmental basis by promotion, transfer, or circulation as may be decided by the Management.

7.0 PROBATION

The executives promoted under this policy and rules will be kept on probation for a minimum period of six months. Confirmation/extension of probation will be regulated as per Rules prescribed in this regard.
8.0 PROMOTION OF EXECUTIVES ON DEPUTATION TO OTHER ORGANISATIONS

8.1 An executive of the Company on deputation to another organization may be considered for promotion in the Company during the period in accordance with the selection methodology prescribed in this Policy and Rules. His promotion will, however, take effect only after his reversion to the company. He will be allowed notional seniority in the higher grade from the date from which the promotion has been approved by the Competent Authority.

8.2 In case of an executive who is not on deputation to another organization but merely retaining lien in the Company, he would not be considered for promotion during the period. He would merely retain the option to return to his substantive post for the duration of lien.

9.0 PROMOTION OF EXECUTIVES PENDING ENQUIRY/DISCIPLINARY PROCEEDINGS

The procedure for dealing with promotion/confirmation of executives pending investigation/enquiry/disciplinary proceedings will be the same as provided in the Annexure-III of the Executive Promotion Policy and Rules.

10.0 ISSUE OF CLARIFICATIONS ETC.

The Chairman-cum-Managing Director, RINL, is authorized to issue such clarifications, guidelines, instructions, procedures etc. under this policy and rules as may be required from time to time.

11.0 TENURE

11.1 This Policy and Rules shall come into force with immediate effect and shall remain in force for a tenure as may be decided by the Management.

11.2 The Management reserves the right to withdraw, review, alter and/or amend this Policy and Rules as may be deemed necessary from time to time.

11.3 This Policy and Rules shall supersede the earlier policy, rules, regulations, orders and instructions issued on the subject, except to the extent expressly provided in this Policy and Rules.

***
### QUALIFICATIONS AND THEIR RATINGS

<table>
<thead>
<tr>
<th>S. No.</th>
<th>ED Post</th>
<th>Group</th>
<th>Qualification</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ED (Works)</td>
<td><strong>Group-A</strong> Technical Works, Projects, Mining, Technology &amp; Research, R&amp;D, Information Technology, Enterprise Resource Planning, Corporate Strategic Management, Modernisation, Services, Liaison and all other disciplines not specifically covered below</td>
<td>a. Doctorate in Engineering or in the relevant field</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. Masters Degree in Engineering or in the relevant field</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c. MBA or Post Graduate Degree or Diploma in Management/Business Administration/ Business Management / Computer Applications of not less than 2 years’ duration</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Primary Qualifications:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d. Graduate Degree in Engineering / Arts / Science / Commerce / Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>ED (Projects)</td>
<td></td>
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<tr>
<td>3.</td>
<td>ED(Services)</td>
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<tr>
<td>4.</td>
<td>ED(Modernization)</td>
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<tr>
<td>5.</td>
<td>ED(Mines)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>ED (Project Services)</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>ED</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>ED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>ED (Marketing)</td>
<td><strong>Group-B</strong>: Marketing, Materials</td>
<td>a. Doctorate in Marketing Management</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. MBA or Post Graduate Degree / Diploma in Management / Business Management / Business Administration / Marketing Management / Export Management of not less than two years’ duration</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c. Masters Degree in Arts / Science / Commerce / Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Primary Qualifications:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d. Honours Graduate / Graduate Degree in Arts / Science / Commerce / Computer Applications / Engineering</td>
<td>3</td>
</tr>
<tr>
<td>10.</td>
<td>ED (Materials Management)</td>
<td></td>
<td>a. Doctorate in Materials Management</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. MBA or Post Graduate Degree / Diploma in Management / Business Management / Business Administration / Materials Management of not less than two years’ duration</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c. Masters Degree in Arts / Science / Commerce / Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Primary Qualifications:</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>d. Honours Graduate / Graduate Degree in Arts / Science / Commerce / Computer Applications / Engineering</td>
<td>3</td>
</tr>
<tr>
<td>11.</td>
<td>ED (P&amp;IR)</td>
<td><strong>Group-C</strong> Human Resources, Training &amp; HRD, Management Services, Town Administration, Law &amp; Administration</td>
<td>a. Doctorate in Personnel / Human Resources Management</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. MBA or Post Graduate Degree / Diploma in Management / Business Management / Business Administration / Personnel Management / Industrial Relations / Industrial Psychiatry / Organizational Behaviour / Labour Laws / Labour Welfare / Social Welfare of not less than 2</td>
<td>8</td>
</tr>
<tr>
<td>12.</td>
<td>ED(Corp. Services)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Promotion Policy And Rules For Executives

1. **Primary Qualifications:**
   - Masters Degree in Arts / Science / Commerce / Computer Applications  
   - Honours Graduate / Graduate Degree in Arts / Science / Commerce / Law / Computer Applications / Engineering

<table>
<thead>
<tr>
<th>Group</th>
<th>Qualifications</th>
</tr>
</thead>
</table>
| **13. ED (F&A)** | a. Doctorate in Financial Management / MAC from Institute of Chartered Accountants of India or Institute of Cost Accountants of India  
   - CFA / CS / CA* / ICMA*  
   - MBA (Finance) |
| **14. ED (F&A) – Comm. & Acquisitions** | a. Honours Graduate / Graduate Degree in Arts / Science / Commerce / Computer Applications / Engineering  
   - MBA (Finance) * If acquired as additional qualification to (d) |
| **15. ED (Medical)** | a. D.M. / M.Ch.  
   - M.D. / M.S. / D.N.B.  
   - Post Graduate Diploma in Medical speciality  
   - MBBS |

**Note:**

1. (a) All the qualifications must be duly recognised by Government of India.  
   (b) In Qualifications Column, “a to c” indicate the additional qualifications that are possessed by the candidates while ‘d’ indicates the primary qualifications which are mandatory for the respective category.

2. Executives will get marks mentioned above only if they possess the professional qualifications relevant to the post being considered.

3. The minimum qualifications for the post is as indicated in each group.

4. Eligibility will be reckoned within each group only. For eligibility in Marketing, Materials Management and Human Resources groups, executives in other groups except Medical Department would also be eligible provided that there are no eligible candidates in the ratio of 1:5 within that group. Only in the absence of sufficient eligible executives in the group, executives from other groups can be considered.

5. For posts at S.No.1 to 6 only those with Engineering degree in core disciplines like Metallurgy, Mechanical, Electrical, Electronics, Civil, Instrumentation, Chemical and Ceramics would be considered.

6. In Group-A for ED (Mines) post, the executives should possess “First Class Mines Managers Certificate of Competency” in addition to the qualifications mentioned against the said Group, for becoming eligible to the marks mentioned therein.
SYSTEM OF PROBATION AND CONFIRMATION OF EXECUTIVES

1.0 OBJECTIVE

2.0 POLICY

3.0 SCOPE:

4.0 PERIOD OF PROBATION:

5.0 ASSESSMENT OF PERFORMANCE:

6.0 CONFIRMATION:

7.0 EXTENSION OF PROBATIONARY PERIOD:

8.0 DRAWAL OF INCREMENT:

9.0 COMPETENT AUTHORITY:

10.0 PROCEDURE:

11.0 TENURE:

ANNEXURE I: PROBATION ASSESSMENT SHEET

ANNEXURE II: PERFORMANCE APPRAISAL OF EXECUTIVES DURING PROBATION PERIOD
1.0 OBJECTIVE:

To prescribe a uniform system with regard to probation and confirmation of executives.

2.0 POLICY:

An executive who is freshly appointed in VSP or who is promoted to a higher post and scale, shall be on probation for the prescribed period, and his confirmation shall be based on proper assessment of conduct and performance.

3.0 SCOPE:

This procedure shall cover all appointments/promotions to and within executive posts in the Company including Management Trainees.

4.0 PERIOD OF PROBATION:

4.1 ON FRESH APPOINTMENT:

a. Management Trainees shall be placed on probation for a period of one year* on the successful completion of the prescribed period of training.

b. All other executives appointed in VSP shall be on probation for a period of twelve months.

4.2 ON PROMOTION:

The period of probation in case of promotion to and within executive posts shall be six months.

4.3 The period of probation shall be reckoned from the date on which the executive assumes charge of the post.

5.0 ASSESSMENT OF PERFORMANCE:

5.1 The performance and conduct of an executive on probation shall be watched carefully and continuously.

5.2 Where it is found that a probationer is not making satisfactory progress or shows himself to be inadequate for the post in any way, the short-comings shall be brought to his notice during the probationary period itself to enable him to make special efforts at self-improvement.

5.3 A special report in the prescribed form (ANNEXURE-I & II) shall be prepared on the work and conduct of the executive during the period of probation.

6.0 CONFIRMATION:

6.1 Confirmation shall be based on the report mentioned in para 5.3 above.

6.2 Separate procedure as may be notified shall be followed in cases of pending enquiry/disciplinary proceedings/prosecution.

6.3 Confirmation shall not be done in cases of fresh appointments until and unless procedures of verification through attestation forms prescribed separately with regard to new appointments have been completed satisfactorily.

* Approved by D(P) on 20.08.2011.
6.4 If after complying with the requirements of paras 6.2 and 6.3 confirmation is done, it shall be retrospective from the date the confirmation was due.

6.5 Subject to paras 6.2 and 6.3, orders of confirmation shall be issued within a period of one month of the expiry of the probationary period.

6.6 An executive shall not be regarded as having been confirmed unless an order of confirmation has been issued.

6.7 If during the probation the executive remains on leave or is deputed for training by the Company for more than one half of the probation period, then the probation may be extended to the extent of his leave/training period. If the absence on account of leave or training is one half of the probation period or less, such absence may be ignored and the confirmation may be decided keeping in view the performance of the employee during the remaining period.

7.0 EXTENSION OF PROBATIONARY PERIOD:

7.1 The period of probation may be extended, if work and conduct during the period of probation have not been satisfactory, based on the report mentioned in para 5.3.

7.2 Probation may be extended not more than once by a period not exceeding the initial probationary period. This shall not apply to cases referred to in paras 6.2 and 6.3.

7.3 The decision to extend the probation shall be communicated to the executive within one month of the expiry of the initial probationary period. The executive should also be counselled regarding inadequacies/deficiencies observed in his performance and conduct to enable him to improve during the period of extended probation.

7.4 If the performance of the executive is not found to be satisfactory, even during the extended period of probation, his services shall be terminated or he shall be reverted to the grade from which he was promoted, as the case may be.

8.0 DRAWAL OF INCREMENT:

8.1 Increment shall be granted to an executive on probation, only on the satisfactory completion of the period of probation but the monetary benefit in respect thereof shall be admissible with effect from the normal date of his increment.

9.0 COMPETENT AUTHORITY:

9.1 Authorities competent to make appointments/promotions of the executives shall be the Competent Authority under these rules.

10.0 PROCEDURE:

10.1 The Personnel Department shall process the case within the stipulated time, obtain the necessary reports prescribed herein and process the cases to the competent authority.

11.0 TENURE:

11.1 This procedure shall come into force with immediate effect and shall supersede all rules and regulations issued in this connection hitherto.

* * * * *
## ANNEXURE - I

### VISAKHAPATNAM STEEL PLANT

**PROBATION ASSESSMENT SHEET**

| Name   | ________________ | Designation: | ________________ |
| Emp. No. | ________________ | Department: | ________________ |

<table>
<thead>
<tr>
<th>Period</th>
<th>Job Knowledge</th>
<th>Performance</th>
<th>Conduct and Behaviour</th>
<th>Attendance Punctuality</th>
<th>Appreciations if any</th>
<th>Reprimands, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>I QUARTER</td>
<td>Outstanding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Very Good</td>
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<td></td>
<td>Good</td>
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<td>Average</td>
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<td></td>
<td>Poor</td>
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</tr>
<tr>
<td>II QUARTER</td>
<td>Outstanding</td>
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</tr>
<tr>
<td></td>
<td>Very Good</td>
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**Note:**
1. A list of tasks reflecting the extent of tasks/targets fulfillment and the general excellence of output may be indicated at page 3.
2. A brief narration of the executive's personal contribution towards implementation of new work culture in the organization may be given at page 4.
In case of unsatisfactory performance, please indicate action taken for correction

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**OVERALL GRADING FOR THE YEAR**

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**RECOMMENDATIONS:**

The employee may be
Confirmed in the post : YES / NO
Probation may be extended for : 3 months / 6 months
The service of the employee may be terminated :

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Views of the Authority empowered to approve confirmation

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LIST OF TASKS REFLECTING THE EXTENT OF TARGET / TASK FULFILMENT AND THE GENERAL EXCELLENCE OF OUTPUT
(Please see footnote 1 of format)

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<th>Extent of target / task fulfillment and the general excellence of output</th>
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SIGNATURE OF REPORTING OFFICER

DATE: ____________________________

NAME & DESIGNATION

---

System Of Probation And Confirmation Of Executives 179
BRIEF NARRATION OF THE EXECUTIVE’S PERSONAL CONTRIBUTION TOWARDS
IMPLEMENTATION OF PRODUCTIVE WORK CULTURE
(Please see footnote 2 of format)

DATE:                     SIGNATURE OF REPORTING OFFICER
                         NAME & DESIGNATION
ANNEXURE - II

VISAKHAPATNAM STEEL PLANT
PERFORMANCE APPRAISAL OF EXECUTIVES DURING PROBATION PERIOD
(Probation Period - Six Months)

1. Name                        5. Period of assessment :
2. Designation:                From :    To :
3. Emp. No. :                  6. Post held prior to promotion :
4. Department :

Tick Mark the relevant column keeping in view the extent of task/target fulfillment and the executive's personal contribution towards implementation of new work culture in the organization.

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In case of unsatisfactory performance, please indicate action taken for correction

OVERALL GRADING FOR THE PERIOD

OUTSTANDING

VERY GOOD

GOOD

AVERAGE

POOR

Note: 1. A list of tasks reflecting the extent of tasks/targets fulfillment and the general excellence of output may be indicated at page 3.
2. A brief narration of the executive's personal contribution towards implementation of new work culture in the organization may be given at page 4.
RECOMMENDATIONS OF REPORTING OFFICER

The employee may be confirmed in the post : Yes / No
Probation may be extended for : 3 months / 6 months
The employee may be reverted to the grade from which he was promoted : Yes / No

Signature :
Name :
Date :
Designation :

VIEWS OF THE REVIEWING OFFICER (S)

Signature :
Name :
Designation :
Date :

ORDERS OF THE AUTHORITY EMPOWERED TO APPROVE CONFIRMATION

Signature :
Name :
Date :
Designation :

(For use in Personnel Department)
Confirmation / Extension of probation order issued vide Letter No. 
_________________________ Dated _______________________

Asst. Manager (Per.)/
Dy. Manager (Per.)

Date :
<table>
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SIGNATURE OF REPORTING OFFICER

DATE: 
NAME & DESIGNATION
BRIEF NARRATION OF THE EXECUTIVE’S PERSONAL CONTRIBUTION TOWARDS IMPLEMENTATION OF PRODUCTIVE WORK CULTURE
(Please see footnote 2 of format)

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SIGNATURE OF REPORTING OFFICER

DATE: NAME & DESIGNATION

System Of Probation And Confirmation Of Executives 184
POLICY FOR PROMOTION TO NON – UNIONISED SUPERVISORY CADRE AND EXECUTIVE CADRE

1.0 INTRODUCTION
2.0 SUPERVISORY CADRE
3.0 SCALE OF PAY
4.0 SERVICE CONDITIONS
5.0 INDUCTION INTO SUPERVISORY CADRE
6.0 QUALIFICATION
7.0 PROMOTION FROM SUPERVISORY CADRE TO E-0 IN EXECUTIVE CADRE
8.0 PROMOTION FROM E-0 GRADE TO E-1 GRADE
9.0 PAY FIXATION
10.0 RESERVATION FOR SC/ST
11.0 DATE OF EFFECT
12.0 RULES/PROCEDURES
13.0 EXCLUSIONS

ANNEXURE I: SYLLABUS FOR JO TEST
POLICY FOR PROMOTION TO NON – UNIONISED
SUPERVISORY CADRE AND EXECUTIVE CADRE *

1.0 INTRODUCTION:

In order to strengthen the front-line supervisory base, it has been decided to create a Non-Unionised Supervisory Cadre in RINL/VSP.

2.0 SUPERVISORY CADRE:

For this purpose, an appropriate number of positions will be identified and operated department wise in Technical & Non-Technical streams. Depending on need, the number of positions in Supervisory Cadre will be reviewed periodically. On filling up of such positions, a corresponding number of posts from Cluster ‘C’ in technical stream and ministerial category in non-technical stream will be reduced. Consequently, there will be no addition to the existing manpower. Selected employees will do the jobs assigned for Supervisory Cadre in addition to their existing jobs.

3.0 SCALE OF PAY:

**The Supervisory Cadre will have a scale of pay of Rs. 12600-3%-32500 (J-0).

4.0 SERVICE CONDITIONS:

The employees in this cadre will be governed by the Service Rules for Executives, Conduct, Discipline and Appeal Rules and all other rules, regulations and administrative orders as are applicable to the Executives of the Company.

5.0 INDUCTION INTO SUPERVISORY CADRE:

a) Employees completing 5 years of service in S-7 grade and above grades in Cluster ‘C’, if otherwise eligible, will be considered for selection/promotion to the Supervisory cadre, subject to vacancies. However, such eligible candidates would be considered subject to inter-se seniority in Stream ‘S’ and ‘P’, based on the number of vacancies and in the ratio as may be prescribed from time to time.

b) Employees who are eligible for promotion/selection to Supervisory Cadre will be required to pass an appropriate selection test and interview as may be prescribed by the management.

c) Selected employees will do the jobs assigned for Supervisory Cadre in addition to their existing jobs.

d) Employees who are in L-8/L-9 grades in Cluster ‘C’ and employees who are in ML-3/ML-4 grades at the time of introduction of this policy, will be considered for promotion/selection to the Supervisory cadre against positions available subject to fulfilling other criteria as laid down and clearance from vigilance and disciplinary angle.

At the time of introduction of this policy and as a one time measure, the employees selected to the Supervisory Cadre from L-8/L-9 or ML-3/ML-4 grade, will be allowed to reckon the service put in by them in the above grades, subject to a maximum of five years, towards the eligibility period for consideration against positions in E-0 grade.


** Revised vide Office Order No. PL/RR/W(01)/5100001730, dt. 25.01.2010.
e) Those employees not found suitable for promotion/selection and those who could not be promoted due to lack of vacancies to the Supervisory cadre will continue to be governed by the promotion policy for non-executive employees.

6.0 QUALIFICATION:

The minimum qualification required for entry into Supervisory Cadre will be as follows:

i) Technical Stream: Degree in Science OR Degree/Diploma in Engineering or equivalent.

ii) Non-Technical Stream: Degree in any discipline. Preference in selection will be given to those having relevant Post Graduation Diploma qualification.

7.0 PROMOTION FROM SUPERVISORY CADRE TO E-0 IN EXECUTIVE CADRE:

i) Employees in Supervisory Cadre will be eligible for consideration for promotion/selection to E-0 grade on completion of 5 years satisfactory service in Supervisory cadre subject to fulfillment of other criteria as laid down. The criteria for selection/promotion and related procedure will be prescribed by the Management from time to time. On promotion to E-0 grade, they will be designated as Asst. Executive (Opr/Maint/Elec/Serv) in Works departments and as Asst.Executive with suitable suffix in other departments.

ii) Promotion from Supervisory Cadre to E-0 grade will be considered once in a year in June subject to availability of vacancies.

iii) Employees in Supervisory Cadre will be required to complete a Comprehensive Managerial Course as stipulated by the Management in order to become eligible for consideration for promotion to E-0 grade subject to vacancies earmarked for this purpose.

iv) All promotions to positions in E-0 grade in Executive Cadre will be through the Supervisory Cadre and will be vacancy based. Not less than 66 2/3% of the positions in E-0 grade will be filled up by direct recruitment. Remaining positions will be filled up by promotion/selection from Supervisory cadre.

v) The number of positions upto and including E-3 shall be pooled together and operated.

vi) As regards the number of positions at E-0 grade and the number that can be filled through promotion according to this policy, decision of the management shall be final.

8.0 PROMOTION FROM E-0 GRADE TO E-1 GRADE:

i) Period of Service: On completion of 2 years service in E-0 grade and subject to fulfilment of eligibility criteria to be laid down, employees in E-0 will be placed in E-1 grade. Seniority in E-1 grade and eligibility for promotion to E-2 will be counted from the date of entry into E-1 grade.

ii) Appraisal System: Placement from E-0 to E-1 grade will be subject to performance to be evaluated through a suitable Appraisal System.

9.0 PAY FIXATION:

i) On promotion to Supervisory Cadre, the existing practice of pay fixation followed in cases of promotion from Non-executive to Executive will be followed.
ii) On promotion from Supervisory Cadre to E-0 grade, the existing principle of pay fixation within executive cadre will be followed.

10.0 RESERVATION FOR SC/ST:

Concessions/Reservations will be provided for SC/ST candidates as per the Presidential Directives issued from time to time.

11.0 DATE OF EFFECT:

The policy shall come into effect from April 1, 1995 or from a later date as determined by the Chairman-cum-Managing Director.

12.0 RULES/PROCEDURES:

Detailed Rules/Procedures as required in the Policy will be formulated with the approval of Chairman-cum-Managing Director.

13.0 EXCLUSIONS:

Notwithstanding anything contained in the policy, this policy will not be applicable to certain categories of posts like Doctors, Mining Engineers, Research & Development Professionals etc., where specialized or statutory qualification is needed.

* * * * *
ANNEXURE - I

PART - A

No of questions: 25
Marks: 25

GENERAL AWARENESS

1) Current Affairs
2) Logical reasoning
3) Quantitative Aptitude
   i) Arithmetic/Measurement calculations
   ii) Area/Volume of different shapes
   iii) Interest calculations – Simple & Compound
   iv) Units of Measurements – Conversions
   v) Different series, verbal and non-verbal reasoning
4) English vocabulary.
5) PC Applications.

***
COMPANY AND PLANT INFORMATION

I. COMPANY INFORMATION AND PERSPECTIVES:

1. STEEL SCENARIO
2. RINL/VSP HISTORICAL PERSPECTIVE – THE TURN AROUND
3. QC & MAJOR OPERATING STANDARDS AND NORMS
4. SUGGESTION SCHEME
5. MOU & ITS IMPORTANCE
6. TQM INCLUDING ISO STANDARDS

II. MAJOR PRODUCTION UNITS:

1. RAW MATERIAL HANDLING PLANT (RMHP)
2. COKE OVEN & COAL CHEMICAL DEPARTMENT (C&CCD)
3. SINTER PLANT (SP)
4. CALCINING & REFRACTORY MATERIAL PLANT (CRMP)
5. BLAST FURNACE (BF)
6. STEEL MELTING SHOP (SMS)
7. LIGHT AND MEDIUM MERCHANT MILL (LMMM)
8. MEDIUM MERCHANT AND STRUCTURAL MILL (MMSM)
9. WIRE ROD MILL (WRM)
10. ROLL SHOP & REPAIR SHOP (RS&RS)

III. SERVICE UNITS (WORKS):

1. AIR CONDITIONING SYSTEM (ACS)
2. CAPITAL REPAIRS GROUP (CRG)
3. CENTRAL MAINTENANCE – ELECTRICAL (CME)
4. CENTRAL MAINTENANCE – MECHANICAL (CMM)
5. CIVIL ENGINEERING DEPARTMENT (CED)
6. ELECTRICAL REPAIR SHOP (ERS)
7. ELECTRO TECHNICAL LABORATORY (ETL)
8. ENERGY MANAGEMENT DEPARTMENT (EMD)
9. ENGG. SHOPS & FOUNDRY (ES&F)
10. ENVIRONMENT MANAGEMENT DEPARTMENT (En MD)
11. FIELD MACHINERY DEPARTMENT (FMD)
12. INSTRUMENTATION DEPARTMENT (INSTN)
13. INFORMATION TECHNOLOGY DEPARTMENT (ITD)
14. MAINTENANCE MANAGEMENT SYSTEM (MMS)
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<td>TECHNICAL IMPROVEMENT CELL (TIC)</td>
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<td>TELECOMMUNICATIONS DEPARTMENT (TELECOM)</td>
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<td>THERMAL POWER PLANT (TPP)</td>
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<td>WORKS CONTRACTS (WC)</td>
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* * *
PART - C

No of questions: 100
Max. No of questions to be attempted: 50
Marks: 50

NON – TECHNICAL STREAM

I. FINANCE & ACCOUNTS

1. Basic Accounting Principles & Concepts
   i) Going concern; consistency; accrual
   ii) Double Entry Accounting; Matching Principle;
   iii) Capital and revenue items

2. Financial Statements & Analysis
   i) Profit & Loss Account
   ii) Balance Sheet
   iii) Ratio analysis
      a) Liquidity ratios
      b) Leverage ratios
      c) Activity ratios
      d) Profitability ratios
   iv) Accounting standards

3. Corporate Governance
   i) Accountability of Management – responsibility to all stakeholders – transparency of system and processes- ethics
   ii) Audit Committee – requirement under Company Law – Functions

4. Management Information System
   Information requirements of the organization; decision making; Data base; Organizing MIS; Control & maintenance of MIS; Effectiveness of MIS.

5. Cost Accounting and Budgeting
   i) Relevance of costing
   ii) Categorization of costs – Variable and fixed; Direct and indirect
   iii) Cost control – Cost centers in integrated steel plant
   iv) Process costing and Job costing
   v) Activity Based Costing (ABC)
   vi) Cost Accounting Standards
   vii) Budgeting – Department budgets – Company budget – Budgeted Profit & Loss Account – Budgeted Cash flow statement
   viii) Standard cost – Variance analysis
6. **Financial Management**
   i) Financial structure of the Company
   ii) Sources and application of financial resources
   iii) Sources of funds – Issue of shares, borrowings and internal accruals
   iv) Net profit – Cash profit – dividend
   v) Issue of debentures – Borrowings from banks and Financial institutions
   vi) Debt – Equity Balance; Financial leverage
   vii) Working Capital Management
   viii) Inventory Management
   ix) Project Finance – Project viability – Pay-back method- Discounting rate
   x) Capitalization, Depreciation

7. **Audit**
   i) Statutory Audit
   ii) Internal Audit
   iii) Government Audit
   iv) Cost Audit

8. **International Financial Reporting Standards**
   Need and advantages

9. **Financial concurrence**
   Examination of proposals and issues from the point of view financial prudence – need, feasibility, expenditure, revenue generation, compliance with legal requirements, transparency and adherence to established procedures – Delegation of powers.

10. **Commercial Laws**
    iii) Income Tax Act, 1961
        Central Excise Duty, Service Tax and Cenvat Credit
    v) Andhra Pradesh Value Added Tax (APVAT) and Central Sales Tax – Intra-State sale and Inter-State sales – export and import – Input Tax Credit.
    vi) Goods and Service Tax – new tax proposed

* * *
## II. Marketing Management

|   | Marketing Concepts | Definition of Marketing  
|   |                   |  
|   |                   | Demand and Supply  
|   |                   | Marketing Mix and Key Marketing Activities  
|   |                   | Market segmentation  
|   |                   | New Product Development  
|   |                   | Promotion – Advertising, Publicity  
|   |                   | Distribution planning and Distribution channels  
|   |                   | Pricing strategy  
|   |                   | Product life cycle  
|   | Marketing of Steel in India | Flat and Long Products  
|   |                   | Indian Steel Market Scenario  
|   |                   | Govt Policies and Regulations  
|   |                   | Various players in Steel Market  
|   | Overview of Marketing at RINL | Iron & Steel and By-products  
|   |                   | Domestic and Exports Markets  
|   |                   | Marketing Organization Structure  
|   |                   | Distribution Channels  
|   | Market Research and Intelligence | Demand Forecasting  
|   |                   | Market Study  
|   | Pricing and Policies | Pricing Mechanism  
|   |                   | Sales Policies and Guidelines  
|   |                   | Market Segments  
|   | Production and Distribution | Production and Rolling Plan  
|   |                   | Distribution Planning  
|   |                   | Logistics  
|   |                   | Stockyard operations  
|   | Sales Procedure | Regional and Branch Sales Offices  
|   |                   | Types of Sales  
|   |                   | Order Booking and Servicing  
|   | Customer Relations Management | Pre sales contacts  
|   |                   | After sales service  
|   |                   | Redressal of Quality Complaints  
|   |                   | Redressal of other Complaints  
|   | Marketing Information System (MIS) | Types of Reports  
|   |                   | Net Sales Realisation  
|   |                   | Stock –vs- Sales Ratio  

---
### PART - C

**NON – TECHNICAL STREAM**

II **Marketing Management**

<table>
<thead>
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<td></td>
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<td>Order Servicing</td>
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<td>By-Products</td>
<td>Range of Products</td>
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<td></td>
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<td>Order Booking</td>
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<td>Order Servicing</td>
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<td>Challenges ahead</td>
<td>Future of Steel in India</td>
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<td>Raw Material scarcity</td>
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<td>Growing Competition</td>
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***
IIIT Materials Management

1) Definition of Materials Management

2) Materials Management Overview

3) Material Planning & Indenting

4) Functional Areas Materials Management:
   A) Purchasing
   B) Inspection
   C) Receipt
   D) Custody
   E) Issue
   F) Logistics
   G) Vendor Management

A) Procurement of Materials: i.e. Purchasing
   a) Receiving Indents.
   b) Tendering.
   i) Mode of Tenders:
      1. Advertised Tender
      2. Limited Tender
      3. Single Tender
      4. DGS & D Rate Contracts
      5. Long Term Contracts
      6. Proprietary Purchase
      7. Emergency Purchase
      8. Repeat Order etc.,
   ii) Tender evaluation.
   iii) Reverse –e- Auction
   iv) Placement of Acceptance to Tender (A/T) or Purchase Order.
   v) Follow up
PART - C

NON – TECHNICAL STREAM

III  Materials Management

B)  Inspection of materials

   i)  Inspection of Inbound Material
   ii) Receipt Inspection

C)  Stores

   i)  Receipt
   ii) Custody
   iii) Issue
   iv)  Inventory Management

D)  Logistics

   Shipping and Transport

E)  Vendor Management

   i)  Receipt of application for enlistment as a vendor.
   ii) Scrutiny
   iii) Capacity assessment
   iv)  Registration
   v)  Vendor Evaluation

***
PART – C

No of questions: 100
Max. No of questions to be attempted: 50
Marks: 50

NON – TECHNICAL STREAM

SECTION - A

IV Personnel Management

1) Personnel Functions – An overview

2) Human Resource Planning & Recruitment
   i) Human Resource Planning
   ii) Objective of Human Resource Planning
   iii) Maintenance aspect of Human Resource Planning
   iv) Redeployment of human resources
   v) Recruitment Policy and process in VSP

3) Training and Development
   i) Systematic approach to Training
   ii) Assessment of Training Needs
   iii) Designing Training Programs
   iv) Organizing Training Program
   v) Training Evaluation System

4) Performance Management System
   i) Objectives of Performance Management System
   ii) Major components of Performance Management System
   iii) Salient features of Performance Management System.

5) Statutory & Non-Statutory Welfare Schemes
   i) Welfare provisions under the Factories Act & Mines Act
   ii) Employees’ Superannuation Benefit Fund
   iii) Advances for purchase of House/Car
   iv) Medical treatment & Mediclaim for employees
   v) Death Relief Fund
   vi) Superannuation Benefit Fund
6) Grievance Redressal
   i) Introduction
   ii) Statutory provisions related to grievance settlement - Section 9C of Industrial Disputes Act.
   iii) ILO convention on grievance settlement
   iv) Benefits of grievance handling procedure
   v) Grievance redressal in VSP

7) Counseling
   i) Introduction
   ii) Situations requiring counseling
   iii) Counselors Role
   iv) Types of counseling
   v) Steps in Counseling

8) Objectives & salient features of the following:
   i) Factories Act – 1948
   ii) Payment of Wages Act – 1936
   iii) Minimum Wages Act – 1948
   iv) Payment of Bonus Act – 1965
   v) Payment of Gratuity Act – 1972
   vi) Contract Labour (R&A) Act - 1970
   vii) Employee Compensation Act – 2010
   ix) Trade Unions Act – 1926
   x) Industrial Disputes Act – 1947
   xi) Industrial Employment (Standing Orders) Act – 1946
   xii) Employees State Insurance Act – 1948
   xiii) RTI Act – 2005

9) Disciplinary Procedure
   i) Misconduct
   ii) Charge Sheet
   iii) Disciplinary Authority
   iv) Enquiry Officer
   v) Presenting Officer
   vi) Co-worker
   vii) Enquiry
   viii) Enquiry Report
       Punishments - Minor Punishments
                    - Major Punishments
   ix) Appeal & Review
10) **Collective Bargaining**

i) Essentials for an ideal Collective Bargaining
ii) Processes involved in Collective Bargaining
iii) Factors affecting Collective Bargaining
iv) Preparatory steps to be taken before collective bargaining begins
v) Techniques in Collective Bargaining
vi) Causes for failure of Collective Bargaining
vii) Role of Personnel Department in Collective Bargaining

11) **Reservation Policy for SCs/STs/OBCs**

i) Reservation and recruitment
ii) Carry forward and Backlog vacancies
iii) Reservations in Promotions
iv) Maintenance of Rosters

12) **Medical and Health awareness**

* * *
POLICY AND RULES FOR PROMOTION OF NON-EXECUTIVES

1.0 OBJECTIVES

2.0 SCOPE

3.0 CLUSTERS (CADRES)

4.0 SYSTEMS OF PROMOTION

5.0 ELIGIBILITY AND CONDITIONS FOR PROMOTION

6.0 METHODOLOGY FOR PROMOTION

7.0 PROMOTION TO EXTENDED CADRE

8.0 VALIDITY OF TRADE TEST/HOT TEST/WRITTEN TEST

9.0 TRAINING

10.0 EFFECTIVE DATE OF PROMOTION

11.0 JOB FLEXIBILITY

12.0 CONSEQUENCES OF REFUSAL

13.0 RESERVATION OF VACANCIES FOR SC/ST


The policy and rules for promotion of Non-executive employees was introduced in pursuance of the memorandum of settlement dt.25.01.90 and subsequently, modifications and/or incorporations of the policy have been made vide memoranda of settlement dt.05.02.93, 18.05.94, 02.08.2000, 03.06.04, 29.12.07 and 01.03.2010.

The policy as given below includes all such changes made through the above memoranda of settlement except the memoranda of settlement dt.* 29.12.07.

1.0 OBJECTIVES:

1.1 To boost and sustain the morale of the VSP employees in order to enable them to make all-out efforts for achieving the Mission and Objectives of the Organization by working at peak levels of efficiency.

1.2 To ensure optimum utilization of manpower with a view to achieving the productivity level of not less than 230 tones per man year.

1.3 To man non-executive positions in the Company with competent personnel having growth potential and to utilize their capability to the maximum.

1.4 To improve job satisfaction among non-executive employees through job enlargement, training, etc., and to encourage them to work with enriched job contents and accept flexible work practices for optimum utilization of manpower.

1.5 To recognise and reward good performance consistent with the needs of the organization.

1.6 To provide for a system, which is conducive to equity, fairness and objectivity, in matters concerning to promotions of non-executives.

1.7 To provide mechanics for determining the suitability of non-executives for promotion on a standard pattern and in an objective manner.

2.0 SCOPE:

2.1 The policy and rules will be applicable to all the regular non-executive employees of Rashtriya Ispat Nigam Limited, including the employees working in out-station Units, Offices and Mines.

2.2 'Employee' means all non-executives who are appointed on a regular basis and does not include Trainees/Apprentices and persons appointed on casual or temporary basis or appointed on tenure basis after retirement, etc.

3.0 CLUSTERS (CADRES):

3.1 For the purpose of promotion, non-executive employees in different pay scales have been grouped in the following clusters/cadres:

Amended vide Memorandum of Settlement dated 02.08.2000, effective from 30.06.2000.

*Memorandum of Settlement dated 29.12.07 was circulated vide PP Circular No.2/2008 dt.12.01.08.
3.1.1 The work grades will be grouped into the following clusters/cadres

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>S-1, S-2, S-3, S-4, S-5 &amp; S-6</td>
</tr>
<tr>
<td>`A' Sub-cluster</td>
<td>S-4, S-5 &amp; S-6</td>
</tr>
<tr>
<td>B</td>
<td>S-3, S-4, S-5, S-6, S-7 &amp; S-8</td>
</tr>
<tr>
<td>C</td>
<td>S-6, S-7, S-8, S-9(P), S-10(P)</td>
</tr>
</tbody>
</table>

3.1.2 Ministerial Grades

S-6, S-7, S-8, S-9(P) & S-10(P) *

3.1.3 `Personal grade’ will be retained in S-9(P) for cluster ‘C’ only.

3.1.4 With the cadre approach, the job will be understood in a composite manner so that flexibility of employees within the cadre becomes viable and optimum utilization of manpower is achieved.

4.0 SYSTEMS OF PROMOTION:

4.1 There will be two systems of promotion for non-executives as follows:

a. Promotion within the Cadre
b. Promotion between the Cadres

4.2 Promotion from one scale of pay to another within the cadre including "Personal grade“ will be delinked from vacancies. An employee can be considered for promotion on completion of prescribed years of qualifying service and subject to fulfilling other eligibility criteria.

4.3 Promotion from one cadre to another will depend on the availability of vacancies in the higher cadre in the prescribed LOP.

4.4 As a special case, `A' -Sub cluster will be created with maximum strength of 20% of the total manpower in `A' -cluster in each department in technical stream as on 30.6.2000. Employees in S-4 grade with 2 years of service in Cluster `A' subject to passing of job test, interview and possessing satisfactory ACRs for the preceding 2 (two) years and fulfilling such other conditions as may be prescribed, will be considered for placement on horizontal basis in `A'-Sub cluster. However, the vacancies will be filled up in phases.

4.5 On placement in `A'-sub cluster, they will be designated as Helper-cum-Jr. Technician/ Helper-cum-Jr. OCM, etc. Such employees will continue to perform existing unskilled jobs and will also carry out skilled jobs as and when assigned.

Incorporated vide Tri-partite settlement dt.02.08.2000.
5.0 ELIGIBILITY AND CONDITIONS FOR PROMOTION:

5.1 Employees will be considered for promotion subject to the following conditions:

a. that the employee has earned promotable grading (minimum 'C', i.e., Satisfactory) in the Annual Confidential Reports (ACR)/Appraisal Reports for at least two years, including the last year, out of the reports for the preceding three consecutive appraisal years and no adverse entry has been made in his Annual Confidential Report (ACR)/Appraisal Reports. Any adverse entry in the ACR/Appraisal Report for a year not communicated to the employee concerned by 31st May of the following year will not be taken into account and will not adversely affect his promotion.

b. the employee has fulfilled the following eligibility criteria.

<table>
<thead>
<tr>
<th>Cluster/Cadre</th>
<th>Length Of service</th>
<th>Whether vacancy linked</th>
<th>Minimum Educational qualification</th>
<th>Trade test/Job test/Written test etc.</th>
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</thead>
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<tr>
<td>WORKS GRADES</td>
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<tr>
<td>A S-1 TO S-2</td>
<td>4 years</td>
<td>No</td>
<td>As prescribed at the time of entry</td>
<td>Refer NB:5</td>
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<tr>
<td>A S-2 to S-3</td>
<td>4 years</td>
<td>No</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>A S-3 to S-4</td>
<td>4 years</td>
<td>No</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>A S-4 to S-5</td>
<td>4 years</td>
<td>No</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>A S-5 to S-6</td>
<td>4 years</td>
<td>No</td>
<td>---</td>
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<tr>
<td>A - Sub Cluster (Cluster A to A Sub-cluster)</td>
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<tr>
<td>S-4 to S-5</td>
<td>4 years</td>
<td>Yes</td>
<td>As prescribed in 4.4 &amp;</td>
<td></td>
</tr>
<tr>
<td>S-5 to S-6</td>
<td>4 years</td>
<td>No</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>B S-2 to S-3 (cluster A to cluster B)</td>
<td>4 years</td>
<td>Yes</td>
<td>For employees in S-2 grade who do not possess the qualification of Matriculation, a written examination of appropriate standard will be conducted by the Management. Those who pass the examination will be considered for promotion to S-3 grade. Matriculates will not be required to appear at this examination. NB: An employee who passes this examination once will not be required to appear at this examination again.</td>
<td>should pass the Trade test/Job test/written test as prescribed.</td>
</tr>
</tbody>
</table>

Incorporated vide Tripartite Settlement dated 02.08.2000.
### Policy And Rules For Promotion Of Non-Executives

<table>
<thead>
<tr>
<th>Cluster/Cadre</th>
<th>Length Of service In the grade</th>
<th>Whether vacancy linked</th>
<th>Minimum Educational qualification</th>
<th>Trade test/Job test/Written test etc.</th>
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<td>4 years</td>
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</tr>
<tr>
<td>B S-5 to S-6</td>
<td>4 years</td>
<td>No</td>
<td>- do-</td>
<td>---</td>
</tr>
<tr>
<td>B S-6 to S-7</td>
<td>4 years</td>
<td>No</td>
<td>- do-</td>
<td>---</td>
</tr>
<tr>
<td>B S-7 to S-8</td>
<td>5 years</td>
<td>No</td>
<td>- do-</td>
<td>---</td>
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<tr>
<td>C S-5 to S-6</td>
<td>4 years</td>
<td>Yes</td>
<td>Matriculation + ITI or Graduation</td>
<td>Should pass the Trade test/Job test, prescribed written test</td>
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<td>(cluster B to cluster C)</td>
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<tr>
<td>C S-6 to S-7</td>
<td>4 years</td>
<td>No</td>
<td>-do-</td>
<td>---</td>
</tr>
<tr>
<td>C S-7 to S-8</td>
<td>5 years</td>
<td>No</td>
<td>-do-</td>
<td>---</td>
</tr>
<tr>
<td>C S-8 to S-9(P)</td>
<td>5 years</td>
<td>No</td>
<td>-do-</td>
<td>---</td>
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<tr>
<td>*C S-9(P) to S-10(P)</td>
<td>5 years</td>
<td>No</td>
<td>-do-</td>
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### MINISTERIAL GRADES:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Length of service</th>
<th>Whether vacancy</th>
<th>Minimum Educational qualification</th>
<th>Trade test/Job test/Written test etc.</th>
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<td>S-6 to S-7</td>
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<td>Graduation</td>
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<td>S-7 to S-8</td>
<td>5 years</td>
<td>No</td>
<td>-do-</td>
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<tr>
<td>S-8 to S-9(P)</td>
<td>5 years</td>
<td>No</td>
<td>-do-</td>
<td>---</td>
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<tr>
<td>S-9(P) to S-10(P)</td>
<td>5 years</td>
<td>No</td>
<td>-do-</td>
<td>---</td>
</tr>
</tbody>
</table>

**NB-1**: In respect of employees who have been directly inducted in S-2 grade after successful completion of their training as Asst. Technician Trainees, the eligibility period for promotion to S-3 grade shall be 3 years of service in S-2 grade. Also, the stipulation of minimum qualification of Matriculation for promotion to Cluster B will be relaxed in respect of such employees.

**NB-2**: The minimum educational qualification of Matriculation for promotion from S-2 to S-3 grade, i.e. from Cadre A to Cadre B, may be relaxed by Management in exceptional cases.

**NB-3**: For purposes of promotion within Cadre B, the stipulation of minimum qualification of Matriculation will be relaxed in respect of employees who have been recruited directly in Cadre B with a qualification lower than Matriculation.

**NB-4**: The standards and procedure of trade test/job test/written test will be prescribed

**NB-5**: For promotion within cadres in the same line of promotion no trade test/job test has been prescribed. However, in specific cases where job requirements demand, suitable test(s) may be prescribed.

**NB-6**: For the purpose of promotion within the Ministerial Cadre, the stipulation of minimum qualification of Graduation will be relaxed in respect of the employees in SL-1/SL-2/SL-3 and SL-4 grades who are in position as on date of the introduction of this promotion policy.

**NB-7**: DELETED

**NB-8**: DELETED

**NB-9**: Employees in `A' Sub-cluster will be eligible for promotion to Cluster `B' on availability of vacancies in Cluster `B' and subject to possessing prescribed qualification and fulfillment of other conditions as prescribed. However, Note NB-1 of Memorandum of Settlement dt.25.1.1990 will not be applicable for employees in `A' Sub-cluster.

**NB-10**: On availability of vacancies and subject to possessing prescribed qualifications and fulfillment of other conditions, employees in cluster `A' and `A'-Sub-cluster promoted to the positions in cluster `B' will be placed in parallel grade of `B' cluster with protection of grade seniority. However, their cluster seniority for the purpose of inter-cluster promotion will be reckoned from the date of entry into `B' cluster.

**NB-11**: On availability of vacancies and subject to possessing prescribed qualifications and fulfillment of other conditions, employees in cluster `B' promoted to the positions in cluster `C' will be placed in parallel grade of `C' cluster with protection of grade seniority. However, their cluster seniority for the purpose of inter-cluster promotion will be reckoned from the date of entry into `C' cluster.

**NB-12**: Decision taken to make one time settlement in matter of promotion of Non-Executive employees from S-4 to S-5 grade as under:

i. Employees who were in S-5 grade as on 30th June 2000 and had completed more than 4 years of service in S-4 grade, will have their grade entry date in S-5 grade advanced up to a maximum extent of one year, subject to a minimum of 4 years service in S-4 Grade; provided that the advancement of grade entry date as above does not affect the existing inter se seniority of employees in S-4, S-5 and S-6 grades.

ii. On preponement of their grade entry date in S-5 grade, as provided for in para(i) above, their grade entry dates in subsequent grades will be recast accordingly. Such recast of grade entry dates will be notional and pay will be fixed notionally by applying the principle of FR22.

iii. Financial benefit will accrue with effect from 3rd June 2004. Pay anomaly, if any, arising out of the above will be dealt with as per the existing rules.

iv. The above provisions will become applicable with effect from 3rd June 2004.

c. The existing provisions regarding disqualification of employees for promotion/confirmation during the pendency of disciplinary/vigilance cases and thereafter, as contained in the Personnel Policy Circular No.10/86 dated 29th April/15th May, 1986 shall continue.

⚠️ Incorporated vide Tripartite Settlement dated 02.08.2000.

5.2 The past cases of promotions of employees from cluster `A' to cluster `B' and from cluster `B' to cluster `C' will also be regulated as per NB-10 & NB-11.

5.3 Not less than 50% of vacancies in `B'/`C' clusters will be filled up through induction as Jr. Trainees/Sr. Trainees respectively.

6.0 METHODOLOGY FOR PROMOTION:

6.1 Employees fulfilling the eligibility criteria as prescribed in clause 5.1, i.e., those who have completed the prescribed minimum period of service in a grade, possess the minimum educational qualifications prescribed and have passed the prescribed trade test/job test/written test wherever prescribed will be considered for promotion, within or between the cadres, by a Departmental Promotion Committee constituted for the purpose. The Departmental Promotion Committee shall interview the eligible candidates and make recommendations about their suitability or otherwise for promotion. The promotions will be effected based on the recommendations of the Departmental Promotion Committee.

6.2 The ratio of vacancies and the number of eligible persons in the LOP to be considered for promotion will be 1:3 and the Departmental Promotion Committee particulars will be prepared accordingly.

7.0 PROMOTION TO EXTENDED CADRE:

7.1 Where an employee in Cluster `C' has put in the prescribed number of years of service in the highest grade, but cannot be considered for promotion for want of a vacancy in the higher cadre, he will be considered for promotion to the Personal Grade, i.e., in the personal grade of S-9(P), and on completion of 5 years of service in S-9(P) grade, he will be considered for promotion to S-10(P) grade, provided he has earned promotable gradings in the ACRs/ARs and is clear from disciplinary/vigilance angle, as prescribed in Clauses 5.1(a) and (c) respectively. On such promotion to the "Personal Grade", there will be no change in the designation and duties.

7.2 DELETED

8.0 VALIDITY OF TRADE TEST/JOB TEST/WRITTEN TEST:

8.1 An employee who passes a Trade test/ Job test/ Written test within his LOP conducted for the purpose of promotion will not be required to appear at a test again for a period of 18 months from the date of the last test.

8.2 An employee who fails in the Trade test/ Job test/ Written test conducted for the purpose, of promotion will be given an opportunity after 6 months from the date of last test held, if a vacancy becomes available to be filled up.

9.0 TRAINING:

9.1 Employees shall avail of all opportunities for training for updating of skills, growth and advancement including shop-floor training programme(s).

9.2 Appropriate need-based training packages for skill development will be introduced with special emphasis on employees in unskilled categories.

Incorporated vide Tripartite Settlement dated 02.08.2000.
10.0 EFFECTIVE DATE OF PROMOTION:

10.1 The promotions as per these rules will be effected twice in a year i.e., from 30th June and 31st December.

10.2 Persons so promoted will count their seniority from the effective date of promotion, i.e. 30th June or 31st December as mentioned in the promotion order, but the financial benefits will accrue to them from the date of assumption of charge of the higher post.

10.3 Date of annual increment will be decided with reference to the effective date of promotion and/or as per the rules applicable from time to time.

11.0 JOB FLEXIBILITY:

11.1 With the cadre approach, the jobs will be understood in a composite manner so that flexibility of employees within the cadre becomes viable and optimum utilization of human resources is achieved.

11.2 On promotion, employees will be suitably designated in their lines of promotion keeping in view the requirements of work.

12.0 CONSEQUENCES OF REFUSAL:

12.1 If an employee does not appear in the Trade test/Written test/Job test, etc., for which he has been duly informed in writing, he will not be considered for promotion for a period of 6 months from the date of holding the said test.

12.2 In case an employee refuses to accept promotion, he will not be considered for such promotion for a period of one year from the date of last such promotion which was refused.

13.0 RESERVATION OF VACANCIES FOR SC/ST:

13.1 Reservation of posts for SC/ST candidates shall be provided in respect of vacancy based promotions in accordance with the Presidential Directives and instructions of the Government in this regard issued from time to time.

* * * * *
AMENDMENTS TO THE POLICY & RULES FOR PROMOTION OF NON-EXECUTIVES IN PURSUANCE OF THE MEMORANDA OF SETTLEMENT DT. 29.12.2007, 01.03.2010 & 09.01.2017

The policy and rules for promotion of Non-executive employees was introduced in pursuance of the memorandum of settlement dt.25.01.90 and subsequently, modifications and/or incorporations in the policy have been made vide memoranda of settlement dt.05.02.93, 18.05.94, 02.08.2000 and 3.6.2004. The policy revised in pursuance of the memorandum of settlement dt. 29.12.2007 and 01.03.2010 is given below.

All other terms and conditions of the Non-executive Promotion Policy to the extent not modified shall remain unaltered.

1.0 CLUSTERS:

1.1 For the purpose of promotion, non-executive employees in different grades have been re-grouped into the following clusters:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Stream</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>----</td>
<td>S-1, S-2, S-3, S-4, S-5, S-6, S-7, S-8(P)****</td>
</tr>
<tr>
<td>B</td>
<td>P</td>
<td>S-6, S-7, S-8, S-9, S-10**</td>
</tr>
<tr>
<td>B</td>
<td>S</td>
<td>S-3, S-4, S-5, S-6, S-7, S-8, S-9, S-10**</td>
</tr>
<tr>
<td>C</td>
<td>P and S</td>
<td>S-6, S-7, S-8, S-9, S-10, S-11*</td>
</tr>
</tbody>
</table>

Note: ‘A’ and ‘A’ Sub-Cluster have been merged and will be operated as one Cluster i.e. Cluster- ’A’

An employee in S-7 grade in Cluster `A, who have put in 5 years of service in the grade, shall be considered for promotion to an extended grade in the S-8 scale of pay provided they have earned promotable gradings in the ACRs/ARs and are clear from disciplinary/vigilance angle, as prescribed in Clauses 5.1(a) and (c) respectively. On such promotion to the "Personal Grade", there will be no change in the designation and duties

1.2 DESIGNATIONS

The following designations will be operated in respect of all non-executive employees in each Cluster in Works Division and in other Divisions wherever applicable:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation (Non Works)</th>
<th>Designation (Works/Mines) ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1</td>
<td>Khalasi</td>
<td>Field Assistant* / Attendant(Mines) ***</td>
</tr>
<tr>
<td>S-2</td>
<td>Sr. Khalasi</td>
<td>Sr. Field Assistant* / Sr. Attendant (Mines) ***</td>
</tr>
<tr>
<td>S-3</td>
<td>Jr. Technician</td>
<td></td>
</tr>
<tr>
<td>S-4</td>
<td>Asst. Technician</td>
<td></td>
</tr>
<tr>
<td>S-5</td>
<td>Dy. Technician</td>
<td></td>
</tr>
<tr>
<td>S-6</td>
<td>Joint Technician</td>
<td></td>
</tr>
<tr>
<td>S-7</td>
<td>Addl. Technician</td>
<td></td>
</tr>
<tr>
<td>S-8(P)****</td>
<td></td>
<td>Addl. Technician</td>
</tr>
</tbody>
</table>

* Effective from 01.03.2010, Incorporated vide PP Circular No. 4/2010, dt 22.03.2010
** Effective from 30.06.2012, Incorporated vide PP Circular No.11/2012, dt.05.11.2012
*** Amended vide Personnel Policy Circular No.04/2014 dated.06.02.2014
**** Effective from 30.06.2015, Amended vide HR Policy Circular No. 01/16 dt.08.01.2016, (“P” stands for Personal)
# Amended vide HRPC No.03/17 Dt.25.01.2017
### Cluster ‘B’

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation</th>
<th>Stream -P</th>
<th>Stream -S</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-3</td>
<td>Technician/ OCM</td>
<td></td>
<td>Technician/ OCM</td>
</tr>
<tr>
<td>S-4</td>
<td>Sr. Technician/ Sr. OCM</td>
<td></td>
<td>Sr. Technician/ Sr. OCM</td>
</tr>
<tr>
<td>S-5</td>
<td>Master Technician/ Master OCM</td>
<td></td>
<td>Master Technician/ Master OCM</td>
</tr>
<tr>
<td>S-6</td>
<td>Technician (MW)</td>
<td></td>
<td>Chargeman (W)</td>
</tr>
<tr>
<td>S-7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S-8</td>
<td>Sr. Technician (MW)</td>
<td></td>
<td>Sr. Chargeman (W)</td>
</tr>
<tr>
<td>S-9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S-10</td>
<td>Jr. Chargeman (MW)*</td>
<td></td>
<td>General Chargeman (W)*</td>
</tr>
</tbody>
</table>

### Cluster ‘C’

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation</th>
<th>Stream -P</th>
<th>Stream -S</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-6</td>
<td>Chargeman</td>
<td></td>
<td>Chargeman (S)</td>
</tr>
<tr>
<td>S-7</td>
<td>Sr. Chargeman</td>
<td></td>
<td>Sr. Chargeman (S)</td>
</tr>
<tr>
<td>S-8</td>
<td>Foreman</td>
<td></td>
<td>Foreman (S)</td>
</tr>
<tr>
<td>S-9</td>
<td>Sr. Foreman*</td>
<td></td>
<td>Sr. Foreman (S)*</td>
</tr>
<tr>
<td>S-10</td>
<td></td>
<td></td>
<td>General Foreman*</td>
</tr>
<tr>
<td>S-11</td>
<td></td>
<td></td>
<td>General Foreman(S)*</td>
</tr>
</tbody>
</table>

**Note:**

(a) The suffix (MW) in the designation indicates Manual Work and such employees irrespective of their Designation would continue to carry out manual duties besides other jobs that may be assigned from time to time. Similarly (W) indicates Working-Hand and (S) indicates Selection Post (selected earlier through the prescribed test against vacancy).

(b) ‘Working hands’, wherever referred to, stands for nature of duties of all workmen without any supervisory nature of work as assigned by the Management from time to time.

(c) Employees in Cluster ‘B’ and Cluster ‘C’ as on 29.12.2007 shall be deemed to have been placed in parallel grades in Stream ‘S’ of their respective clusters.

(d) Employees in Cluster ‘C’ with suffix (S) in their designations shall be in Stream ‘S’; and other employees in Cluster ‘C’ without suffix (S) in their designations shall be in Stream ‘P’ without linkage to vacancy.

(e) Employees in Stream ‘P’ of Clusters ‘B’ and ‘C’ would rank junior to employees in Stream ‘S’ of respective clusters.

(f) Further, Employees who are in S-6 and above grades in Cluster ‘B’ and possess SSC+ITI/ Diploma or Degree in Engineering/ B.Sc., any graduation or such prescribed qualification for promotion to Cluster ‘C’ as on 29.12.2007, shall be placed in Cluster ‘C’ in Stream ‘P’.

(g) All the employees presently working in Cluster ‘A’, Cluster ‘B’ and Cluster ‘C’, shall be designated appropriately as per the Designations prescribed at para 1.2 above. OCMs working in FMD department and working on Mobile Equipment would be designated as OCM (ME) or Sr. OCM(ME) or Chargeman (W)-(ME), as applicable. Those OCMs working on E.O.T. Cranes, Locos or Heavy/Light Vehicles would also be suitably designated on similar lines.

# Amended vide HRPC No.03/17 Dt.25.01.2017
(h) Existing Cluster ‘A’ and ’A’ Sub-cluster have been merged and will be operated as one cluster i.e. Cluster ‘A’. The employees designated as HCJT who are in S-5 grade in ‘A’ Sub-cluster as on 29-12-2007, shall be re-designated as Dy. Technician (S) in cluster ‘A’ and on promotion to S-6 grade they would be designated as Technician (MW) in Cluster ‘B’-Stream ‘P’.

(i) HCJTs in ‘A’ Sub-cluster in S-6 grade shall be placed in Cluster ‘B’ in Stream ‘P’.

(j) Separate office orders with respect to para (c), (d), (f), (g), (h) and (i) of the above note shall be issued by the respective Zonal Personnel Establishments.

2.0 SYSTEMS OF PROMOTION:

2.1 There will be three systems of promotion for non-executives as follows:

a. Promotion within the Cluster.
b. Promotion between the Clusters.
c. Inter cluster/stream promotions:

2.1.1 Promotion within the Cluster:

2.1.2 Promotions within cluster ’A’:

<table>
<thead>
<tr>
<th>Cluster –‘A’ (Unskilled)</th>
<th>Minimum period of Service required to be put in lower grade for promotion to next higher grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1 to S-2</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-2 to S-3</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-3 to S-4</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-4 to S-5</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-5 to S-6</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-6 to S-7</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-7 to S-8(P)***</td>
<td>5 yrs</td>
</tr>
</tbody>
</table>

Note: Employees in S-7 grade in Cluster-A, who have put in 5 years of service in the grade, shall be considered for promotion to an extended grade in the S-8 scale of pay, provided they have earned promotable grading in the Annual Confidential Reports (ACRs)/Appraisal Reports and are clear from disciplinary /vigilance angle, as prescribed in Clauses 5.1(a) and 5.1(c) respectively of the “Policy & Rules for promotion of Non-executives”.

2.1.3 Promotions within Cluster ‘B’:

<table>
<thead>
<tr>
<th>Cluster –‘B’ (Semi-skilled) Stream-P</th>
<th>Minimum period of Service required to be put in lower grade for promotion to next higher grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-6 to S-7</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-7 to S-8</td>
<td>4 yrs*</td>
</tr>
<tr>
<td>S-8 to S-9</td>
<td>4 yrs**</td>
</tr>
<tr>
<td>S-9 to S-10</td>
<td>5 yrs**</td>
</tr>
</tbody>
</table>

** Effective from 30.12.2012, Amended vide PP Circular No.11/2012, dt. 05.11.2012
*** Effective w.e.f.30.06.2015, Amended vide HR Policy Circular No. 01/16, Dt.08.01.2016
Policy And Rules For Promotion Of Non-Executives

<table>
<thead>
<tr>
<th>Cluster –‘B’ (Skilled) Stream-S</th>
<th>Minimum period of Service required to be put in lower grade for promotion to next higher grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-3 to S-4</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-4 to S-5</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-5 to S-6</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-6 to S-7</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-7 to S-8</td>
<td>4 yrs*</td>
</tr>
<tr>
<td>S-8 to S-9</td>
<td>4 yrs***</td>
</tr>
<tr>
<td>S-9 to S-10</td>
<td>5 yrs***</td>
</tr>
</tbody>
</table>

**Note:**
The employees in Cluster ‘B’ Stream ‘P’ will grow in Stream ‘P’ in the next grades available. On their acquiring requisite qualification or passing the examination of appropriate standard conducted by the Management and passing the prescribed Tests as well as on fulfilling other eligibility criteria, they would be considered for placement in Cluster ‘B’ Stream ‘S’ in parallel grades. On placement in Stream ‘S’ these employees would rank junior to the employees who are already in Stream ‘S’ as on the date of their placement.

2.1.4 **Promotions within Cluster ‘C’:**

<table>
<thead>
<tr>
<th>Cluster –‘C’ (Highly Skilled)</th>
<th>Minimum period of Service required to be put in lower grade for promotion to next higher grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-6 to S-7</td>
<td>4 yrs</td>
</tr>
<tr>
<td>S-7 to S-8</td>
<td>4 yrs*</td>
</tr>
<tr>
<td>S-8 to S-9</td>
<td>4 yrs*</td>
</tr>
<tr>
<td>S-9 to S-10</td>
<td>4 yrs*</td>
</tr>
<tr>
<td>S-10 to S-11</td>
<td>5 yrs**</td>
</tr>
</tbody>
</table>

2.1.5 The system followed so far for promotion from a lower cluster to a higher cluster subject to qualifying in suitable test and fulfilling other conditions including eligibility criteria, vacancy etc., would be continued for placing employees of Cluster ‘C’ from Stream ‘P’ to Stream ‘S’ once in a year i.e. w.e.f. 30th June.

2.2 **Promotion between the Clusters:**

2.2.1 **Promotion from Cluster ‘A’ to ‘B’:**

a) As per the existing policy, employees in Cluster ‘A’ having requisite qualification i.e. SSC/Matriculation would be considered for promotion to Cluster ‘B’ in Stream ‘S’ once in a year i.e. w.e.f. 30th June on passing the prescribed Test/Job test/written test and subject to availability of vacancy and other conditions of eligibility criteria.

b) Employees not having SSC/Matriculation also will be considered for promotion to Cluster ‘B’ in Stream ‘S’ on passing the examination of appropriate standard conducted by the Management. Employees who pass such examination once will not be required to appear at the examination again. Employees after passing the above examination will be eligible to take the prescribed tests for promotion to Cluster ‘B’ in stream ‘S’ after completion of four years in S-2 grade subject to availability of vacancy and other conditions of eligibility criteria.

** Effective from 01.03.2010, Incorporated vide PP Circular No. 4/2010, dt 22.03.2010
*** Effective from 30.12.2012, Amended vide PP Circular No.11/2012, dt. 05.11.2012
c) Employees in S-5 grade in Cluster ‘A’ not possessing requisite qualifications as mentioned at para 2.2.1 (a & b) above, after completion of four years and on passing the prescribed Job test would be promoted to Cluster ‘B’ in Stream ‘P’. In line with the same, other employees in S-6 and S-7 grades in Cluster ‘A’ shall be placed in parallel grades in Cluster ‘B’ in Stream ‘P’ on fulfilling the above mentioned criteria.

2.2.2 Promotion from Cluster ‘B’ to ‘C’:

a) Employees in S-6 or above grades in Cluster ‘B’ prior to the Memorandum of Settlement dated 29-12-2007, who possess the qualification of SSC+ITI / Diploma or Degree in Engineering /B.Sc., any graduation or such prescribed qualification for promotion to Cluster-C, will be placed in parallel grades in Cluster ‘C’ in Stream ‘P’.

b) In future, such employees in Cluster ‘B’ in Stream ‘S’ on being found suitable for promotion to S-6 grade would be placed in Cluster ‘C’, in Stream ‘P’. However, these employees would rank junior to employees already in Cluster ‘C’ in Stream ‘S’, consequent upon this Memorandum of Settlement.

c) All employees in Cluster ‘C’ prior to the Memorandum of Settlement, who have been assigned supervisory nature of duties, would continue to perform the same in addition to any duty that may be assigned to them. Further, the remaining employees in Cluster ‘C’ prior to the Memorandum of Settlement would continue to perform their existing duties and may also be assigned additional supervisory nature of duties as per need and availability of positions from time to time as assigned by HOD/In-charges. However, all other employees entering Cluster ‘C’ consequent upon implementation of the Memorandum of Settlement dated 29.12.2007 would continue to perform their existing nature of duties as Working Hands and they may also be considered for assigning additional responsibilities in future depending on need and vacancy provided that all employees in Cluster ‘C’ prior to the Memorandum of Settlement are fully covered in assignment of such additional responsibility.

d) All employees in S-6 and above grades in Cluster ‘B’ prior to the Memorandum of Settlement dated 29-12-2007 who are not having qualification of SSC+ITI / Diploma or Degree in Engineering /B.Sc., any graduation or such prescribed qualification for promotion to Cluster-C, would continue to remain in Cluster ‘B’ in Stream ‘S’.

e) On acquiring the qualification as mentioned above at para 2.2.2 (a) above, such employees would be placed in Cluster ‘C’ in Stream ‘P’ as per the system of promotions within the Cluster subject to fulfillment of other eligibility criteria as applicable and they would rank junior to employees already in Cluster ‘C’.

2.2.3 All such placements/promotions to Stream ‘S’ would be considered once in a year i.e., w.e.f. 30th June.

2.3 Inter cluster/stream promotions:

(a) All Inter-cluster promotions will be effected strictly as per company rules/policy and existing system of promotion on fulfillment of eligibility criteria with regard to promotable ACR, qualification, length of service and being clear from disciplinary/vigilance angle etc.
(b) On possessing prescribed qualifications and fulfillment of other conditions, employees in Stream ‘P’ of a Cluster on promotion to Stream ‘S’ of the Cluster will be placed in parallel grade as per the existing vacancy linked promotion system.

(c) The grade/cluster seniority of employees will be maintained as per existing policy. In addition, consequent upon the Memorandum of Settlement dated 29.12.2007 stream seniority will be maintained in Clusters ‘B’ and ‘C’.

2.4 The promotion to higher grade within the Stream ‘P’ or Stream ‘S’ and to higher Cluster in Stream ‘P’ shall be effective from 30th June or 31st December and to higher grade in next cluster in Stream ‘S’ or within the cluster from Stream ‘P’ to Stream ‘S’ effective from 30th June.

2.5 Qualifications:

(a) For placement/promotion to different grades/clusters/streems, minimum level of qualifications prescribed in the promotion policy shall be followed. The Provisional or Final Certificate issued by the Recognised Board/University or Competent Authorities only shall be taken as the proof of having passed the examination and the date of issue such Provisional or Final Certificate shall be deemed as the date of having acquired the qualification.

(b) The employees who submit the Provisional or Final Certificate by 30th June or 31st December would be considered for placement/promotion to next grade/cluster/stream from 30th June or 31st December, as applicable, if they are otherwise eligible as per the policy and rules for promotion.

3.0 The above shall come into force w.e.f. 29.12.2007. However, wherever recasting of grade entry dates/changes in Clusters are involved, separate administrative orders shall be issued as per the existing Policy and Rules for promotions of Non-executive employees. The effective dates of promotion between the clusters will be determined as per the existing practice.

* * * * *
PROCEDURE FOR DEALING WITH PROMOTIONS/CONFIRMATIONS OF
NON-EXECUTIVES PENDING ENQUIRY/DISCIPLINARY PROCEEDINGS AND THEREAFTER

1.0 PROMOTIONS/CONFIRMATIONS PENDING ENQUIRIES/INVESTIGATIONS
2.0 PROMOTIONS/CONFIRMATION PENDING DISCIPLINARY PROCEEDINGS
PROCEDURE FOR DEALING WITH PROMOTIONS/CONFIRMATIONS OF
NON-EXECUTIVES PENDING ENQUIRY/DISCIPLINARY PROCEEDINGS AND THEREAFTER

1.0 PROMOTIONS/CONFIRMATIONS PENDING ENQUIRIES/INVESTIGATIONS:

1.1 An employee whose conduct is under investigation in a vigilance case or under departmental enquiry will be considered for promotion/confirmation as if there is no case against him and the promotion/confirmation will be affected as per rules with the necessary approval of the Competent Authority.

1.2 Where formal proceedings by way of issue of charge sheet have been initiated against an employee, the procedure followed will be the same as outlined in Clause 2.0 for dealing with the cases of promotion/confirmation pending disciplinary proceedings.

1.3 The promotion/confirmation of an employee under suspension will be withheld.

2.0 PROMOTIONS/CONFIRMATION PENDING DISCIPLINARY PROCEEDINGS:

2.1 The case of an employee against whom charge-sheet has been issued will be considered by the Departmental Promotion Committee/Competent Authority as if there is no case against him. If the Departmental Promotion Committee/Competent Authority finds the employee suitable for promotion/confirmation, as the case may be, the same will be withheld till a final decision is taken in the case after conclusion of the disciplinary proceedings. The recommendations of the DPC/Competent Authority will be kept secret till such time.

2.2 In case where an employee has been punished as a result of disciplinary proceedings, the following procedure will be observed for considering his case for Promotion/Confirmation.

2.2.1 Wherever the order imposing a penalty does not specify any period, the employee concerned will be debarred from promotion/confirmation, as the case may be, at least for a period of six months in case of imposition of punishments namely fine, censure, suspension without pay, listed at Clauses 28.1.1 to 28.1.3 of the Standing Orders. Where, however, the confirmation is done after completion of debar period in accordance with this Clause, the employee would draw the same increments as he would have drawn had the confirmation been done in the normal course.

*Introduced vide Personnel Policy Circular No.10/86 dated 15.5.1986.*
2.2.2 In case of imposition of punishment namely stoppage of increment or reduction to lower grade post listed at clauses 28.1.4 to 28.1.5 of the Standing Orders, an employee will be debarred from promotion/confirmation at least for a period of one year, provided further that wherever the order of penalty specifies the period of punishment, the employee will not be promoted/confirmed during the pendency of such punishment. Where, however, the confirmation is done after completion of debar period in accordance with this Clause, the employee would draw the same increments as he would have drawn had the confirmation been done in the normal course, except in cases where the penalty itself is stoppage of increments.

2.2.3 Where the employee is exonerated in the Departmental disciplinary proceedings, he will be promoted/confirmed immediately. In case of promotion, the employee concerned will be given the benefit of notional seniority in the higher grade from the date he would have otherwise been promoted, had the charges not been made against him. In case of confirmation, the confirmation will be retrospective from the date the employee was due for confirmation.

* * * * * *
Executive Performance Management System (EPMS)

PREAMBLE

Policy

1.0 SCOPE

2.0 OBJECTIVES

3.0 COMPONENTS

4.0 ROLE OF APPRAISAL CELL

5.0 TENURE

*******

Executive Performance Management System (EPMS)

PREAMBLE

Executive Performance Appraisal System (EPAS) was introduced in RINL in the early eighties and has been modified as per need. Today RINL exists in a world that is substantially different from what it used to be in eighties and nineties. In tune with the changing world, lessons learnt from excellent companies all over the world, new opportunities and challenges of globalization and the need to have a uniform approach for assessment of executives in the CPSEs under the Ministry of Steel, it has been decided to review the appraisal system of RINL. The scheme earlier known as Performance Appraisal System for executives is now renamed as Executive Performance Management System (EPMS) and attempts to address the current needs of the company for assessing employee performance and build leadership among executives.

* Introduced vide HR Policy Circular No. 03/16 Dt.26.03.2016 in lieu of “Performance Appraisal System for Executives”
POLICY

1.0 SCOPE:

The Executive Performance Management System is aimed at performance and development planning and assessing the performance, potential, competencies and values of all executives, including supervisory cadres and deputationists up to E-7 grade. In respect of executives in E-8 and E-9 grades, the format as circulated by PESB will remain in vogue.

2.0 OBJECTIVES:

2.1 To enable employees to plan their work, utilize their capabilities and maximize their contributions.

2.2 To create a performance culture through continuous performance improvements of individual employees, teams and the organization.

2.3 To identify and develop leadership talent for future.

3.0 COMPONENTS:

The components of the Executive Performance Management System are:

3.1 Performance Planning

3.2 Assessing and developing competencies for the future- Competencies, Potential and values

3.3 Reporting Relationships

3.4 Development Planning

3.5 Special Provisions

3.6 Online system of EPMS

3.7 Performance Review and Assessment

3.8 Final Performance categorization of ratings by the Performance Management Committee (PMC)

3.9 Conversion Table

3.10 Communication of Performance Rating to the Executives (Transparency), System of representation and disposal thereof.

3.11 Assessment of assessors.
3.12 Leadership development and Competency building through 360 Degrees Feedback and Assessment and Development Centres

3.13 Team appraisals

3.14 Performance linked pay and other rewards.

3.1 Performance Planning:

Purpose and philosophy: Performance planning will contribute significantly to role clarity, competency utilization, potential development and performance improvements. By the use of this component, the following outcomes are expected to be achieved:

(i) The Departments will be clear of their activities at the beginning of the year. Every department or section will bring to sharp focus its Key activities, processes involved and planned results/outcomes.

(ii) Every executive will be clear about what Key Performance Areas (KPAs) he/she is expected to undertake, with what time investments and with what results/outcomes.

(iii) There will be clear cut understanding of the way each individual executive's contributions are related to and/or effect the achievement of departmental and organizational goals and achievement of Sustainability /MoU plan.

(iv) The process is also expected to lead to better time and competency management of executives and thus contribute to organizational efficiencies.

Planning of performance is to be done at Individual, Sectional and Departmental level. This will flow from a Departmental Goal Setting Cascade exercise.

The Goal Alignment Cascade exercise would be a process of sequentially breaking down organizational objectives and targets into those of various levels in the organization and then Departments to Individuals concerned. The individual KPAs (Key Performance Areas) would also include KPAs over and above these cascaded ones which are applicable to departments, functions and individuals.

Operational details:

(i) In the beginning of the performance year (i.e. April every year), all departments are to plan their Departmental & Individual Key Performance Areas (KPAs) in line with the departmental goals through a Goal Alignment Cascade Exercise keeping in view the Sustainability /MoU plan of the company.

(ii) Individual KPAs along with maximum marks/weightages and criteria for evaluation are to be assigned in consultation with Reporting Officer and concurrence of HoD.

(iii) The KPAs shall have total weightage of 60 points for executives up to E-5 grades and 50 points for E-6 /E-7 grade executives.
(iv) KPAs are to be further classified as under:

a) **Routine KPAs** (i.e. jobs of routine nature and at the same time critical contributions of the officer like filing of statutory returns for an accounts officer or plant supervision for a shift in-charge).

b) **Non-routine KPAs / Special Projects**: Non-routine KPAs are key contributions of the role holder other than the routine activities.

Special projects are to be undertaken at the initiatives of the executive concerned. Special projects are those which are not a part of the current job, tasks and responsibilities but undertaken by the individual on his/her initiative to make a difference in the organization and demonstrate his/her leadership competencies. These projects may become critical inputs for future leadership assessments.

The special project KPAs should be contributions beyond the role of the executive concerned and are meant to develop future potential leadership qualities of the individual. Senior executives should encourage their subordinates to undertake at least one special project in a year and allocate around 5% of the executive's time for the same.

As we go up in the managerial hierarchy, it is envisaged that the percentage of Non-Routine KPAs / Special Projects will increase.

(v) The performance plan to also indicate the time to be spent by each executive on each of the KPAs and should have a shared understanding between the individual executive and his Reporting Officer of the nature of activities to be undertaken, time estimates and linkages with departmental goals or targets.

(vi) **Goal Alignment Cascade Exercise/ Departmental Planning**: The KPAs will be based on the Performance Planning and Goal Alignment Cascade (PP&GAC) exercises to be conducted at the beginning of April each year.

a) The responsibility of conducting the performance planning and goal alignment exercise rests with the respective HoDs and the departmental action plan needs to be prepared and communicated to all concerned by 15th April each year.

b) The departments will ensure that the critical activities required to be undertaken are identified and completed by each department/section/function during the year with specific time frame and milestones

c) During the finalization of KPA, care is to be taken that the KPAs not less than 5 quantifiable and observable KPAs for each executive for the assessment year are planned involving SMART features i.e., Specific, Measurable, Attainable, Realistic and Time Bound. Individual as well as Reporting Officer should also try to prepare measurable criteria for evaluation of KPAs so that performance against KPAs can be measured objectively.
3.2 Assessing and developing competencies for the future- Competencies, Potential and values

**Purpose and Philosophy**: By now it is well established that as one moves higher in managerial hierarchy, the managerial and leadership competencies become more critical. In future, younger managers will be taking up leadership and top management positions in RINL. For facilitating their success at a later stage, managerial and leadership competencies need to be developed from early stages itself. To prepare executives for future leadership roles and to ensure that they are equipped with competencies required to perform their current roles as well as the likely roles in future, the new EPMS has given due weightage to three sets of competencies. These include:

(i) **Competencies** required by all executives to perform their current managerial roles;

(ii) **Competencies** required to prepare them for future roles (Potential factors), and

(iii) The **Values** needed to be demonstrated by executives all through their career.

**Operational Details**

(i) Every executive is required to exhibit certain competencies while achieving their KPAs. The performance, competencies, potential factors and values will carry different weightages as given below:

<table>
<thead>
<tr>
<th>Components</th>
<th>Upto E-5 Grades</th>
<th>E-6/ E-7 Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>60</td>
<td>50</td>
</tr>
<tr>
<td>Competencies</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Values</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Potential</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

(ii) These competencies need to be discussed along with KPAs and common understanding arrived at for exhibiting these competencies and the indicators of these competencies.

(iii) The competencies required to be exhibited by every executive will include the following:

**A) Competencies**:

(i) Technical / Functional competencies

(ii) Commercial acumen

(iii) Interpersonal skills and team work
(iv) Proactive Problem solving and Initiative

(v) Communication skills (listening, clarity of thought and expression, written and oral)

(vi) Positive attitude (viewing things positively and with optimism and not being critical or cynical of everything; ability to look at brighter side of change and various other decisions, policies and innovations etc., and not being over critical or all the time critical of people and events, etc.)

B) Potential factors:

These are the qualities that become increasingly critical for senior management positions and are meant to prepare executives for handling higher roles as they grow in the organization. These are their ability to handle higher responsibilities including the following or more:

(i) Vision and Strategy

(ii) Ability to assume responsibility

(iii) Execution ability

(iv) Change Management (openness to change, initiate and manage change)

(v) Creativity

C) Values:

These include beliefs, behaviours and actions (IDEALS) that are to be exhibited by every executive:

(i) Initiative

(ii) Decisiveness

(iii) Ethics

(iv) Accountability

(v) Leadership

(vi) Speed

Apart from the above values, there will also be judgment of integrity and character of the individual concerned, which is defined below:

“Integrity and Character – defined as coherence between thought, word and deed
- Speaking fearlessly what one feels (not having one thing in mind and speaking different things to please people or gain advantage of some kind or the other)

- Attempting to keep up promises or verbal commitments (doing what he says)"

In the beginning of the year, if any executive would like to receive training or any development inputs on any of these competencies (example, communication skills, vision, change management skills, etc.) he may incorporate the same into his Development Plan as explained in Development Planning.

At the end of the year there will be self-assessment by the individual indicating both qualitatively and quantitatively his assessment of the manner and extent to which he exhibited these competencies. The qualitative inputs will be used for assessment by the reporting and reviewing officers besides their own observations. The self-assessment in quantitative terms, however, will not be known to the Reporting & Reviewing Officers until all three complete their assessment.

3.3 Reporting Relationships :

(i) **Reporting Officer**: The executive next higher in rank and grade and not below the level of E-1 to whom the appraise reports is known as Reporting Officer. However, in cases where an executive has been designated as DGM or as In-Charge, he/she may be the Reporting Officer of Executives of the same grade who report to him/her.

In case an appraisee has worked under more than one Reporting Officer during the period of assessment, the Reporting Officer immediately preceding the expiry of the assessment period will assess the performance subject to the para detailed above.

(ii) **Reviewing Officer**: The executive to whom the reporting officer reports.

(iii) **Reporting Officer(O)**: Where executives of Service/Staff departments are posted to work in other departments, the performance of the executives shall be appraised by the Line Managers also. Such a Line Manager shall be Reporting Officer(O). The Reporting Officer(O) will make his/her individual assessment independently. The Reporting Officer(O) should normally be not below the rank of E-5 and should at least be a grade higher than that of the appraisee.

3.4 Development Planning :

**Purpose and Philosophy** :

The current thinking worldwide is that competency development should take place immediately on experiencing the competency gap or on the decision to build any new competency. It makes business sense to provide the training or any other development input on the basis of the need felt.

The new system envisage that Training and Development needs are identified and planned in the beginning of the performance year. The assumption here also is that once performance plans or KPAs are identified and the competencies needed are known, the performer himself will be in a
good position to identify his own needs. The development planning, therefore, is an effort initiated by the executive concerned with the help of his Reporting Officer and he completes the fulfillment of development needs with either self-initiative or with the help of support from Management Development / Training Department.

**Operational Details :**

(i) Every executive is required to identify his own development needs along with his plan for meeting the needs in the month of April itself and record the same along with his performance plan.

(ii) The training and development needs may arise out of new task or activities the executive concerned is expected to perform during the assessment period for which he does not have adequate knowledge or skills or any other competencies or some form of development interventions which will help the executive concerned to perform better.

(iii) Based on available resources and Training Policy of the Company, the Training and Development plans are to be prepared at the beginning of the year. Any training and development support needed by the executive concerned from the organization is to be identified and stated in association with the Reporting officer in the beginning of the year in consultation with HoD.

(iv) The HoD will then decide at the beginning of the year the priority for covering the executives in the department and communicate the same to Management Development / Training department.

(v) Training shall be imparted to executives at the discretion of the Management. Self-development is the primary responsibility of the Individual executive concerned & Management can only facilitate to the extent possible.

### 3.5 Special Provisions

(i) **Minimum Period of assessment :** An appraisee should work for a minimum period of 3 months during an assessment period for the assessment to be made.

(ii) In cases of executives in E-7 grades where Functional Directors are the Reporting Officers, CMD will discharge the function of Reviewing Officer as well as PMC Chairman.

(iii) In respect of personnel staff like JSO, AE(Staff), JM(Staff), etc. attached to the executives in the grade of E-6 and above, there will be no Reviewing Officer.

(iv) In case of executives upto the level of E-6 who are reporting directly to the Functional Directors/CMD, there will be no Reviewing Officer.
3.6 On-line EPMS:

Philosophy and Purpose:

Technological innovations have revolutionized today's corporate sector. E-governance and such other practices are the order of the day. Even small organizations with global presence have started using IT support to improve their management practice. RINL has decided to use the technological innovations to its advantage. Use of IT makes performance planning easy; communications and documentation become great aids.

Operational Details:

In the month of April, as soon as the Performance Planning and Goal Alignment exercises are over, each executive is required to plan his performance in terms of KPAs and record the same in the format provided in Online PMS system. All KPAs and performance plans are to be put online. The online facility/system would be accessible by all executives and department.

IT department will ensure that the necessary IT infrastructure is in place at all locations to facilitate the same.

The following guidelines will be followed in the designing of the on-line EPMS:

(i) Each executive can log into the EPMS with User id (Employee No) and Password (EIS).

(ii) Each executive would be required to record his/her KPAs along with the weightages within the stipulated time frame after which the system will shut down & no further recording will be allowed.

(iii) The filled in formats of the concerned executives will then be available to their respective Reporting Officers, Reporting Officer(O), Reviewing Officers and HoD, Appraisal Cell, Training & Management Development departments.

(iv) CMD and Directors will have access to all the forms.

(v) Key Performance Areas will be available for viewing to all executives at all times during the year.

(vi) After the KPAs are finalized & entered into the format in the Online PMS system within the stipulated time period, all concerned will have 24 x 7 access to the Online System to maintain their records in the Performance Diary.

(vii) No one will be able to modify the forms or the entries other than those authorized to enter the data.

(viii) Modifications, if any, can be made in the Performance Plans by the individual concerned at any time during the year with the concurrence of the Reporting Officer.
(ix) Training and Management Development Departments will have access to developmental plans and will be able to download them for analysis and planning their activities.

(x) There will be a system of approval of all modifications in the KPAs and performance plans which can be operated by the executive concerned & his Reporting Officer jointly.

(xi) Ratings or assessments will be visible to the executives concerned (Executive concerned, Reporting Officer and the Reviewing Officer) and only the portions concerning them will be visible.

(xii) The ratings will be visible to the executive concerned after finalization of the same by Performance Management Committee (PMC).

(xiii) Once completed and approved electronically, ratings cannot be changed in the system.

3.7 Performance Review and Assessment:

Half Yearly Review and Assessment by Self, Reporting and Reviewing Officers:

1) During the Assessment Year, Performance Diary is to be maintained online by both the executive concerned & his Reporting Officer highlighting the individual's achievements/shortcomings in fulfillment of KPAs.

   **Rationale & Purpose:**

   The Performance Diary is a total provided to the executive concerned for keeping record of key information related to performance. The individual concerned can make entries as and when required and all entries will be kept by date and time entered into the Online system.

   Each Individual executive's entry is intimated to his Reporting Officer & every Reporting Officer's remarks / entries is intimated to the Individual executive concerned. The Reviewing Officer is able to view the Executive's concerned Performance Diary whenever he desires. The diary is expected to ease the effort of tracking key performance events / activities and would be used as a support document during performance discussions.

2) Performance reviews have to be held twice a year: mid-year & annually.

   **Purpose & Rationale:**

   (i) The mid-year & final reviews are specially focused on Feedback & Counselling and hence require the Reporting officer to have a formal feedback session with the executives reporting to him. When used effectively, Feedback & Counselling is a powerful tool for positively impacting performance.
(ii) Performance reviews have to be held twice a year – mid-year & annually once by 7th October for the period April 1 to September 30, and again by 15th April for the period October 1 to March 31.

(iii) In the middle of the performance year (i.e., in the month of October every executive is expected to make a self review in the performance plans by indicating the status of activities undertaken & accomplishments/ highlights of performance.

(iv) The Reporting officer needs to make comments on the same after discussion with the executive concerned and record them in the format provided in the Online system. The reviewing officer needs to be kept appraised by seeing the same and passing his comments, if any, on the Reporting officer and the Executive concerned. These can be viewed by the executive concerned, Reporting and Reviewing Officers and HoD.

(v) The Reporting Officer should also assist the executive concerned in identifying and developing competencies for the subsequent period and a Performance Review Discussion (PRD) is recommended. The developmental activities, if any, also may be recorded in the development plan column.

(vi) Assessment is to be done only at the end of the assessment year. However, review discussions/feedback are required to be held between individual concerned & his Reporting Officer mid year and any number of times during the year and the same should be recorded in the system.

Final Review and Assessment On-line:

(i) The qualitative comments of the individual & Reporting Officer should be recorded in the online format on completion of the assessment year.

(ii) The individual concerned, Reporting Officer and Reviewing Officer should then rate the executive concerned independently against the weightages of respective KPA parameters. The final assessments of each of the assessors (executive concerned, Reporting Officer and Reviewing Officer) will be visible to Reporting and Reviewing Officers only after all the three of them complete the assessments.

(iii) At the end of the year there will be self-assessment by the individual indicating both qualitatively and quantitatively his assessment of the manner and extent to which he exhibited these competencies. The qualitative inputs will be used for assessment by the reporting and reviewing officers besides their own observations. The self-assessment in quantitative terms, however, will not be known to the Reporting & Reviewing Officers until all three complete their assessment.

(iv) The final assessment is to be made by the Performance Management Committee after completion of the assessment period, as per the time schedule given in the
guidelines, preferably before the finalization of performance plans for the next year.

3.8 Final Performance Categorization of Ratings by the Performance Management Committee (PMC):

Purpose & Rationale:

RINL recognizes that every individual's performance is dependent on the competencies of the officer concerned including his ability to manage and get the support he requires, his motivation as reflected in the effort he puts in to perform various KPAs and related activities he undertakes, and the support he receives to perform various tasks and activities. The performance is also subject to unpredictable and unexpected chance occurrences/contingencies. A good manager and leader is able to predict the unexpected to a large extent and plan for continuous performance as organizational performance depends on each individual performing well. Experience across the world and studies have indicated that subjectivity is an inevitable part of Performance appraisals. No two appraisers are comparable as the circumstances, competencies, work effort and support received or managed for different executives may not always be comparable. Use of numerical numbers requires standardization and comparability. While work output delivered at lower levels by workmen are comparable to some extent as they are measured in physical quantities, the output of performance of supervisors, and executives become incomparable on objective parameters. Thus the ratings assigned by the executives, Reporting Officer and Reviewing Officer are subject to subjectivity and interpretations.

Recognizing the subjective nature of the appraisal, it becomes necessary to ensure that relatively good performers are recognized and encouraged through performance rewards, incentives etc. In this process, determination of who can be called as good performer is subject to various dilemmas. The first problem arises in fixing standards for all officers. Recognizing this, RINL EPMS uses a committee system to reduce subjectivity and recognize the good performer.

Operational Details:

(i) The Appraisal Group will consist of appraisees belonging to Sections/Departments/Directorate and functionally related to each other.

(ii) Constitution of Performance Management Committee(s) for different levels will be notified separately every year by Appraisal Cell with the approval of CMD.

(iii) The HoD plays a rationalization role as he always has more information of the performance of the department as well as the performance of various sections. Taking into consideration the team performance and the individual contribution to the team performance and also taking into account the inputs from the Reporting & Reviewing Officers and using the inputs provided by the executive concerned, the PMC assess & categorizes each of the officer's performance for the assessment year into four categories as per assessment table given below:

   **EP** = Exceptional Performer (to be given very sparingly for role models, unquestionable, all agree, Consensus)
HP = High Performer (Exceeds all targets, agreed by all as an excellent performer)

AP = Average Performer (Meets minimum targets / requirements)

LP = Low Performer (Not able to complete targets and needs to improve delivery of results)

(iv) This categorization is based on various factors which may not have got fully reflected in the forms:

a. The level of difficulty and challenge taken by the executive in the year in terms of KPAs and activities.

b. The level of accomplishments or contributions of the executive to department's goals/performance and output.

c. The extent to which he received support from other input providers, including his internal suppliers and customers.

d. Assessment formats and other details as recorded in the on-line EPMS.

e. There will be two categorizations of assessment/rankings done: One for Performance and the second for Competencies, which also includes potential and values.

(v) The PMC consisting of Reporting, Reviewing Officers and HoD decides all the four categories as mentioned above, taking into account various inputs of the on-line system, assessments and other factors including the relative performance of others and the favorability/unfavorability of the conditions, internal support and input availability, efforts made etc.

(vi) The High Level PMC will finalise Exceptional Performers from the High Performers (say a particular percentage (%)) and Low Performers by recording 2 major achievements/shortcomings for categorizing executives into these 2 categories.

(vii) Any developmental needs arising out of the review will be pointed out and posted on the Online PMS system for use by the executive, HRD and MTI.

(viii) In case of any difference of opinion in PMC, the decision of the PMC Chairman will be final.

3.9 Conversion Table

The performance potential matrix under EPMS and its conversion to O’, A’, B’ & C’ is shown below:
For the purpose of promotion, the conversion of final assessment into credit points will be as under:

<table>
<thead>
<tr>
<th>Final Rating</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>90</td>
</tr>
<tr>
<td>A</td>
<td>75</td>
</tr>
<tr>
<td>B</td>
<td>60</td>
</tr>
<tr>
<td>C</td>
<td>40</td>
</tr>
</tbody>
</table>

3.10 Communication of Performance Grading to the executives (Transparency); System of representation and disposal:

Executives and their existing reporting officers will have access to view their own appraisal rating including all entries in the appraisal report after finalization of ratings by the PMC. Further, the executives who have been rated as below ‘EP’ in case they so desire, can make a representation against the entries in the Appraisal Report. The system of Appraisal Communication, Appeal and Disposal of Appeals will be available in the online EPMS.

Development Plan for Low Performers:

In case of executives categorized as Low Performers in a particular assessment year, a definite development plan has to be communicated to the individual concerned along with his final grade by the PMC for enhancing their performance in their next assessment year & bringing them back into the system as better performers. If need be, the executive concerned can be rotated to other departments/units for his/her improvement.
3.11 Assessing assessors for higher accountability:

Purpose and rationale:

RINL recognizes that our Indian Culture is that of relationship building and people value culture by nature. In such a culture, it is difficult to give negative feedback face to face and it has been a normal practice to communicate only positive feedback to employees.

RINL also recognizes that in the past, intention to give high ratings is used as a motivating mechanism and that is how a lot of subjectivity creeps in. Most often, a Reporting or a Reviewing Officer may feel that a particular executive concerned that he has done a great job to buy his motivation for the future.

Raters vary in their philosophy and approach. Some are strict and more objective and may swing to one extreme, while a few others may be lenient and generous. However to make the system become less subjective and to ensure that all executives use similar standards, an attempt is being made to develop all assessors to be more objective and make proper judgment of the performance of their juniors. This is a long term goal.

A beginning is being made from the current EPMS to introduce a system of assessing the assessors and also to audit the implementation of the PMS. This will be done through the following:

(i) Assessing the Assessors by studying their rating behaviour and giving them feedback about their rating behaviour.

(ii) Using Audit Committees periodically to review the implementation of the EPMS.

Operational details:

A) Rating behavior of Assessors:

(i) At the end of the assessment year, each rater's (Reporting as well as Reviewing Officers) assessment will be statistically analyzed to determine his rating behavior and feedback will be given to him.

(ii) Each executive is expected to fill a form giving details of his experience with the assessment process and also give his assessment of the rating behavior of the Reporting Officer. A simple five to six item rating scale will be used and the ratings communicated to each Reporting Officer.

(iii) Such communications may take the following forms:

“You have rated during the previous year … Officers as a Reporting Officer and … Officers as Reviewing Officer. An analysis of your ratings has revealed that the ratings you have given range from … to … The average ratings of the Company range from … to … Your departmental average ranges from … to … Your departmental performance has been rated as …
This system needs to be developed and perfected over a period of time.

(i) A new Credibility Quotient to be developed for each assessor on the basis of their rating behavior and communicated to them to improve their rating behavior.

B) EPMS Audit Committee:

(i) RINL will have an EPMS Audit Committee to review and audit the implementation of the EPMS. The EPMS Audit Committee will meet during the stipulated time period.

(ii) The Audit Committee will look into the individual grievances/appeals, if any, received during the year at the end of the assessment year, look into these cases, study the ratings, interview some of the candidates as they deem fit and make suggestions to improve the EPMS and its implementation.

(iii) Assessors from departments with average performance but giving high ratings for their juniors to be questioned by PMS Audit Committee.

3.12 Leadership Development and Competency Building through 360 Degrees Feedback and Assessment and Development Centers:

Rationale: In the recent year, a lot of development has taken place in the field of performance management. Two such developments include the 360 Degree Feedback and the Assessment and Development Centers.

The 360 Degree Feedback is a multi-rater feedback in which the candidate is assessed at the end of the year by his juniors, seniors, internal customers, external customers, wherever applicable. These along with Self-assessment by the executive concerned gives insights into the impact made by the Executive on his juniors, seniors, and internal customers and helps the Executive Concerned to improve his performance in subsequent period. Particularly in cultures where employees don't give objective feedback to each other due to a desire to maintain good relations, it has been found to be useful. RINL has decided to use this system selectively for the development of its Senior level executives. The 360 Degrees Feedback is being tried out on an experimental basis and will be used as a development tool.

Assessment and Development Center is a specially created center in which a series of exercises are used to assess the competencies of a given individual for jobs he/she has usually not performed so far. Assessment centers have become a useful technique to assess the competencies needed by officers for higher level jobs and use the information to develop individuals to perform higher level jobs or less.
An assessment center uses a variety of testing techniques designed to allow candidates to demonstrate, under standardized conditions, the skills and abilities that are most essential for success in a given job.

Assessment centers consist of standardized evaluation of behavior based on multiple inputs. Features of an assessment center include measurement of techniques selected based on job analysis, simulation exercises, assessors behavioral observations (classified into meaningful and relevant categories), and use of multiple assessors for each candidate.

In an Assessment center the candidate is assessed by external assessors on a set of predetermined competencies using multiple methods. Thus the data generated are supposed to be more objective and have been found to have a reasonable degree of predictive validity. Due to their predictive validity, they are being used in India for development purposes.

**Operational details:**

(i) RINL proposes to use 360 Degrees Feedback (360 DF) and Assessment and Development Centers (ADCs) for developing future leaders and to prepare managers for their future roles.

(ii) Data from 360 DF will not to be used for promotion decisions but the improvements and accomplishments shown by an executive after 360 Degree Feedback and assessment by ADCs to be indicators of leadership competencies.

(iii) In subsequent years, Competencies, Potential and Values to be assessed on the basis of ADCs or other tools and incorporated into the PMS.

### 3.13 Team appraisals:

**Purpose and rationale:**

There are a lot of inter dependencies among various work processes in RINL as it largely works with integrated steel plant technology. In an integrated steel plant as work inter dependencies are high, team work becomes very critical. Recognizing this, the EPMS system introduces team appraisal.

Team appraisal will consist of the following:

(i) Identification of Team KPAs and contributions to the Unit or departmental performance in the beginning of the year and in line with APP.

(ii) Self-assessment at the end of the year by the team.

(iii) Assessment by the Departmental committee or plant level or unit level committee to determine A class, B class and C class performers among various teams.

(iv) Team rewards in kind like celebrations, certificates and other forms of recognition.
Team appraisals to be introduced and teams identified and KPAs outlined as a part of goal alignment cascade exercise in the beginning of the year. Details of the team appraisals will be evolved after the first year of implementation of the EPMS.

3.14 Performance linked pay and other rewards:

Performance Linked Pay. Rewards and Incentives have become the order of the day. These are necessary and are good ways of keeping up employee motivation, morale, reducing absenteeism and increasing retention as well as contributing to their quality of life. In the past, employees used to be given incentives largely through promotions and sometimes depending on their experience and period of stay with the company, loyalty used to be rewarded through career progression and status linked incentives.

Developments in industry have given rise to a variety of incentives and rewards. RINL as a PSU would like to use as many of these experiences as possible but it also has a philosophy of offering a career at RINL as the main incentive for performance. RINL is for those who have a long commitment to make and build their career. At the same time as RINL cannot keep creating new positions on continuous basis, the avenue of granting promotions as an incentive becomes limited. Hence, new systems need to be thought of and therefore, the move is to start a performance linked pay on select basis. This is a one time lump sum amount given to individuals on the basis of their outstanding performance during a particular assessment year.

In addition, RINL also plans to introduce the following forms of Non Financial rewards:

1. Achievement Rewards consisting of:
   a) Wider Job design,

2. Recognition consisting of:
   a) Praise,
   b) Long service awards
   c) Work related trips abroad
   d) Chairman's Dinner
   e) Director's Dinner etc.

3. Influence Enhancing recognitions and awards such as:
   a) Task Forces,
   b) Committees,
   c) Achiever's Forum etc.
4. Responsibility enhancing rewards and recognition such as:
   a) Personal growth
   b) Additional responsibilities
   c) Promotions etc.

5. Team rewards:
   a) Team celebrations
   b) Picnics and other forms

RINL intends to introduce performance linked pay and recognition systems. RINL believes in the philosophy that good performance should be recognized and rewarded. The quantum of rewards and the form of rewards depends upon many factors. The recognition and rewards may take many forms. Details of the performance linked pay and other rewards will be evolved after first year of the implementation of the EPMS.

4.0 Role of Appraisal Cell

Appraisal Cell will be the nodal agency for implementation of EPMS. IT Department will extend necessary help for development and deployment of the online EPMS to all executives.

5.0 Tenure

(i) The Company reserves the right to withdraw the system at any time without notice.

(ii) CMD, RINL is authorized to approve the details under the policy and the appraisal formats for implementation of the same. He is also authorized to amend or modify the system, rules and guidelines, as and when required.

(iii) For effective implementation of the Executive Performance Management System in RINL, the system shall be reviewed after the first, third and fifth year of its implementation and every five years hence to bring in systemic improvements.

*************
ANNUAL CONFIDENTIAL REPORT FOR NON-EXECUTIVE EMPLOYEES

1.0 OBJECTIVE

2.0 SCOPE

3.0 PROCESS OF ASSESSMENT IN ANNUAL CONFIDENTIAL REPORT

4.0 ROLE OF HoDs /DIVISIONAL HEADS

5.0 SPECIAL PROVISIONS IN RESPECT OF EMPLOYEES IN S-7 OR ABOVE GRADES IN CADRE "C" & IN SL-2 OR ABOVE GRADES IN MINISTERIAL CADRE

6.0 MISCELLANEOUS

7.0 TENURE

ANNEXUREI: SCHEDULE

ANNEXUREII: ANNUAL CONFIDENTIAL REPORT FOR CADRE “A” (UNSKILLED) EMPLOYEES
ANNUAL CONFIDENTIAL REPORT FOR NON-EXECUTIVE EMPLOYEES

1.0 OBJECTIVE:

1.1 To lay down guidelines for annual assessment of the performance of non-executive employees and to define the basis for determination of merit, efficiency and suitability for the purpose of promotion and rewards.

2.0 SCOPE:

2.1 These guidelines shall cover all regular non-executive employees of RINL/VSP.

3.0 PROCESS OF ASSESSMENT IN ANNUAL CONFIDENTIAL REPORT:

3.1 Period of assessment

The period of assessment shall be the financial year ending 31st March and the assessment shall be made during subsequent months as per the prescribed schedule given at Annexure-I.

3.2 ACR Forms:

There will be prescribed forms as under:

<table>
<thead>
<tr>
<th>Cadre</th>
<th>Annexure</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A&quot; - Unskilled employees</td>
<td>II</td>
</tr>
<tr>
<td>&quot;B&quot; - Skilled employees</td>
<td>III</td>
</tr>
<tr>
<td>&quot;C&quot; - Highly skilled employees in S-6 grade</td>
<td>IV</td>
</tr>
<tr>
<td>&quot;C&quot; - Highly skilled employees in S-7 or above grades</td>
<td>V</td>
</tr>
<tr>
<td>Ministerial employees in S-6 grade</td>
<td>VI</td>
</tr>
<tr>
<td>Ministerial employees in S-7 grade or above grades</td>
<td>VII</td>
</tr>
</tbody>
</table>

3.3.0 Assessment by Reporting Officer:

The Reporting Officer shall be the executive including JO/JSO to whom the employee reports.

3.3.1 The Reporting Officer shall assess the performance and potential of the employee on the prescribed factors/items in ACR form on a four point scale - VERY GOOD, GOOD, SATISFACTORY, POOR. No factor/item shall be left blank and the assessment shall be indicated in the space provided.

3.3.2 The General Grading shall be worked out by the Reporting Officer based on the grading given by him/her against each item/factor as per the guidelines given below:

<table>
<thead>
<tr>
<th>General Grading</th>
<th>Applicable Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERY GOOD</td>
<td>More than 50% of factors assessed in Part III are rated as &quot;Very Good&quot; and balance not less than &quot;Good&quot;.</td>
</tr>
<tr>
<td>GOOD</td>
<td>More than 50% of factors assessed in Part III are rated as &quot;Good&quot; or a combination of &quot;Good &amp; Very Good&quot; and balance not less than &quot;Satisfactory&quot;.</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>No adverse entry on any factor in Part III &amp; General Grading not of &quot;Very Good&quot; or &quot;Good&quot; category.</td>
</tr>
<tr>
<td>POOR</td>
<td>Adverse entry on any factor in Part III.</td>
</tr>
</tbody>
</table>
3.3.3 While assessing the General Grading, the Reporting Officer would differentiate between the performance levels of employees working under him/her and to the extent possible, follow the distribution pattern as indicated below for each grade of employees:

<table>
<thead>
<tr>
<th>General Grading</th>
<th>Maximum Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERY GOOD</td>
<td>Upto 20%</td>
</tr>
<tr>
<td>GOOD</td>
<td>Upto 40%</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>Not less than 20%</td>
</tr>
<tr>
<td>POOR</td>
<td>Upto 05%</td>
</tr>
</tbody>
</table>

3.4.0 Assessment by Reviewing Officer:

The Reviewing Officer shall be the executive to whom the Reporting Officer reports.

3.4.1 The Reviewing Officer is required to go through carefully the assessment of the Reporting Officer in each item/factor and record as to whether he/she accepts the assessment of the Reporting Officer in all respects in the space provided under the column 'Views of the Reviewing Officer'. In case he/she differs from the assessment of the Reporting Officer, in any respect, he/she should give his/her own grading in respect of the said item/factor(s). Accordingly, the Reviewing Officer would work out the General Grading based on the grading agreed to by him/her and the grading given by him/her wherever he/she has differed. The assessment of Reviewing Officer will be final.

3.4.2 In case, the Reporting Officer is in E-6 or above grades, there would be no requirement for separate assessment by Reviewing Officer and the assessment of such Reporting Officer will be final.

3.4.3 The Reviewing Officer would also differentiate between the performance levels of all the employees under his/her control and to the extent possible, follow the distribution pattern for each grade of employees as indicated at para 3.3.3.

3.5.0 Adverse Remarks

Assessment as `Poor' on any of the item/factor in the ACR shall constitute an `adverse remark'.
3.5.1 During the assessment period, in case the Reporting Officer finds that the performance of the employee on any of the prescribed factors/items is falling below `Satisfactory', he/she may advise the concerned employee in writing to improve. Despite this, if no improvement is noticed, the employee may be advised once again in writing for improvement. In case the performance still does not improve, the Reporting Officer may consider giving the rating as `Poor' in the said item/factor. In cases where charge-sheets have been issued for unauthorized absence during the assessment period or the employee has been awarded punishment as per prescribed disciplinary procedure for a misconduct committed during the assessment period, there is no need for the steps as above.

3.5.2 The Reviewing Officer shall carefully consider the adverse entry by verifying the supporting documents and may agree to or differ with the assessment. The assessment of Reviewing Officer will be final.

3.5.3 The letter of communication for adverse entry/remark shall be prepared by the Zonal Personnel Establishment concerned. Such letter of communication will be signed and communicated by the Reviewing Officer to the employee latest by 31st May. Any adverse remark not communicated to the employee by 31st May, shall not be taken into account to adversely affect the promotion of the employee.

3.6.0 Appeal on Adverse Remarks

The employee may appeal against the adverse entry to the Appellate Authority, i.e., next higher authority of the Reviewing Officer (not below E-5 grade) or the next higher authority of such Reporting Officer who is in E-6 or above grade or the next higher authority of the Chairman of the Performance Review Committee (in respect of specified employees as per para 5.0), within 7 days from the date of issue of the communication. The Appellate Authority shall after careful consideration of such appeal, dispose off the appeal within 15 days from the date of receipt of the letter of appeal but, in any case, not later than 25th June.
3.6.1 While disposing the appeal as above, the Appellate Authority may decide either to expunge or retain the adverse entries. The decision of the Appellate Authority in this aspect shall be final. The letter of communication of such a decision shall be prepared by the Zonal Personnel establishment concerned. The Appellate Authority shall sign the same and communicate it to the employee. In case of expunction of adverse entry, the respective item/factor shall be treated as "Satisfactory" and the General Grading shall be worked out accordingly as per para 3.3.2.

4.0 ROLE OF HoDs/DIVISIONAL HEADS

All HoDs and Divisional Heads would take appropriate measures in their respective areas to ensure that the General Grading in the ACR of the non-executive employees in each grade in their department(s), as far as possible, follow the distribution pattern as indicated below:

<table>
<thead>
<tr>
<th>General Grading</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERY GOOD</td>
<td>Upto 20%</td>
</tr>
<tr>
<td>GOOD</td>
<td>Upto 40%</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>Not less than 20%</td>
</tr>
<tr>
<td>POOR</td>
<td>Upto 05%</td>
</tr>
</tbody>
</table>

5.0 SPECIAL PROVISIONS IN RESPECT OF EMPLOYEES IN S-7 OR ABOVE GRADES IN CADRE "C" & IN SL-2 OR ABOVE GRADES IN MINISTERIAL CADRE

5.1 Assignment of tasks and targets

5.1.1 Based on annual plan of the department and overall mission and objectives of the organization, tasks and targets shall be assigned to employees in S-7 or above grades in Cadre "C" and SL-2 or above grades in Ministerial Cadre, by the Reporting Officers concerned in the beginning of the assessment period.

5.1.2 Accordingly, a few Key Performance Areas (KPAs) may be identified for each of these employees and not less than 5 quantifiable and observable tasks and targets with specific time frame will be set for them by the Reporting Officers concerned which will be communicated to them by 12th of April in the beginning of every assessment year.
5.2 Performance Assessment

5.2.1 The performance of the employees will be assessed after considering all the relevant factors, including the extent of the tasks and targets fulfillment, efforts put in, constraints faced, shortfall and its reasons etc.

5.2.2 The assessment of the performance will be done through a three-tier system of assessment by the Reporting Officer, Reviewing Officer and by Performance Review Committee (PRC).

5.3 Functioning of Performance Review Committees (PRCs)

5.3.1 The ACR forms of all the specified employees will be put up to the PRC along with analysis of the ACR data of the concerned ACR group including the number of employees in each cadre and grade and percentage of distribution in different categories of General Grading by Zonal Personnel Establishment concerned.

5.3.2 Normally, the ACR group will consist of such employees in the above mentioned category who belong to sections/departments functionally related to each other or considered as one LOP for promotion.

5.3.3 The constitution of PRCs for different ACR groups will be indicated separately which would normally consist of the Head of the Department/next higher authority of the Reviewing Officer.

5.3.4 The Performance Review Committee will receive the following information from the Personnel Department:

   i. ACR Forms of all employees concerned
   ii. Analysis of ACR data of the ACR group concerned along with cadre-wise and grade-wise percentage of employees distributed in different categories of General Grading.
   iii. Other data as may be relevant.

5.3.5 The PRC will study the distribution pattern of the General Grading as given by the Reviewing Officers. The PRC will harmonize the General Grading of some of these employees, if needed, to remove disparities in ratings, if any. However, the moderation will normally not be of more than one stage up or down with respect to the General Grading as decided by the Reviewing Officer.
5.3.6 The PRC will decide the final "General Grading" in respect of all specified employees and ensure their distribution in the ACR group concerned as under:

<table>
<thead>
<tr>
<th>General Grading</th>
<th>Maximum Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERY GOOD</td>
<td>Upto 20%</td>
</tr>
<tr>
<td>GOOD</td>
<td>Upto 40%</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>Not less than 20%</td>
</tr>
<tr>
<td>POOR</td>
<td>Upto 05%</td>
</tr>
</tbody>
</table>

6.0 MISCELLANEOUS

6.1 Assessment for part period

6.1.1 Assessment of performance in respect of an employee would be done only if the employee has worked in a regular grade/scale for at least 3 months at a stretch during the assessment period.

6.1.2 If an employee has worked under more than one Reporting Officer during the assessment period, the Reporting Officer and Reviewing Officer immediately preceding the expiry of the assessment period would assess the performance of the employee in the prescribed ACR form subject to para 6.1.1.

6.2 Suspension -

Please refer to Cl.6.4

6.3 Records

6.3.1 In case of adverse remark on any factor/item in Part III, Reporting Officer/department should maintain and keep available necessary/relevant record(s)/data/document(s). Similarly, it would be preferable to maintain such relevant record(s)/data/document(s) in case assessment is made as 'Very Good' on any item/factor.

6.4* Writing of Appraisals in case of non-availability of the employee in certain situations

6.4.1 Where one or more Annual Confidential Reports have not been written due to the employee being on disability leave/ under suspension or the employee having separated on account of death/superannuation/permanent total disablement/medical unfitness, the appraisal rating pertaining to the immediately preceding appraisal should be given, subject to a maximum of “Satisfactory” grade for non-executives.

7.0 TENURE

7.1 These guidelines shall come into force with effect from the assessment year 2000-2001.

7.2 CMD shall be the competent authority to alter, modify, amend or cancel these guidelines.

* Amended vide HR Policy Circular No.07/2015 Dated.09.07.2015.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity</th>
<th>Schedule</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Providing blank ACR forms to HoD/Reporting Officer</td>
<td>15th – 31st March (in the beginning of assessment year)</td>
<td>Respective ZPE</td>
</tr>
<tr>
<td>2.</td>
<td>Assigning tasks &amp; targets for the current assessment year to the employees of specified category</td>
<td>12th April (in the beginning of assessment year)</td>
<td>Reporting Officer</td>
</tr>
<tr>
<td>3.</td>
<td>Completing ACRs (for last assessment year) &amp; forwarding to Reviewing Officer</td>
<td>15th April (after completion of assessment year)</td>
<td>Reporting Officer</td>
</tr>
<tr>
<td>4.</td>
<td>Completing ACRs (for last assessment year) &amp; forwarding to respective ZPEs</td>
<td>25th April (after completion of assessment year)</td>
<td>HoD/Reviewing Officer/Reporting Officer in E-6 or above grades</td>
</tr>
<tr>
<td>5.</td>
<td>Completing ACR analysis (for last assessment year) &amp; forwarding to respective PRCs</td>
<td>5th May (after completion of assessment year)</td>
<td>Respective ZPE</td>
</tr>
<tr>
<td>6.</td>
<td>Completing moderation &amp; awarding final General Grading (for last assessment year)</td>
<td>20th May (after completion of assessment year)</td>
<td>Respective, Chairman, PRC</td>
</tr>
<tr>
<td>7.</td>
<td>Communication of adverse remarks (if any)</td>
<td>31st May (after completion of assessment year)</td>
<td>Reviewing Officer or Reporting Officer in E-6 or above grade &amp; ZPE</td>
</tr>
<tr>
<td>8.</td>
<td>Appeal, if any, against adverse remarks communicated</td>
<td>7 days from the date of issue of communication of adverse remarks</td>
<td>Employee concerned</td>
</tr>
<tr>
<td>9.</td>
<td>Disposal of appeal</td>
<td>15 days from the date of receipt of appeal but not later than 25th June</td>
<td>Appellate Authority</td>
</tr>
</tbody>
</table>
Annual Confidential Report for Cadre “A” (Unskilled) employees
(Assessment Period: 01-04-20 to 31-03-20)

Part I: Personal details (to be filled in by Personnel Department):

Name:  Emp.No:
Designation & Grade:  Department
Grade Entry Date:  Date of Birth:
Qualification:

Part II: Description of work on which engaged (to be filled in by Reporting Officer)

Guidelines for filling the report:-

1. No item be left blank. All assessments should be one of the following:
   VERY GOOD (VG)  GOOD (G)  SATISFACTORY (S)  POOR (P)

2. Assessment as “POOR” on an item would constitute an “adverse remark” which should be made in RED INK only and is required to be communicated to the employee latest by 31st May, as per the promotion policy (for which letter would be prepared by Personnel Department and communicated by Reviewing Officer). Any “adverse remark” in this report not communicated to the employee by 31st May will not be taken into account to adversely affect the promotion of the employee.

3. Assessment of General Grading should be done on the following lines only:
   VERY GOOD  -  More than 50% factors in Part III(1 to 9) assessed as VERYGOOD & balance not less than GOOD
   GOOD      -  More than 50% factors in Part III(1to9) assessed as GOOD or a combination of VERY GOOD & GOOD & balance not less than SATISFACTORY
   SATISFACTORY-  No “adverse remark” in Part III and General Grading not of VERY GOOD or GOOD category
   POOR      -  Any “adverse remark” in Part III
4. While assessing General Grading, Reporting/Reviewing Officer should, to the extent possible, conform distribution of employees in a grade under their control in the following manner:— VERY GOOD – Max 20%, GOOD - Max 40%; SATISFACTORY – Not less than 20%; and POOR – Max 5%.

5. It is essential that necessary records/data/documents are maintained and are available with the Reporting Officer/department in cases of adverse remarks in Part III i.e. assessment as POOR on any factor therein. Similarly records/data/documents preferably be maintained and be available with the Reporting Officer/department in case of assessment as VERY GOOD.

6. In case of communication of “adverse remarks”, the employee concerned may appeal to the Appellate Authority, i.e., next higher authority of the Reviewing Officer (not less than E-5 grade) or to the next higher authority of such Reporting Officer who is in E-6 or above grade, within 7 days of the issue of the communication and the appeal is required to be disposed of by the higher authority within 15 days, but in any case not later than 25th June.

**Part III: Assessment (to be filled in by Reporting Officer by encircling one choice against each factor):**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Factors for assessment</th>
<th>Assessment by Reporting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quantity of output</td>
<td>VG G S P</td>
</tr>
<tr>
<td>2</td>
<td>Quality of output</td>
<td>VG G S P</td>
</tr>
<tr>
<td>3</td>
<td>Job knowledge</td>
<td>VG G S P</td>
</tr>
<tr>
<td>4</td>
<td>Work discipline</td>
<td>VG G S P</td>
</tr>
<tr>
<td>5</td>
<td>Safety Consciousness</td>
<td>VG G S P</td>
</tr>
<tr>
<td>6</td>
<td>House keeping/Record keeping</td>
<td>VG G S P</td>
</tr>
<tr>
<td>7</td>
<td>Waste elimination</td>
<td>VG G S P</td>
</tr>
<tr>
<td>8</td>
<td>Attendance &amp; Availability</td>
<td>VG G S P</td>
</tr>
<tr>
<td>9</td>
<td>Amenability to discipline</td>
<td>VG G S P</td>
</tr>
</tbody>
</table>

**General Grading (please write in full as per guideline 3 above)**

(Signature of Reporting Officer with date)

Name, Designation & Grade
Views of Reviewing Officer

(The Reviewing Officer is required to carefully consider and state whether he/she accepts the assessment of Reporting Officer in all respects. In case he/she differs from the assessment of Reporting Officer, in any respect, that should be clearly stated especially with reference to whether the “adverse remark” be communicated to the employee or not).

(Signature of Reviewing Officer with date)

Name & Designation
## WAGE STRUCTURE

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>15  Executive Salary Structure, Non-Executive Salary Structure &amp; Stipend rates for Trainees</td>
<td>252</td>
</tr>
<tr>
<td>16  Annual Increment Rules</td>
<td>257</td>
</tr>
</tbody>
</table>
SALARY & WAGE STRUCTURE

PAY SCALES AND DEARNESS ALLOWANCE OF EXECUTIVES AND NON-EXECUTIVE EMPLOYEES (INCLUDING STIPEND RATES FOR TRAINEES)

1.0 EXECUTIVES

2.0 NON-EXECUTIVES

3.0 DEARNESS ALLOWANCE FOR EXECUTIVES

4.0 DEARNESS ALLOWANCE FOR NON-EXECUTIVES

5.0 SCHEDULE OF NON-PRACTISING ALLOWANCE FOR MEDICAL EXECUTIVES (DOCTORS)

6.0 RATES OF STIPEND TO TRAINEES

APPENDIX I:  A. Quarterly Rates of Dearness Allowance for Executives (from 1.1.1997 till date)

B. Quarterly Rates of Dearness Allowance for Non-Executives (from 01.01.2007 till date)
### SALARY & WAGE STRUCTURE

**1.0 EXECUTIVES:**

The scales of pay of Board level and below board level executives including Non-unionized Supervisors are as follows:

<table>
<thead>
<tr>
<th>Scale Code</th>
<th>Revised Scales w.e.f. 01.01.2007 (₹)</th>
<th>Scale Code</th>
<th>Scales of Pay w.e.f. 31.12.2016 (₹) @</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-0</td>
<td>16400-3%-40500</td>
<td>E-0</td>
<td>No change</td>
</tr>
<tr>
<td>E-1</td>
<td>20600-3%-46500</td>
<td>E-1**#</td>
<td>20600-3%-46500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>24900-3%-50500</td>
</tr>
<tr>
<td>E-2</td>
<td>24900-3%-50500</td>
<td>E-2#</td>
<td>29100-3%-54500</td>
</tr>
<tr>
<td>E-3</td>
<td>32900-3%-58000</td>
<td>E-3</td>
<td>No change</td>
</tr>
<tr>
<td>E-4</td>
<td>36600-3%-62000</td>
<td>E-4</td>
<td>No change</td>
</tr>
<tr>
<td>E-5</td>
<td>43200-3%-66000</td>
<td>E-5</td>
<td>No change</td>
</tr>
<tr>
<td>E-6*</td>
<td>--</td>
<td>E-6#</td>
<td>51300-3%-73000</td>
</tr>
<tr>
<td>E-7*</td>
<td>--</td>
<td>E-7#</td>
<td>51300-3%-73000</td>
</tr>
<tr>
<td>E-8</td>
<td>51300-3%-73000</td>
<td>E-8</td>
<td>No change</td>
</tr>
</tbody>
</table>

* Revised basic pay of the executives in E-6 and E-7 grades, fixed on provisional basis as per fitment methodology given at Para 3.0 of Office Order No. PL/RR/W(01)/5100001730, dated January 25, 2010, subject to maximum of ₹ 68,000/- and ₹ 70,000/- respectively.

** Management Trainees joining in the Pay Scale of ₹ 20600-46500 and successfully completed the training period, and Executives entering the pay scale of ₹ 20600-46500 through the Non-Executive route from E-0 grade and completing one year of service in E-1 grade, will be placed in the Pay Scale of ₹ 24900-50500.

# 1. The Basic Pay in the revised pay scales will be fixed notionally as on 31.12.2016 and the actual benefit will accrue from 25.09.2017 and will be extended to only those executives who are on the rolls as on 25.09.2017.

2. The basic pay in the revised Pay Scales will be fixed without fitment benefit. The extant fixation rules with respect to minimum and maximum pay will be followed.

3. Executives, who joined/were promoted to E-1/E-2/E-6/E-7 grade between 31.12.2016 and 25.09.2017, their Basic Pay in the revised scales, as the case may be, will be fixed notionally from their date of joining in the higher grade on promotion and the actual benefit will accrue from 25.09.2017.

Note: There would be no change in the eligibility period for promotion in any grade consequent to changes in the Pay Scales.

© Revised vide HR Policy Circular No.11/17 dt.20/11/2017
2.0 NON-EXECUTIVES:

The scales of pay of non-executives have been revised with effect from 1.1.2012. The pre-revised and the revised scales of pay are given below:

<table>
<thead>
<tr>
<th>Revised Wage Structure * (w.e.f. 01.01.2007)</th>
<th>Revised Wage Structure ** (w.e.f. 01.01.2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Pay Scale(₹)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>S-1</td>
<td>8630 - 3% - 12080</td>
</tr>
<tr>
<td>S-2</td>
<td>8890 - 3% - 12650</td>
</tr>
<tr>
<td>S-3</td>
<td>9160 - 3% - 13150</td>
</tr>
<tr>
<td>S-4</td>
<td>9440 - 3% - 13930</td>
</tr>
<tr>
<td>S-5</td>
<td>9730 - 3% - 15020</td>
</tr>
<tr>
<td>S-6</td>
<td>10120 - 3% - 16400</td>
</tr>
<tr>
<td>S-7</td>
<td>10530 - 3% - 17030</td>
</tr>
<tr>
<td>S-8</td>
<td>10960 - 3% - 17680</td>
</tr>
<tr>
<td>S-9</td>
<td>11400 - 3% - 19350</td>
</tr>
<tr>
<td>S-10*</td>
<td>11860 - 3% - 22920</td>
</tr>
<tr>
<td>S-11**</td>
<td>12460 - 3% - 23970</td>
</tr>
</tbody>
</table>

**A new allowance by the name “Special Allowance” @6% of Basic Pay shall be paid w.e.f.01.01.2014.

3.0 **DEARNESS ALLOWANCE FOR EXECUTIVES

3.1 Dearness Allowance (DA) to the executives in the revised scales of pay will be NIL as on 1.1.2007 at AICPI 126.33 (Base 2001=100). Further increase/decrease in DA would be governed as per the following provisions:

3.1.1 DA shall be revised every quarter on 1st April, 1st July, 1st October and 1st January every year based on the increase/decrease in the quarterly average of AICPI for the quarters December-February, March-May, June-August and September-November respectively over AICPI 2001=100.

3.1.2 The percentage increase/decrease in quarterly average of AICPI for the above quarters would be taken into account upto one decimal point.

3.1.3 100% neutralisation of DA for executives notionally linked to AICPI 2001=100 as on 1.1.2001.

3.1.4 For computing the quantum of DA payable on this basis, fraction of 50 paise and above will be rounded off to the next rupee and fraction below 50 paise will be ignored.

4.0 **DEARNESS ALLOWANCE FOR NON-EXECUTIVES

4.1 Dearness Allowance (DA) to the employees in the revised scales of pay will be NIL as on 01.01.2012 at AICPI 198.00 (Base 2001=100). Further increase/decrease in DA would be governed as per the following provisions:

4.1.1 DA shall be revised every quarter on 1st April, 1st July, 1st October and 1st January every year based on the increase/decrease in the quarterly average of AICPI for the quarters December-February, March-May, June-August and September-November respectively over AICPI 198.00 (Base 2001=100).

Amended vide Office Order No. PL/WR/4100000941, dt.18.03.2010 & Office Order No. PL /WR /5100001731, dt. 25.01.2010

Amended vide Office Order No.PL/WR/84, dt 12.07.2014

Amended vide Office OrderNo.PL/RR/W(01)/5100001730, dt.25.01.2010

Incorporated vide IOM No.PL/RR/3(6)/2004/109, dt. 09.02.2004

Effective from 01.03.2010, incorporated vide PP Circular No. 4/2010, dt. 22.03.2010

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4.1.2 The percentage increase/decrease in quarterly average of AICPI for the above quarters would be taken into account up to one decimal point.

4.1.3 100% DA neutralization for employees notionally linked to AICPI 198.00 (Base 2001=100) as on 01.01.2012.

4.1.4 For computing the quantum of DA payable on this basis, fraction of 50 paise and above will be rounded off to the next rupee and fraction below 50 paise will be ignored.

5.0* NON-PRACTICING ALLOWANCE (NPA) TO MEDICAL EXECUTIVES (DOCTORS) WITH EFFECT FROM 26.11.2008.

Non-Practicing Pay (NPP) to doctors is replaced with Non-Practicing Allowance (NPA) w.e.f. 26.11.2008 as given below:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Percentage of Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBBS</td>
<td>20</td>
</tr>
<tr>
<td>MBBS with Diploma</td>
<td>22.5</td>
</tr>
<tr>
<td>PG Degree</td>
<td>25</td>
</tr>
</tbody>
</table>

Note:
(i) The above NPA shall not count for any other purpose like PF etc.
(ii) NPA shall be outside the purview of ceiling of 50% of the Basic Pay for perks & allowances.

6.0 RATES OF STIPEND AND ON THE JOB TRAINING ALLOWANCE' TO TRAINEES *

The monthly rates of stipend payable to different categories of Trainees are as given below.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category of Trainee</th>
<th>Period of Training**</th>
<th>Pre-revised Rates** (w.e.f. 01.01.2010)</th>
<th>Revised Rates*** (w.e.f. 01.01.2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>First Year</td>
<td>Second Year</td>
<td>First Year</td>
</tr>
<tr>
<td>1</td>
<td>Unskilled/ Semi Skilled, who are absorbed in S-1 grade after completion of training</td>
<td>24 months</td>
<td>₹ 6,600/-/ 7,700/-**</td>
<td>₹ 8600/-</td>
</tr>
<tr>
<td>2</td>
<td>Skilled (Junior. Trainee) subsequently absorbed in S-3 grade after completion of training</td>
<td>24 months</td>
<td>₹ 8,250/-/ 9,350/-</td>
<td>₹ 10,700/-</td>
</tr>
</tbody>
</table>

In addition, the rate of Transport Subsidy payable to these trainees has been revised to ₹ 12/- per day of actual attendance subject to a minimum of ₹ 90/- per month.

* Amended vide Office Order No.PL/RR/15/01/5/100001730, dated 25.01.2010
** Amended vide PP Circular No. 12/2010, dated 17.08.2010, w.e.f. 1.1.2010 (Stipend rates for Highly Skilled category not reviewed, since no intake in this level.)
# Amended vide PP Circular No.12/2008 (PL/RR/41/623) Dated 03.10.2008

Note#: Consequent to increase in the stipend rates and Transport Subsidy rates payable to trainees, it has been decided to dispense with Special On-the-job Training Allowance paid to trainees in terms of PP Circular No.12/90 dated 9.5.90, with immediate effect.
APPENDIX I

A. The Quarterly Rate of Dearness Allowance for Executives
(From 1.1.1997 till date)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AICPI 1708, (Base 1960=100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>0</td>
<td>1</td>
<td>1.7</td>
<td>3.2</td>
</tr>
<tr>
<td>1998</td>
<td>5</td>
<td>9.5</td>
<td>10.8</td>
<td>17.7</td>
</tr>
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<td>1999</td>
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<td>21.6</td>
<td>20.1</td>
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</tr>
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<td>2000</td>
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<td>29.3</td>
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<tr>
<td>2003</td>
<td>40.6</td>
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<td>41.8</td>
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<tr>
<td>2004</td>
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</tr>
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<td>2005</td>
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<td>51.2</td>
<td>52.1</td>
<td>54.6</td>
</tr>
<tr>
<td>2006</td>
<td>56.3</td>
<td>58.9</td>
<td>60.4</td>
<td>65.3</td>
</tr>
<tr>
<td></td>
<td>AICPI 126.33, (Base 2001=100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>0</td>
<td>0.8</td>
<td>1.3</td>
<td>4.2</td>
</tr>
<tr>
<td>2008</td>
<td>5.8</td>
<td>6.3</td>
<td>9.2</td>
<td>12.9</td>
</tr>
<tr>
<td>2009</td>
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<td>16.9</td>
<td>18.5</td>
<td>25.3</td>
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<td>2010</td>
<td>30.9</td>
<td>34.8</td>
<td>35.1</td>
<td>39.8</td>
</tr>
<tr>
<td>2011</td>
<td>43.0</td>
<td>47.2</td>
<td>47.2</td>
<td>52</td>
</tr>
<tr>
<td>2012</td>
<td>56.7</td>
<td>56.7</td>
<td>61.5</td>
<td>67.3</td>
</tr>
<tr>
<td>2013</td>
<td>71.5</td>
<td>74.9</td>
<td>78.9</td>
<td>85.5</td>
</tr>
<tr>
<td>2014</td>
<td>90.5</td>
<td>88.4</td>
<td>91.3</td>
<td>98.2</td>
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<tr>
<td>2015</td>
<td>100.3</td>
<td>100.5</td>
<td>102.6</td>
<td>107.9</td>
</tr>
<tr>
<td>2016</td>
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<td>135.6</td>
</tr>
<tr>
<td>2019</td>
<td>138.8</td>
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</tr>
</tbody>
</table>

B. The Quarterly Rate of Dearness Allowance for Non-Executives
(From 1.1.2007 till date)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AICPI 126.33, (Base 2001=100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>0</td>
<td>0.8</td>
<td>1.3</td>
<td>4.2</td>
</tr>
<tr>
<td>2008</td>
<td>5.8</td>
<td>6.3</td>
<td>9.2</td>
<td>12.9</td>
</tr>
<tr>
<td>2009</td>
<td>16.6</td>
<td>16.9</td>
<td>18.5</td>
<td>25.3</td>
</tr>
<tr>
<td>2010</td>
<td>30.9</td>
<td>34.8</td>
<td>35.1</td>
<td>39.8</td>
</tr>
<tr>
<td>2011</td>
<td>43.0</td>
<td>47.2</td>
<td>47.2</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>AICPI 198, (Base 2001=100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>0.0</td>
<td>0.0</td>
<td>3.0</td>
<td>6.7</td>
</tr>
<tr>
<td>2013</td>
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<td>11.6</td>
<td>14.1</td>
<td>18.3</td>
</tr>
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<td>22.1</td>
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<td>27.4</td>
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<td>2016</td>
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<td>40.1</td>
<td>38.6</td>
<td>39.7</td>
<td>43.1</td>
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<td>2018</td>
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<td>44.9</td>
<td>45.5</td>
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<tr>
<td>2019</td>
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</tbody>
</table>
ANNUAL INCREMENT RULES

1.0 OBJECTIVE

2.0 SCOPE

3.0 DEFINITION

4.0 REGULATION OF ANNUAL INCREMENT

5.0 DATES OF ANNUAL INCREMENT

6.0 REGULATION OF INCREMENT IN SPECIAL CASES

7.0 DATE OF INCREMENT ON REVISION OF SCALE OF PAY

8.0 TENURE

RATE OF PERCENTAGE SYSTEM FOR EXECUTIVES AND NON-EXECUTIVES IN RINL

- Guidelines for Executives w.r.t pay scales as on 1.1.1997 (PP Circular 8/08, dt. 18.07.08)
  APPENDIX-I: Conversion Table For Basic Pay Of Non-Unionized Supervisors As On 1.4.2005 On Rate Of Increment On Percentage System.
  APPENDIX-II: Illustrations: Rate of Increment on Percentage System w.e.f. 1.4.2005 – Executives

- Guidelines for Non-Executives w.r.t wage structure as on 1.1.1997 (PP Circular 9/08, dt. 18.7.08)
  APPENDIX-I: Conversion Table For Basic Pay Of Non-Executives as on 1.4.2005 On Rate Of Increment On Percentage System.
  APPENDIX-II: Illustrations: Rate of Increment on Percentage System w.e.f. 1.4.2005 – Non-Executives

- Guidelines for Executives w.r.t pay scales as on 1.1.2007
  (Office Order No.PL/RR/ W(01)/5100001730, dt. 25.1.2010)

- Guidelines for Non-Executives w.r.t pay scales as on 1.1.2007
  (Office Order No. PL/WR/5100001731, dt. 25.1.2010 and Office Order No. PL/WR/4100000941, dt. 18.03.2010)

- Guidelines for Non-Executives w.r.t pay scales as on 1.1.2012
  (Office Order No. PL/WR/84 Dated.12.07.2014)
ANNUAL INCREMENT RULES *

1.0 OBJECTIVE:
To regulate the grant of annual increments in a time-scale to the employees of the Company.

2.0 SCOPE:
These rules shall apply to all employees of the company appointed in regular time-scales of pay except Management Trainees appointed in the scale of pay ₹ 8600 - ₹ 250 - ₹ 14600 (E-0) and so long as they remain in this scale of pay.

3.0 DEFINITION:
‘Company’ means the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant and plants/units/offices under its charge.

4.0 REGULATION OF ANNUAL INCREMENT:
4.1 An increment in a time-scale shall ordinarily be drawn as a matter of course unless it is withheld.
4.2 The following shall count for increment:-
   i. All duty in a post on a time-scale.
   ii. Service in another post in an identical or a higher scale of pay.
   iii. All leave including extra-ordinary leave except to the extent indicated in rule 6.6.
   iv. Joining time in continuation of duty.
   v. Joining time in continuation of leave if the last day of leave immediately before commencement of joining time counts for increment in the post.
   vi. Foreign service in the time-scale applicable to the post on which the employee holds a lien.
   vii. Period of temporary disablement, whether total or partial, for which compensation has been paid either under the Workmen’s Compensation Act, 1923 or otherwise.

5.0 DATES OF ANNUAL INCREMENT:
5.1 Except as provided in rules 5.2 and 5.3 the date of annual increment of an employee shall be either 1st January or 1st July of a year and shall be determined in the manner indicated below :-
   i. An employee who is appointed or promoted on any date during the period 1st January to 30th June of a year shall draw annual increment in the time-scale applicable to him, on first January every year.
   ii. An employee who is appointed or promoted on any date during the period 1st July to 31st December of a year shall draw annual increment in the time-scale applicable to him, on first July every year.
5.2 Where an employee joins the Company in the same or equivalent scale of pay from SAIL, KIOCL or MECON having a different system of grant of increments, the grant of increments to him shall be regulated as under :-
   i. If, but for his transfer, he would have drawn his next increment in SAIL/its subsidiary on any date during the period 1st January to 30th June, he shall draw his increment in the Company on the same date but his subsequent increments shall fall on first January every year.
   ii. If, but for his transfer, he would have drawn his next increment in SAIL/its subsidiary on any date during the period, 1st July to 31st December, he shall draw his increment in the Company on the same date but his subsequent increments shall fall on first July every year.

*Approved by Board of Directors of RINL in their third meeting held on 20.7.1982
5.3 Where an executive joins VSP from SAIL, KIOCL or MECON either in parallel grade or in the next higher grade, the date of increment will be so regulated that the executive does not draw less pay than he would have drawn had he continued in his previous organization.

*Grant of Annual Increment in the year of Superannuation*

In case of employees superannuating from the services of the Company on 30th June and 31st December in any year, the increment falling due on the following day i.e., 1st July and 1st January respectively, would be included in the pay for computation of leave salary and gratuity. This provision would be effective from 01.10.1995.

Note**: Annual increment due to the employee under probation would be released for calculating the final settlement amount in case of non-completion of the probation period due to separation on account of superannuation or death. Such increment would be released from the date of separation.

6.0 **REGULATION OF INCREMENT IN SPECIAL CASES**:

6.1 Where an employee is appointed or promoted on probation, an increment shall be granted to him only on the satisfactory completion of the period of probation but it shall be effective from the date otherwise applicable to him.

6.2 If an employee is on leave on the date on which an increment falls due, the monetary benefit of the increment shall be admissible to him only with effect from the date on which he resumes duty on the expiry of leave.

6.3 In case of temporary disablement, the monetary benefit of the increment otherwise due during the period of such disablement shall be admissible to an employee only with effect from the date on which he resumes duty.

6.4 The period of officiating promotion in a higher post shall count for increment in the higher grade only when such officiating promotion is followed by regular appointment without break.

6.5 In the case of an employee on deputation to the Company, grant of increment will be regulated under rule 5.1 if the appointment is in the Company’s scale of pay. Where the employee draws pay in the scale of pay applicable to him in the lending organization, he shall draw increments according to the rules of such organization.

6.6 Where an employee has been granted extra-ordinary leave otherwise than on medical certificate or for prosecution of higher studies or for specialized training in the interest of the Company, the date of his increment shall be shifted for every spell of 180 days of such leave falling in the year to which the increment pertains by a period of six months e.g., from first January to first July and from first July to first January and so on.

6.7 An increment is not admissible to an employee under suspension. If, on the conclusion of disciplinary proceedings, the period of suspension is treated as spent on duty, the employee shall be given such increment(s) to which he would have been entitled had he not been suspended, if the period of suspension is not treated as duty, the grant of increment to him shall be regulated in the manner laid down in rule 6.6.

6.8 If the penalty of withholding of increment is imposed on an employee, the withholding authority shall state the period for which it is with-held and whether the postponement shall have the effect of postponing future increments. Such cases shall be regulated as under:-

i. If the punishment order lays down that the postponement shall not have the effect of postponing future increments (i.e., the punishment has no cumulative effect), the employee shall be allowed, on the expiry of the specified period, the pay which he would have drawn had his increment not been withheld.

* Clarified Vide Circular No.PL/RR/WR/5(12)/95, dated 04.01.96.

ii. If the punishment order specifies that postponement is to operate to postpone future increments (i.e., the punishment has cumulative effect), he shall not be allowed the increment which he would have drawn but for the penalty, he shall be allowed only the increment next to the pay drawn by him.

6.9 If an employee is reduced as a measure of penalty to a lower stage in his time-scale, the authority ordering such reduction shall indicate the date from which the penalty shall take effect and the period (in terms of years and months) for which it shall be operated and the stage in the time-scale to which the employee is reduced and whether, on restoration, the period of reduction shall operate to postpone future increments and, if so, to what extent (in terms of years and months). The grant of increment in such cases shall be regulated in the same manner as under rule 6.8, but his pay will remain constant at the particular stage to which it has been reduced for the entire period of reduction.

6.10 If an employee, is reduced as a measure of penalty to a lower grade or post or to a lower time-scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective; but where the period is specified, that authority shall also state whether, on restoration, the period of reduction shall operate to postpone future increments and, if so, to what extent. In the latter case, grant of increment shall be regulated under 6.8 rule.

6.11 If an employee is promoted/appointed to a higher post during the latter half of his incremental year and he draws, after the date of his next increment in the lower grade, pay lower than that he would have drawn had he been promoted/appointed immediately after the drawal of such increment, the employee concerned shall be given an increment in the higher grade on the date on which his next increment was due in the lower scale and his increment date would thereafter remain the same as in the lower scale.

7.0 DATE OF INCREMENT ON REVISION OF SCALE OF PAY:

7.1 Where the pay scale of an employee is revised, otherwise than as a result of general wage/pay revision, from any date during the period, 1st January to 30th June, the date of his next increment in the revised scale shall be first January of the following year and thereafter first January every year. Similarly, if the pay scale is revised from any date during the period, 1st July to 31st December, the date of next increment in the revised scale will be first July of the following year and thereafter first July every year provided that:

a) if the scale of pay of an employee is revised during the latter half of his incremental year; and

b) if his pay in the revised scale is fixed at an amount which is less than the pay that he would have received after drawal of his next increment in the pre-revised scale, had his scale of pay not been revised; then, he will draw an increment in the revised scale on the date on which his next increment in the pre-revised scale would have been due and that date will, thereafter, be the date of his subsequent increments in the revised scale.

8.0 TENURE:

8.1 These rules shall come into force with immediate effect.

8.2 The Company reserves the right to modify, alter, amend or cancel any of these rules without notice.

* * * * * *
Guidelines for Executives w.r.t to pay scales as on 1.1.97 (PP Circular 8/2008, dt. 18.07.2008, Circular No. PL/RR/4(2)/A/589, dt 08.08.08 and Circular No.PL/RR/4(2)/A/78/4090000536, dt. 30.01.09)

i) Basic Pay as on 1.4.2005

- The stage-wise and grade-wise Conversion Tables for basic pay as on 1.4.2005 for executives are given at Appendix-I.

- The fraction of a rupee, if any, in the Basic Pay would be rounded off to the nearest integer. In other words, if fraction is 50 paisa or more, it would be rounded off to the next rupee.

- In case the basic pay exceeds the maximum of the pay scale on drawl of the annual increment on percentage system after 1.4.2005, the basic pay shall be restricted to the maximum of the pay scale.

ii) Fitment on promotion

- If an executive was promoted to higher grade after 1.4.2005, the pay shall be computed by adding 4% of Basic Pay in the pre-promoted grade and the amount so arrived would be new Basic in promoted higher grade. However, if the amount so arrived is less than the minimum of the pay scale in the promoted grade, the employee would be fitted at the minimum of the pay scale of the promoted grade.

- In case of executives who are promoted after 1.4.2005, the amount arrived at after giving promotional benefit (i.e. after adding 4% to Basic pay in the lower grade) exceeds the maximum of the pay scale in the promoted grade, the basic pay shall be restricted to the maximum of the pay scale in the promoted grade.

iii) Stagnation Increment for Executives

- On reaching the maximum of the pay scale, executives would be granted stagnation increment @ of 4% of maximum of pay scale on their next date of increment and would be counted as pay for all purposes except for promotion.

- Stagnation increment granted on 1.7.04/1.1.05 would only be recalculated on percentage system as on 1.4.2005. However, there shall not be any change in the amount of stagnation increment(s) granted before 30.6.2004.

- The stagnation increment would not be calculated on cumulative basic i.e. the second stagnation increment would not be computed on the first stagnation increment and so on.


- No stagnation increment would be given if it becomes due after 31.12.2006.

iv) Protection of Pay

- In case, the junior employee starts getting higher Basic pay than that of his senior in the same grade on drawing his annual increment on percentage system after 1.4.2005, the pay of the senior employee would be protected. In other words, the basic pay of the senior employee would be made equal to that of junior employee by adding the differential amount from the date the senior employee starts getting lower basic pay.
To remove the anomalies, Leveling up may be done instead of Stepping up the pay. On such leveling up there shall be no change in the date of increment. This shall be applicable in anomaly cases arising only on account of percentage rate of increment system between the period 1.4.2005 to 31.12.2006.

However, there would not be any change in date of increment.

This pay protection would be allowed subject to fulfillment of the following conditions:

- The affected employee is senior and is in the same grade as that of the junior employee.
- The senior employee has been drawing higher basic before 1.4.2005.
- The date of increment of the senior employee in the lower grade of pay was either the same or earlier than that of the junior employee.

Seniority among employees, for the purpose of comparing pay shall be determined based on the following principles:

i. An employee entering the grade earlier is considered as senior. Where more than one employee enters into grade on the same date, the senior among them shall be the one who has entered the next below grade(s) earlier.

ii. In case of a group of employees who had entered in the present grade and all the previous grades on the same dates, the senior among them shall be determined by the date of joining VSP. In case the date of joining VSP is also the same, then seniority is determined based on the dates of birth of the employees. Thus, the eldest employee is treated as the senior most.

v) Basic Pay of new entrants

In case of new employees, who have not drawn any increment including annual increment before 31.3.2005, their Basic Pay will remain unchanged. However, they would be entitled to get their annual increment due after 1.4.2005 on percentage system.

The employees would continue to draw their annual increment (on percentage system) as per Annual Increment Rules in the present Salary/Wage structure even after 31.12.2006 till finalization of new Salary/Wage Revision. Sample illustrations highlighting fitment on promotion, treatment of stagnation increment and methodology for pay protection are given at Appendix-II.

The payment of Rate of Increment on percentage system would be made to all employees who were on the rolls of the company as on 1.4.2005.
### Appendix-I

**Conversion Table for Basic Pay of Non-Unionized Supervisors as on 1.4.2005 on Rate of Increment on percentage system.**

(As per PP Circular 8/2008, dt 18.07.2008)

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Conversion Table for Basic Pay of Executives as on 1.4.2005 on Rate of Increment on percentage system.
(As per PP Circular 8/2008, dt 18.07.2008)

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Conversion Table for Basic Pay of Executives as on 1.4.2005 on Rate of Increment on percentage system.
(As per PP Circular 8/2008, dt 18.07.2008)

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Conversion Table for Basic Pay of Executives as on 1.4.2005 on Rate of Increment on percentage system.
(As per PP Circular 8/2008, dt 18.07.2008)

Grade: E-4  
Scale: 17500-400-22300  
17500-4%- 22300

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Grade: E-5  
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Conversion Table for Basic Pay of Executives as on 1.4.2005 on Rate of Increment on percentage system.
(As per PP Circular 8/2008, dt 18.07.2008)

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Conversion Table for Basic Pay of Executives as on 1.4.2005 on Rate of Increment on percentage system.
(As per PP Circular 8/2008, dt 18.07.2008)

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Illustration-I – Fitment

E-4: 17500-400-22300
E-4: 17500-4%-22300

A. Date of Increment (DOI) – January

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<td>Annual Increment @ 4% of 20280</td>
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<tr>
<td>1.1.07</td>
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<td>Annual Increment @ 4% of 21091</td>
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B. Date of Increment (DOI) – July

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<td>Annual Increment @ 4% of 19864</td>
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<td>1.7.06</td>
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<td>Annual Increment @ 4% of 20659</td>
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Illustration-II - Promotion cases (E-6 to E-7)

E-6: 19000-450-24400 / 19000-4%-24400
E-7: 19500-450-25350 / 19500-4%-25350

Date of Increment (DOI) - January

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<td>Promoted to E-7; Promotion benefit @ 4% of 23504</td>
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<td>1.1.06</td>
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<td>On granting annual increment Basic exceeds the maximum of pay scale (24444 x 1.04 = 25422); thus the Basic is restricted to the maximum of the scale of E-7 grade</td>
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<td>1.1.07</td>
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<td>No Stagnation increment will be released if the same becomes due after 31.12.2006</td>
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Illustration-III - Stagnation Increment

Sample Case – 1
E-6: 19000-450-24400 / 19000-4%-24400
E-7: 19500-450-25350 / 19500-4%-25350

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<td>The Stagnation Increment shall be 976 i.e. 4% of 24400</td>
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<td>976</td>
<td>On promotion Basic exceeds the maximum of pay scale (24400 x 1.04 = 25376); thus the Basic is restricted to the maximum of the scale of E-7</td>
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<td>2nd Stagnation Increment = 4% of 25350</td>
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<td>976+1014</td>
<td>Stagnation increment amount as on 1.1.06 would be 1990 i.e. 976(1st SI)+1014(2nd SI)</td>
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<td>976+1014</td>
<td>No Stagnation increment will be released if the same becomes due after 31.12.2006</td>
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Stagnation Increment: Sample Case – 2
E-6: 19000-450-24400 / 19000-4%-24400
E-7: 19500-450-25350 / 19500-4%-25350

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<td>On promotion Basic exceeds the maximum of pay scale of E-7 grade (24400 x 1.04 = 25376); thus the Basic is restricted to the maximum of the scale in E-7 grade</td>
</tr>
<tr>
<td>(Promotion)</td>
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<td>1.1.06</td>
<td>25350</td>
<td>1014</td>
<td>1st Stagnation Increment - 4% of maximum of E-7 i.e. 4% of 25350</td>
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<td>1.1.07</td>
<td>25350</td>
<td>1014</td>
<td>Stagnation increment already drawn will continue, no further stagnation increment will be released after 31.12.2006</td>
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### Illustration-IV - Pay Protection

E-4: 17500-400-22300  
E-4: 17500-4%-22300

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<td>As per Conversion Table at Annexure-I</td>
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<td>18616</td>
<td>18928</td>
<td>Annual Increment to July date of increment @ 4% of 18200</td>
</tr>
<tr>
<td>1.7.05</td>
<td>18928</td>
<td>18928</td>
<td>Pay protection - By adding differential of Basic as on 1.7.05 i.e. 18928-18616 = 312</td>
</tr>
<tr>
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<td>18928</td>
<td>Annual Increment to January date of increment @ 4% of 18928</td>
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<td>19685</td>
<td>19685</td>
<td>Annual Increment to July date of increment @ 4% of 19685</td>
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<tr>
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<td>20472</td>
<td>19685</td>
<td>Annual Increment to January date of increment @ 4% of 19685</td>
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</table>
i) Basic Pay as on 1.4.2005

- The stage-wise and grade-wise Conversion Tables for basic pay as on 1.4.2005 for non-executives are given at Appendix-III.
- The fraction of a rupee, if any, in the Basic Pay would be rounded off to the nearest integer. In other words, if fraction is 50 paisa or more, it would be rounded off to the next rupee.
- The employee shall continue to draw the annual increment. However, the annual increment after 1.4.2005 would be regulated @ 3% (S-1 to S-7 grades) / 3.5% (S-8 to S-10) of maximum of the pay without cumulative effect wherever the basic pay exceeds/already exceeded the maximum of the pay scale.

ii) Fitment on promotion

- If an executive was promoted to higher grade after 1.4.2005, the pay shall be computed by adding 3%/3.5% (as the case may be) of Basic Pay in the pre-promoted grade and the amount so arrived would be new Basic in promoted higher grade. However, if the amount so arrived is less than the minimum of the pay scale in the promoted grade, the employee would be fitted at the minimum of the pay scale of the promoted grade.
- In case an employee is already drawing Basic Pay more than the maximum of scale, promotion benefit would be restricted to 3% / 3.5% of maximum of the pre-promoted scale of pay.

iii) Protection of Pay

- In case, the junior employee starts getting higher Basic pay than that of his senior in the same grade on drawing his annual increment on percentage system after 1.4.2005, the pay of the senior employee would be protected. In other words, the basic pay of the senior employee would be made equal to that of junior employee by adding the differential amount from the date the senior employee starts getting lower basic pay.
  - To remove the anomalies, Leveling up may be done instead of Stepping up the pay.
  - On such leveling up there shall be no change in the date of increment.
  - This shall be applicable in anomaly cases arising only on account of percentage rate of increment system between the period 1.04.2005 to 31.12.2006.
- However, there would not be any change in date of increment.
- This pay protection would be allowed subject to fulfillment of the following conditions:
  - The affected employee is senior; is in the same grade as that of the junior employee
  - The senior employee has been drawing higher basic before 1.4.2005.
  - The date of increment of the senior employee in the lower grade of pay was either the same or earlier than that of the junior employee.
- Seniority among employees, for the purpose of comparing pay shall be determined based on the following principles:
  - An employee entering the grade earlier is considered as senior. Where more than one employee enters into grade on the same date, the senior among them shall be the one who has entered the next below grade(s) earlier.
(ii) In case of a group of employees who had entered in the present grade and all the previous grades on the same dates, the senior among them shall be determined by the date of joining VSP. In case the date of joining VSP is also the same, then seniority is determined based on the dates of birth of the employees. Thus, the eldest employee is treated as the senior most.

v) Basic Pay of new entrants

- In case of new employees, who have not drawn any increment including annual increment before 31.3.2005, their Basic Pay will remain unchanged. However, they would be entitled to get their annual increment due after 1.4.2005 on percentage system.

2. The employees would continue to draw their annual increment (on percentage system) as per Annual Increment Rules in the present Salary/Wage structure even after 31.12.2006 till finalization of new Salary/Wage Revision. The same shall be adjusted in the new salary/wage revision which is due w.e.f. 1.1.07. Sample illustrations highlighting fitment on promotion, treatment of stagnation increment and methodology for pay protection are placed at Appendix-IV.

3. The payment of Rate of Increment on percentage system would be made to all employees who were on the rolls of the company as on 1.4.2005
Conversion Table for Basic Pay of Non-Executives as on 1.4.05 on Rate of Increment on percentage system  
(As per PP Circular 9/2008, dt 18.07.2008)

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Scale: 4000-80-5600  
4000-3%-5600

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Conversion Table for Basic Pay of Non-Executives as on 1.4.05 on Rate of Increment on percentage system  
(As per PP Circular 9/2008, dt 18.07.2008)

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### Conversion Table for Basic Pay of Non-Executives as on 1.4.05 on Rate of Increment on percentage system

(As per PP Circular 9/2008, dt 18.07.2008)

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Conversion Table for Basic Pay of Non-Executives as on 1.4.05 on Rate of Increment on percentage system
(As per PP Circular 9/2008, dt 18.07.2008)

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<td>9501</td>
</tr>
<tr>
<td>9568</td>
<td>9657</td>
</tr>
<tr>
<td>9724</td>
<td>9813</td>
</tr>
</tbody>
</table>
Conversion Table for Basic Pay of Non-Executives as on 1.4.05 on Rate of Increment on percentage system
(As per PP Circular 9/2008, dt 18.07.2008)

<table>
<thead>
<tr>
<th>Grade: S-9</th>
<th>Grade: S-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale: 5800-179-7053-186-9471</td>
<td>Scale: 6400-200-11400</td>
</tr>
<tr>
<td>5800-3.5%-9471</td>
<td>6400-3.5%-11400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basic as on 31.3.05</th>
<th>Basic as on 1.4.05</th>
<th>Basic as on 31.3.05</th>
<th>Basic as on 1.4.05</th>
</tr>
</thead>
<tbody>
<tr>
<td>5800</td>
<td>5800</td>
<td>6400</td>
<td>6400</td>
</tr>
<tr>
<td>5979</td>
<td>6003</td>
<td>6600</td>
<td>6624</td>
</tr>
<tr>
<td>6158</td>
<td>6188</td>
<td>6800</td>
<td>6831</td>
</tr>
<tr>
<td>6337</td>
<td>6374</td>
<td>7000</td>
<td>7038</td>
</tr>
<tr>
<td>6516</td>
<td>6559</td>
<td>7200</td>
<td>7245</td>
</tr>
<tr>
<td>6695</td>
<td>6744</td>
<td>7400</td>
<td>7452</td>
</tr>
<tr>
<td>6874</td>
<td>6929</td>
<td>7600</td>
<td>7659</td>
</tr>
<tr>
<td>7053</td>
<td>7115</td>
<td>7800</td>
<td>7866</td>
</tr>
<tr>
<td>7239</td>
<td>7300</td>
<td>8000</td>
<td>8073</td>
</tr>
<tr>
<td>7425</td>
<td>7492</td>
<td>8200</td>
<td>8280</td>
</tr>
<tr>
<td>7611</td>
<td>7685</td>
<td>8400</td>
<td>8487</td>
</tr>
<tr>
<td>7797</td>
<td>7877</td>
<td>8600</td>
<td>8694</td>
</tr>
<tr>
<td>7983</td>
<td>8070</td>
<td>8800</td>
<td>8901</td>
</tr>
<tr>
<td>8169</td>
<td>8262</td>
<td>9000</td>
<td>9108</td>
</tr>
<tr>
<td>8355</td>
<td>8455</td>
<td>9200</td>
<td>9315</td>
</tr>
<tr>
<td>8541</td>
<td>8647</td>
<td>9400</td>
<td>9522</td>
</tr>
<tr>
<td>8727</td>
<td>8840</td>
<td>9600</td>
<td>9729</td>
</tr>
<tr>
<td>8913</td>
<td>9032</td>
<td>9800</td>
<td>9936</td>
</tr>
<tr>
<td>9099</td>
<td>9225</td>
<td>10000</td>
<td>10143</td>
</tr>
<tr>
<td>9285</td>
<td>9417</td>
<td>10200</td>
<td>10350</td>
</tr>
<tr>
<td>9471</td>
<td>9610</td>
<td>10400</td>
<td>10557</td>
</tr>
<tr>
<td>9657</td>
<td>9802</td>
<td>10600</td>
<td>10764</td>
</tr>
<tr>
<td>9843</td>
<td>9988</td>
<td>10800</td>
<td>10971</td>
</tr>
<tr>
<td>10029</td>
<td>10174</td>
<td>11000</td>
<td>11178</td>
</tr>
<tr>
<td>10215</td>
<td>10360</td>
<td>11200</td>
<td>11385</td>
</tr>
<tr>
<td>10401</td>
<td>10546</td>
<td>11400</td>
<td>11592</td>
</tr>
<tr>
<td>10587</td>
<td>10732</td>
<td>11600</td>
<td>11799</td>
</tr>
<tr>
<td>10773</td>
<td>10918</td>
<td>11800</td>
<td>11999</td>
</tr>
<tr>
<td>10959</td>
<td>11104</td>
<td>12000</td>
<td>12199</td>
</tr>
<tr>
<td>11145</td>
<td>11290</td>
<td>12200</td>
<td>12399</td>
</tr>
<tr>
<td>11331</td>
<td>11476</td>
<td>12400</td>
<td>12599</td>
</tr>
</tbody>
</table>
APPENDIX IV

Rate of Increment on percentage system w.e.f. 1.4.05 - Non-executive
(As per PP Circular 9/2008, dt 18.07.2008)

Illustration-I - Fitment

Sample Case-1 - Date of Increment as January

S-6: 4800-133-5731-140-7551
S-6: 4800-3%-7551

<table>
<thead>
<tr>
<th>Date</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.3.05</td>
<td>6711</td>
<td>Basic in S-6 grade</td>
</tr>
<tr>
<td>1.4.05</td>
<td>6768</td>
<td>As per Conversion Table at Annexure-I</td>
</tr>
<tr>
<td>1.1.06</td>
<td>6971</td>
<td>Annual Increment @ 3% of 6768</td>
</tr>
<tr>
<td>1.1.07</td>
<td>7180</td>
<td>Annual Increment @ 3% of 6971</td>
</tr>
</tbody>
</table>

Sample Case-2 - Date of Increment as July

S-6: 4800-133-5731-140-7551
S-6: 4800-3%-7551

<table>
<thead>
<tr>
<th>Date</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.3.05</td>
<td>6571</td>
<td>Basic in S-6 grade</td>
</tr>
<tr>
<td>1.4.05</td>
<td>6624</td>
<td>As per Conversion Table at Annexure-I</td>
</tr>
<tr>
<td>1.7.05</td>
<td>6823</td>
<td>Annual Increment @ 3% of 6624</td>
</tr>
<tr>
<td>1.7.06</td>
<td>7028</td>
<td>Annual Increment @ 3% of 6823</td>
</tr>
</tbody>
</table>

Sample Case-3 - Fitment (on maximum of scale)

S-6: 4800-133-5731-140-7551
S-6: 4800-3%-7551

<table>
<thead>
<tr>
<th>Date</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.3.05</td>
<td>7691</td>
<td>Basic in S-6 grade</td>
</tr>
<tr>
<td>1.4.05</td>
<td>7778</td>
<td>As per Conversion Table at Annexure-I</td>
</tr>
<tr>
<td>1.1.06</td>
<td>8005</td>
<td>Increment @ 3% of maximum of scale</td>
</tr>
<tr>
<td>1.1.07</td>
<td>8232</td>
<td>Increment @ 3% of maximum of scale</td>
</tr>
</tbody>
</table>
Illustration-II - Promotion cases (S-6 to S-7)

Sample Case-1  -  Date of Increment as January

S-6: 4800-133-5731-140-7551 / 4800-3%-7551  
S-7: 5100-148-6136-156-8164 / 5100-3%-8164

<table>
<thead>
<tr>
<th>Date</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.3.05</td>
<td>6711</td>
<td>Basic in S-6 grade</td>
</tr>
<tr>
<td>1.4.05</td>
<td>6768</td>
<td>As per Conversion Table at Annexure-I</td>
</tr>
<tr>
<td>30.6.05 (Promotion)</td>
<td>6971</td>
<td>Promoted to S-7; promotion benefit is @ 3% of 6768</td>
</tr>
<tr>
<td>1.1.06</td>
<td>7180</td>
<td>Annual Increment @ 3% of 6971</td>
</tr>
<tr>
<td>1.1.07</td>
<td>7395</td>
<td>Annual Increment @ 3% of 7180</td>
</tr>
</tbody>
</table>

Sample Case-2  (on maximum of scale)

S-6: 4800-133-5731-140-7551 / 4800-3%-7551  
S-7: 5100-148-6136-156-8164 / 5100-3%-8164

<table>
<thead>
<tr>
<th>Date</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.3.05</td>
<td>7551</td>
<td>Basic in S-6 grade</td>
</tr>
<tr>
<td>1.4.05</td>
<td>7633</td>
<td>As per Conversion Table at Annexure-I</td>
</tr>
<tr>
<td>30.6.05 (Promotion)</td>
<td>7860</td>
<td>Promoted to S-7; promotion benefit is @ 3% of 7551 which is maximum of S-6 grade</td>
</tr>
<tr>
<td>1.1.06</td>
<td>8096</td>
<td>Annual Increment @ 3% of 7860</td>
</tr>
<tr>
<td>1.1.07</td>
<td>8339</td>
<td>Annual Increment @ 3% of 8096</td>
</tr>
</tbody>
</table>

Illustration-III - Pay Protection

S-6: 4800-133-5731-140-7551  
S-6: 4800-3%-7551

<table>
<thead>
<tr>
<th>Date</th>
<th>Senior</th>
<th>Junior</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.3.05</td>
<td>7551</td>
<td>7411</td>
<td>Basic in S-6 grade</td>
</tr>
<tr>
<td>1.4.05</td>
<td>7633</td>
<td>7489</td>
<td>As per Conversion Table at Annexure-I</td>
</tr>
<tr>
<td>1.7.05</td>
<td>7633</td>
<td>7714</td>
<td>Annual Increment to July date of increment @ 3% of 7489</td>
</tr>
<tr>
<td>1.7.05</td>
<td>7714</td>
<td>7714</td>
<td>Pay protection - By adding differential of Basic as on 1.7.05 i.e. 7714-7633=81</td>
</tr>
<tr>
<td>1.1.06</td>
<td>7941</td>
<td>7714</td>
<td>Annual Increment to January date of increment @ 3% of maximum of scale</td>
</tr>
<tr>
<td>1.7.06</td>
<td>7941</td>
<td>7941</td>
<td>Annual Increment to July date of increment @ 3% of maximum of scale</td>
</tr>
<tr>
<td>1.1.07</td>
<td>8168</td>
<td>7941</td>
<td>Annual Increment to January date of increment @ 3% of maximum of scale</td>
</tr>
</tbody>
</table>
Annual Increment:

Annual increment will be at the rate of 3% of the revised basic pay w.e.f. 1.1.2007 and the same would be rounded off to the next multiple of ₹10/-.  

The existing anniversary date of increment applicable to the executives shall not change as a consequence of fitment in the revised scales. As a result of annual increment, only such representation for resolution of anomaly shall be examined where a senior employee drawing higher basic pay than a junior employee as on 1.1.2007 in the pre-revised scales of pay, draws less basic pay in the revised pay scale than a junior employee for a continuous period of 6 months, provided both are in the same grade.

Executives whose Annual Increment is due on 1.1.2007, shall draw the same in the revised scales of pay.

Stagnation increment:

The rate of stagnation increment will be 3% of the revised basic pay and executives will be allowed to draw maximum three stagnation increments, one after every two years, upon reaching the maximum of the revised pay scale provided the executive gets a performance rating of ‘B’ i.e. “Good” or above in both the years consecutively. Pay of executive after grant of Stagnation Increment will be rounded off to the next multiple of ₹10/-.  

Stagnation increments shall be treated as basic pay for all purposes except for further stagnation increments and promotion benefits.

Pay Fixation on Promotion:

One notional increment, at 3% of Basic Pay in the pay scale before such promotion, would be granted and pay fixed in the promoted pay scale and rounded off to the next multiple of ₹10/-.  

Guidelines for Non-Executives w.r.t pay scales as on 1.1.2007

Rate of increment @ 3% of Basic Pay w.e.f. 1.1.2007.

Employees will get their annual increment on the basic pay in the revised wage structure w.e.f 1.1.2007, on 1st January or 1st July as the case may be as per the rules prevalent for grant of annual increment prior to wage revision w.e.f. 1.1.2007.

Existing provisions relating to percentage system of rate of increment on reaching the maximum of pay scales will continue.
**Guidelines for Non-Executives w.r.t pay scales as on 1.1.2012**  
(Office Order No. PL/WR/84 Dated.12.07.2014)

The rate of Annual Increment in the revised scales w.e.f.01.01.2012 shall be 3% of Basic Pay as per the earlier system of grant of annual increment.

The present system of granting increments on the two dates during the year wherever existing shall continue.

In cases of employees superannuating from the service of the Company on 30th June and 31st December in any year, the increment falling due on the following day, i.e. 1st July and 1st January respectively would be included in the pay for computation of leave salary and gratuity.
## ALLOWANCES

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Cafeteria Approach for Perquisites and Allowances</td>
<td>284</td>
</tr>
<tr>
<td>18 Traveling Allowance Rules</td>
<td>289</td>
</tr>
<tr>
<td>19 City Compensatory Allowance</td>
<td>306</td>
</tr>
<tr>
<td>20 Reimbursement of Local Traveling Expenses</td>
<td>309</td>
</tr>
<tr>
<td>21 Grant of Conveyance Allowance to Blind and Orthopedically Handicapped Employees</td>
<td>318</td>
</tr>
<tr>
<td>22 House Rent and House Rent Allowance</td>
<td>321</td>
</tr>
<tr>
<td>23 Payment for working in Night Shift</td>
<td>331</td>
</tr>
<tr>
<td>24 Split Duty Allowance</td>
<td>332</td>
</tr>
<tr>
<td>25 Entertainment Allowance</td>
<td>333</td>
</tr>
<tr>
<td>26 Magazine Allowance</td>
<td>335</td>
</tr>
<tr>
<td>27 Mining Allowance</td>
<td>337</td>
</tr>
<tr>
<td>28 Energy Allowance</td>
<td>338</td>
</tr>
</tbody>
</table>
CAFETERIA APPROACH FOR PERQUISITES AND ALLOWANCES

Consequent upon the pay revision w.e.f. 01.01.07, ‘Cafeteria Approach’ is introduced in RINL/ VSP for perquisites and allowances for executives w.e.f 26.11.08 vide Office Order PL/RR/W(01)/5100001790, dt.23.03.10.

1.0 Cafeteria Approach for Perquisites and Other Allowances on Revised Basic Pay within 50% ceiling

1.1 “Cafeteria Approach” shall be adopted for perquisites and other allowances allowing employees to choose from a given set or cafeteria of perquisites and allowances subject to the condition that the sum total of these perquisites and allowances shall not exceed 50% of revised Basic Pay.

1.2 In accordance with DPE guidelines, the recurring expenditure on maintaining and running infrastructure facilities such as schools, hospitals, clubs, etc. shall be accounted within the ceiling of 50% of the revised Basic Pay.

1.3 Accordingly, under the “Cafeteria approach” effective from 26.11.2008, Executives and Non-Unionised Supervisors in RINL/VSP may choose perquisites and other allowances from the following cafeteria, subject to a maximum ceiling of 46% of revised basic pay.

Illustrative list of Perks and Allowances (minor variations each year in line with Income Tax Rules) 1962):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Perquisites / Allowances</th>
<th>Percentage of Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reimbursement of Expenditure on Running &amp; Maintenance of</td>
<td>01-10</td>
</tr>
<tr>
<td>2.</td>
<td>Transport Allowance*</td>
<td>01-18</td>
</tr>
<tr>
<td>3.</td>
<td>Washing Allowance</td>
<td>01-03</td>
</tr>
<tr>
<td>4.</td>
<td>Uniform / Professional Attire Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>5.</td>
<td>Children Educational Scholarship **</td>
<td>01-20</td>
</tr>
<tr>
<td>6.</td>
<td>Children Hostel Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>7.</td>
<td>Leave Travel assistance (LTC/LLTC)</td>
<td>01-20</td>
</tr>
<tr>
<td>8.</td>
<td>Professional Development Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>9.</td>
<td>Children Education Allowance</td>
<td>01-02</td>
</tr>
<tr>
<td>10.</td>
<td>Tax free Meal Cards#</td>
<td>01-15</td>
</tr>
<tr>
<td>11.</td>
<td>Entertainment Allowance</td>
<td>01-03</td>
</tr>
<tr>
<td>12.</td>
<td>Newspaper / Professional Literature Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>13.</td>
<td>Internet / Communication Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>14.</td>
<td>House Keeping Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>15.</td>
<td>Gardener /Cook/Driver/Domestic Help Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>16.</td>
<td>Self Development Allowance</td>
<td>01-05</td>
</tr>
<tr>
<td>17.</td>
<td>Fitness Allowance (Self and for family)</td>
<td>01-10</td>
</tr>
</tbody>
</table>

* Allowances at Sl.No.1 and 2 are not applicable for senior executives provided with company car.

# Income Tax exemption / concession are subject to use of Meal Card strictly in accordance with Rule 3(7) (iii) of Income Tax Rules, 1962.

**Those employees opting Sl.No.5 and eligible as per the policy of the Company are entitled to get IT Exemption u/s 10(16) of the Act, towards the actual cost of education incurred on their children up to a
maximum of 2 children subject to submission of proof of marks of previous academic year and current year class of study. The terms of award of scholarship are as given below:

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Class of Study (only for full-time courses)</th>
<th>Limit (₹ per month per child)</th>
<th>Min. marks or equivalent in last annual exam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>2nd to 5th</td>
<td>2,500</td>
<td>60%</td>
</tr>
<tr>
<td>Middle</td>
<td>6th, 7th and 8th</td>
<td>3,000</td>
<td>60%</td>
</tr>
<tr>
<td>Secondary</td>
<td>9th and 10th</td>
<td>3,500</td>
<td>60%</td>
</tr>
<tr>
<td>Senior Secondary / Polytechnic Diploma</td>
<td>11th &amp; 12th, Polytechnic</td>
<td>4,000</td>
<td>60%</td>
</tr>
<tr>
<td>Recognized Diploma Courses (after 12th standard)</td>
<td>Diploma (after 12th std.) or equivalent</td>
<td>4,500</td>
<td>55%</td>
</tr>
<tr>
<td>Graduation</td>
<td>B.A., B.Com., B.Sc., or equivalent</td>
<td>5,000</td>
<td>55%</td>
</tr>
<tr>
<td>Post Graduation &amp; above</td>
<td>M.A., M.Com., M.Sc., or equivalent</td>
<td>5,500</td>
<td>50%</td>
</tr>
<tr>
<td>Professional Courses (Graduation)</td>
<td>BBA, BCA, BL/LL.B., BE, B.Tech, MBBS, BDS, CA, ICWA, CS etc. or equivalent</td>
<td>5,500</td>
<td>50%</td>
</tr>
<tr>
<td>Professional Courses (Post Graduation &amp; above)</td>
<td>MBA, ME, M.Tech, MCA, LLM, etc., or equivalent</td>
<td>6,000</td>
<td>50%</td>
</tr>
</tbody>
</table>

1.4 LTC/LLTC shall be allowed as per the following:

1.4.1 For the block year 2008 & 2009 (including extended period), those executives who have already availed LTC/LLTC, actual expenditure incurred shall be adjusted/deducted against the payment under the ‘Cafeteria Approach’ for perquisites and allowances over the period December 2008 to December 2009. In other words, the amount spent on LTC/LLTC shall be divided by 24 and then multiplied by 13 (i.e., period from 01.12.2008 to 31.12.2009) and monthly monetary value will be deducted/adjusted against the maximum permissible limit of Perks & Allowances of the concerned executive for the period 01.12.2008 to 31.12.2009. In case of executive separating before December, 2009, the factor of 13 will be revised accordingly. In respect of executives who have not availed the LTC/LLTC for 2008-09, they may avail the same by December 2010 and Personnel Establishment Sections shall issue necessary office orders as per existing procedure/system and the expenses incurred by them will be adjusted on similar lines as done in the case of executives who have already availed LTC/LLTC for 2008-09. However, in these cases, no advance will be paid.

1.4.2 For the year 2010-2011, executives who have already availed LTC/LLTC, the total amount will be adjusted monthly on pro-rata basis. In respect of such executives retiring before 31.12.2011, the balance amount outstanding as on the date of superannuation will be adjusted against the final settlements.

1.4.3 For the year 2010-11, executives who are going to avail LTC/LLTC in future, no office order is required to be issued. For them, IT Deptt will develop one ONLINE CLAIM FORMAT wherein individual executives would submit the particulars of LTC/LLTC availed, amount etc. After feeding of the required particulars, a system generated unique ID Number would be given. A print out of the same would be taken by the individual executive concerned, signed and submitted along with the bills etc to Pay Section for claiming Income Tax exemption. However, till the time such Online System is put in place, Personnel Dept. would issue office order as per existing system and the executives may submit the claims as per the current format along with bills etc.
1.4.4 LTC/LLTC is eligible for tax exemption twice in a block of 4 years in terms of Section 10(5) read with rule 2B of Income Tax rules. The payments made on account of LTC may be kept in LTC Advance account and adjusted at the end of the calendar year. Employees will be required to submit their LTC/LLTC claims at the earliest, preferably by November of a year, to avail the tax benefit through Pay Section.

1.4.5 The existing stipulation to buy air tickets from RINTRAS for LTC/LLTC for entitled executives is dispensed with.

1.5 Executives would be required to exercise their option under “Cafeteria Approach” in the prescribed format only once at the beginning of every financial year (by 20th March) and payment of perquisites and allowances shall be made as per the option subject to the prescribed ceiling. Executives can revise their option maximum once in between the year, if any change in income tax exemptions is announced or change in company rules related to perks and allowances is made or such a need is felt by the executive.

1.6 All the executives would be required to submit their option through Online facility only. However, executives working in outstation offices and Mines, where linkage to intranet facility is not available, the HODs concerned may nominate a person to feed the individual perks and allowances option within the stipulated period in respect of executives working there.

1.7 If an executive fails to exercise such option within the time frame allowed, the option exercised for the previous financial year shall be taken as option exercised for the current financial year. In case of Executives joining VSP subsequent to the issue of circular in this regard, they would be required to submit their option in the prescribed format at the time of joining.

1.8 For the period from 26.11.2008 to 31.03.2010, the option shall be exercised by the executives by 20.03.2010. For this the executives have to necessarily opt for perks / allowances which have been already availed by them for this period in the format prescribed at Annexure-II. Similarly for the period from 01.04.2010 to 31.03.2011, the option shall be exercised by the executives by 20.03.2010 in the format prescribed at Annexure-III.

1.9 Payment made on account of the following items shall be adjusted / recovered against the payments made under cafeteria approach effective from 26.11.2008:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Perks and Allowances Availed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reimbursement of Local Traveling Expenses (LTE)</td>
</tr>
<tr>
<td>2</td>
<td>Reimbursement of Transport Expenses</td>
</tr>
<tr>
<td>3</td>
<td>Reimbursement of Magazine/Periodicals/Membership of Professional Bodies</td>
</tr>
<tr>
<td>4</td>
<td>Reimbursement of Entertainment Allowance</td>
</tr>
<tr>
<td>5</td>
<td>Reimbursement of Education Expenses like Tuition Fee/Annual Charges, wherever applicable</td>
</tr>
<tr>
<td>6</td>
<td>Canteen Subsidy</td>
</tr>
<tr>
<td>7</td>
<td>Reimbursement of vehicle Maintenance Expenses</td>
</tr>
<tr>
<td>8</td>
<td>Washing Allowance, wherever applicable</td>
</tr>
</tbody>
</table>

1.10 Benefits admissible under various schemes mentioned at Para 1.9 above shall be withdrawn in case of executives with the implementation of the cafeteria approach for perquisites and other allowances. Accordingly, the Policies / Rules / Schemes pertaining to items at para 1.9 above shall stand withdrawn / modified with effect from 26.11.2008 as far as they relate to executives.

1.11 The existing facility of providing car to senior executives shall continue to operate.
1.12 In case of suspension, only subsistence allowance as applicable on the revised basic pay shall be payable. A suspended executive shall not be eligible to opt for cafeteria approach.

1.13 Executives on long leave such as Study Leave, EOL on any grounds shall not be eligible to opt for cafeteria approach.

1.14 Executives separating on or after 26.11.2008 shall be paid the balance amount as percentage (permissible as per Clause 1.3 and 1.4) on revised basic pay after adjusting / recovering any sum already paid on account of perquisites and other allowances (as per Clause 1.9). Income Tax exemption, if any, may be sought directly from Income Tax Authorities.

1.15 With the implementation of “Cafeteria Approach”, all subsidies towards electricity, HBA interest, canteen etc. shall also stand withdrawn in case of executives w.e.f. 26.11.2008.

1.16 With regard to Professional Attire Allowance, the details are given at Annexure. Since the work dress for 2008-09 has already been procured and distributed, work dress will not be procured for executives from 2009-2010 and onwards.

1.17 Mining Allowance on the existing rates shall continue to be paid and shall be beyond the 50% ceiling of revised basic pay. However, Mining Allowance shall be adjusted against Difficult Area Allowance as and when the same (Difficult Area Allowance) is introduced.

1.18 Night shift allowance and split duty allowance being in the nature of compensation for performing duty different from general nature, these allowances on the existing rates shall continue to be paid and shall be outside the 50% ceiling of revised Basic Pay.

1.19 Non Practicing allowance to Doctors is outside the ceiling of 50% of revised Basic Pay.

1.20 The perquisites and other allowances under “Cafeteria Approach” presently evolved would be applicable up to financial year 2010-11 and thereafter shall be subject to review every year and as and when needed.

1.21 Payments on account of perquisites and allowances shall be subject to Income Tax deductions as per the Income Tax Act.

***
1. Dress Code for board level and below board level executives and non-unionized supervisors is given below:

<table>
<thead>
<tr>
<th>MALE EXECUTIVES</th>
<th>FEMALE EXECUTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Shirt</strong></td>
<td><strong>1. Saree &amp; Blouse</strong></td>
</tr>
<tr>
<td>Sleeves</td>
<td>Fabric : Saree - Synthetic Pure Crape</td>
</tr>
<tr>
<td>Fabric : 33% Polyster + 67% Cotton</td>
<td>Blouse - Rubia</td>
</tr>
<tr>
<td>Nos. per year : Two</td>
<td>Nos. per year : Two</td>
</tr>
<tr>
<td><strong>2. Trousers</strong></td>
<td></td>
</tr>
<tr>
<td>Colour : Bluish Grey</td>
<td><strong>Salwar – Suit (Three pieces)</strong></td>
</tr>
<tr>
<td>Fabric : 67% Polyster + 33% Viscose</td>
<td>Colour : Onion Pink</td>
</tr>
<tr>
<td>Nos. per year : Two</td>
<td>Fabric : Cotton / Pure Crape</td>
</tr>
<tr>
<td></td>
<td>Nos. per year : Two</td>
</tr>
<tr>
<td><strong>3. Belt</strong></td>
<td></td>
</tr>
<tr>
<td>Colour : Black</td>
<td></td>
</tr>
<tr>
<td>Quality : Soft Leather</td>
<td></td>
</tr>
<tr>
<td>Nos. per year : One</td>
<td></td>
</tr>
</tbody>
</table>

COMMON FOR MALE & FEMALE EXECUTIVES

**a. Blazer**
- Colour : Navy Blue
- Fabric : 55% Polyster + 45% Merino Wool (Twill Weave)
- Nos. per year : One

**b. Shoe**
- Colour : Black
- Quality : Soft Leather
- Nos. per year : One pair

**c. Socks**
- Colour : Grey
- Nos. per year : Two Pairs

2. The Dress or Dress Material and other accessories should be purchased from reputed shops or manufacturers’ retail outlets only.

3. The amount available for exemption under Income Tax Rules and the procedure for availing such exemption will be notified separately.

***

*Professional attire for executives and non-unionised supervisors introduced vide PP Circular 16/2010, dt 04.11.2010*
TRAVELING ALLOWANCE RULES

1.0 OBJECTIVE
2.0 SCOPE
3.0 DEFINITIONS
4.0 TRAVELING ALLOWANCE
5.0 DAILY ALLOWANCE
6.0 RECALL FROM LEAVE
7.0 TRANSFER EXPENSES
8.0 TRANSFER/MISCELLANEOUS
9.0 T.A. FOR MEDICAL EXAMINATION/TREATMENT
10.0 COURT, DEPARTMENTAL OR VIGILANCE ENQUIRY
11.0 TEMPORARY POSTING ON OFFICIAL DUTIES OR FOR LONG DURATION TRAINING PROGRAMME
12.0 FINAL SETTLEMENT
13.0 TRAVEL FOR INTERVIEW/APPOINTMENT IN THE COMPANY
14.0 ADVANCES FOR TRAVELING ON TOUR/TRANSFER ETC
15.0 RULES MAKING POWERS
16.0 TENURE

ANNEXURE I: RATES OF LODGING AND DAILY ALLOWANCE

ANNEXURE II: 'PROFORMA OF CERTIFICATE TO BE SUBMITTED BY A RETIRED EMPLOYEE' IN CONNECTION WITH T.A. ALLOWED FOR SELF AND FAMILY AND FOR TRANSPORTATION OF PERSONAL EFFECTS.

ANNEXURE III: TRANSFER BENEFITS TO EXECUTIVES JOINING VSP ON APPOINTMENT FROM CENTRAL GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS AND VICE-VERSA.
TRAVELING ALLOWANCE RULES *

1.0 OBJECTIVE:

1.1 To define and lay down Company’s rules on reimbursement of expenses incurred on official travel in India.

2.0 SCOPE:

2.1 These rules shall cover all employees of the Company for journeys in India.

2.2 Deputationists in the Company's service or Company's employees on deputation outside shall be governed by the terms and conditions of their deputation.

2.3 These rules shall also cover trainees, candidates called for interview or any other person required to perform Company's work, as specified.

3.0 DEFINITIONS:

3.1 ‘Employee’ means persons employed by the Company including temporary employees and those on probation but does not include part-time or casual employees.

3.2 ‘FAMILY’: Means (1) employee’s wife or husband, as the case may be, residing with the employee (not more than one spouse is included in the term "family") (2) legitimate children including legally adopted children and step children, parents, step mother, minor brothers (below 18 years), unmarried or widowed sisters who are wholly dependent on and residing with the employee.

‘CHILDREN’: Also include major sons (18 years and above), married daughters (who have been divorced, abandoned or separated from their husbands) and widowed daughters so long as they are residing with and are wholly dependent on the employee.

3.3 ‘Dependent’ for the purpose of these rules will cover a family member whose individual income from all sources does not exceed Rs.1500/- per month. Scholarship/Stipend received by the children of employees will not be treated as income for the purpose of deciding dependency on the employee.

3.4 ‘Pay’ means basic pay together with deputation pay, personal pay, special pay and non-practicing pay. In the case of re-employed pensioners, pension plus pensionary equivalent shall be treated as pay.

3.5 ‘Day’ for the purpose of calculating daily allowance is to be taken as the period of 24 hours from the scheduled time of departure from the Headquarters in respect of any particular tour.

3.6 ‘Transfer’ means movement of an employee from the Headquarters to another station where he/she is posted.

3.7 A 'tour' is a journey undertaken for Company’s work out of the Headquarters where the employee is posted. A tour will be deemed to have commenced from the scheduled time of departure of the mode of transport and shall end at the actual time of arrival of transport at the Headquarters station.

*Approved by the Board of Directors of RINL in their first meeting held on 08.04.1982.
Substituted vide Circular No. PL/RR/05/01, dt.15.2.1988, effective from 12.2.1988.
4.0 TRAVELLING ALLOWANCE:

4.1 An employee will be eligible for travelling allowance, if journeys are undertaken for the following purposes:
   a. Tour.
   b. Appearing in departmental examination, interview or selection test conducted by the Company.
   c. Recall from leave.
   d. Participation in training programmes, seminars and conferences as nominated participant/faculty.
   e. Appearing in Courts as jury, assessor, and witness (only for Company’s work).
   f. Receiving National Awards.
   g. Employees of the Company appearing as accused in Departmental / Vigilance enquiry.
   h. Transfer.
   i. Medical examination other than for the purpose of appointment in the Company and/or treatment.
   j. Superannuation/retirement, journey in the event of death of employee, discharge/termination on medical grounds.
   k. Appearing for interview for appointment in the Company.
   l. Journey to join duty on first appointment in the Company.

4.1.1. For participation in sports/cultural events representing the Company, an employee will be entitled for 2nd class train fare, irrespective of the grade/pay scale.

4.2 ‘Entitlement of employees in different groups for TA’ is as follows:

   a. Employees in S-1 and S-2 grades who have not completed 5 years of service in the Company.
      2nd class by rail, lower class (if there are only 2 classes) or middle class or 3rd class (if there are more than two classes) by steamer, Rs.2.19 per KM by road at current rates or actual, whichever is less.

   b. Employees in S-1 and S-2 grades who have completed 5 years of service in the Company.
      First Class by rail, highest class by Steamer, Rs.5.13 per KM by road at current rates or actual, whichever is less.

   Employees in S-3 grade and above and employees drawing upto Rs.9099/- basic (revised w.e.f. 1.1.1997) including MTs/ETs.

   First Class/ACC II tier sleeper by Rail, highest class by steamer, Rs.5.13 per KM by road at current rates or actual, whichever is less.

   c. Employees with basic pay of Rs.9100/- (revised w.e.f. 1.1.1997) and above upto E-3 grade.
      First class/ACC II tier sleeper by rail, highest class by steamer, Rs.10.38 per KM by road at current rates or actual, whichever is less.

   d. Executives in E-4 grade and above.
      Air, ACC First Class by rail, highest class by Steamer, Rs.14.05 per KM by road at current rates or actual whichever is lower. Executives who are in Schedule ‘A’ while travelling on tour or on transfer within India may at their discretion travel by executive class of the Indian Airlines.

*Amended vide PP Circular No. 5/9, dt 07.05.91 and Rates revised vide Misc. Circular No. 6/05 dt 28.05.05
 ● Revised vide PP Circular No. 2/2003, dt 20.01.2003
NOTE:

1. Rate for road mileage is on the base rate of Re.0.18, Re.0.42, Re.0.85 and Rs.1.15 for the above pay slabs of (a), (b), (c), and (d) respectively and the base petrol price of Rs.4.05, allowing an escalation of 3.0% for every 10 paisa or part there of increase in petrol cost, the same method of escalation will apply for future changes in petrol price and the petrol rate at Visakhapatnam would apply for all stations where VSP’s offices are located. The current rates given are on the basis of present petrol price of Rs.41.44 per litre.

2. Entitlement for different modes/classes of travel provided in clause 4.2 are applicable for journeys while availing LTC/LLTC also, only to the extent they pertain to journey by train by I class and II Class and steamer and not for journeys by Road/Air/ACC class by train subject to Leave Travel Concession Rules. Road mileage is not admissible for journeys performed under LTC/LLTC. Where such journeys involve travel between two stations not connected by rail, the reimbursement will be limited to train fare by entitled class, calculated at telescopic rate.

3.* Employees not entitled to travel by air under the existing rules may travel by air, or higher class by train, subject to the following

   (i) The reimbursement of fare is to be limited to the fare to the destination by the shortest route in the entitled class by train or actuals, whichever is lower.

   (ii) Such reimbursement will be subject to production of ticket numbers in case of train journeys and air tickets along with the boarding pass in respect of air travel.

   (iii) In case of cancellation of such journey on official grounds, an amount equivalent to cancellation charges of train tickets may be reimbursed and the rest is to be borne by the individual. In case cancellation is on personal grounds, the entire cancellation charges are to be borne by the individual

4.3 Further to para 4.2, employees would be entitled to the following on travel:

   1) Actual fare for journeys from residence/place of stay to railway station/airport and vice-versa, and for journeys undertaken while on tour for official work, subject to the approval of the Controlling Officer.

   2) Road mileage where the employees use their own vehicle for official work on tour at the touring station.

   3) Reservation charges and other surcharges.

   NOTE*: With a view to redressing the difficulties of the employees undertaking official travel by rail under emergent circumstances, charges towards “Tatkal” services shall be reimbursed subject to approval of the HoD not below the grade of E-8.

   In addition to the above, charges towards Premium Tatkal services or dynamic fare shall be reimbursed to the employees for undertaking official travel by rail under emergent circumstances, with the approval of HoD not below the grade of E-8, subject to the following:

   i. Reasons for urgency to be mentioned.

   ii. Limited to tours for performing only business activities of the Department and will not include Study Tours, Training Programmes/Seminars, Medical Referrals, participation in sports/cultural events etc.

   iii. There should not be delay on the part of the employee to book tickets early.

✓ Amended Vide HR POLICY CIRCULAR No.08/17 dated 07.06.2017.
4) Cancellation charges if the journey is cancelled due to official reasons.

5) If an employee entitled to travel by First Class/ACC 2 Tier Sleeper on tour avails bed-roll, charges towards the same will be reimbursed subject to production of receipt, wherever such charges are not included in the fare.

4.4 Executives in the grade of E-6 and above may perform journey by road or rail or air at their discretion. Other employees under normal circumstances, shall undertake journeys by rail, air, steamer as per entitlement. However, they may travel by road, between locations connected by rail/air, or in a class higher than entitlement subject to the specific approval of the Competent Authority not below the level of E-6. Travel by road between locations connected by rail/air should be limited to cases where such journeys can be justified on grounds of convenience, economy or time saving.

NOTE: Hiring of taxi between two stations may be allowed for undertaking travel as envisaged under the TA Rules, based on the job exigency, health grounds and other pertinent facts of the case, with the approval of the concerned HoD not below the rank of E-8. This would be applicable to all employees including those posted in outstation Marketing/Liaison offices.

4.5 An employee should travel by the shortest route. He may travel by any other convenient route if approved by the Competent Authority.

4.6 For rail/air journeys, ticket numbers must be indicated in the T.A. bills. However, the Competent Authority may waive such stipulation in genuine cases.

4.7 Employees who are entitled to travel by 1st class by rail may travel by air between Kolkata and important cities in the North Eastern sector like Guwahati, Dimapur, Imphal etc., while on official tour.

5.0 DAILY ALLOWANCE:

5.1 An employee shall be eligible for daily allowance if journeys are undertaken for official purposes such as:

a) Tour.
b) Appearing in departmental examination, interview or selection test conducted by the Company.
c) Recall from leave.
d) Participation in training programmes, seminars and conferences as nominated participant/faculty.
e) Participation in sports/cultural events representing Company.
f) Appearing in court as jury, assessor, witness (only for Company’s work), Departmental or Vigilance enquiry.
g) Receiving National Awards.
h) Employees of the Company appearing as accused in Departmental / Vigilance enquiries.

5.2 Entitlement of employees in different groups is given in Annexure-I.

- Incorporated Vide Circular No.PL/RR/5(1)/07/680 dated 10.03.07.
- Incorporated Vide Personnel Policy Circular No.7/92, dated 2.4.92
- Incorporated Vide Personnel Policy Circular No.6/95, dated 2.9.95.
5.3 When on Tour, the entitlement of employees for D.A. will be regulated in the following manner:

1. **When the entire tour extends for more than 24 hours:** (including travel time) (a) Full DA (Food and Incidentals) for every completed period of 24 hours and for each additional period less than 24 hours but more than 12 hours. (b) 50% of the full DA (F&I) for any additional period less than 12 hours.

2. **When the entire tour extends for 24 hours or less:** (including travel time) (a) Full DA (F&I) if the entire tour extends from 12 to 24 hours. (b) 50% of the DA (F&I) where the entire tour extends from 6 hours to 12 hours.

3. 50% of the DA rate (F&I) for Hotel at other locations, if the employee is treated as guest of the Company.

4. 50% of the hotel DA rate (F&I) where the employee is nominated for residential training at a hotel, and 50% of the DA rate (F&I) for other locations if the employee is nominated for residential training at a campus.

5. Actual lodging charges if the employee stays in a hotel of the entitled or lower star ranking.

6. Actual lodging charges subject to monetary limits prescribed in para 5.2 (Annexure-I) if the employee stays in either unstarred hotel or hotels of higher star ranking than entitlement.

7. For the actual travel time, DA rate (F&I) applicable for other locations. However, 50% of these rates will be allowed while travelling in trains offering free catering service.

8. DA (i.e. lodging and F&I) for holidays during tour but not for leave during tour.

5.4 Where bills do not separately indicate rates for boarding and lodging, 50% of charges shall be reimbursed towards lodging, subject to the ceiling prescribed. Reimbursement of boarding charges shall be limited to entitlement.

5.5 All employees are entitled to avail single room only in hotels but they may avail single occupancy in double room, as per their eligibility.

5.6 Lodging charges may be reimbursed on production of bills even if the employee has to pay lodging charges for more number of days than for which DA is admissible under the TA Rules, on account of the checking in and checking out timings. Inclusion or exclusion of breakfast in hotel bill will be ignored.

5.7 When during tour, an employee has to pay for hotel accommodation for the same day at two stations, hotel bills for stay in both the hotels may be reimbursed.

5.8 DA (F&I) will be admissible for a halt upto 30 days at any one station. Halt beyond this duration at any one station shall be treated as temporary posting and the allowances admissible shall be as provided in clause 11.1 and 11.2 of these rules.

5.9* For the purpose of Annexure to Clause 5.2 Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Ahmedabad, Bangalore, Pune, Kanpur, Nagpur, Lucknow and Jaipur will be reckoned as 'Specified Locations.' Any city classified as 'A' for the purpose of CCA by the Central Government, would be included in the 'Specified Location.'

*Amended Vide Personnel Policy Circular No.2/90, dated 14.02.90.
●Amended vide PP Circular No.7/2006(No.PL/RR/5(1)/2006/F-319) dated 12.8.06.
5.10 The ceilings on lodging (hotel) charges would exclude levies, taxes, service charges etc.

5.11 When an employee stays in a hotel during tour and pays lodging charges to the hotel concerned, he may be paid daily allowance for food and incidentals at hotel rates for the period of his arrival at that particular station and departure from that station, instead of restricting the hotel rate daily allowance towards food and incidentals only for the actual timings of checking in and checking out at the hotel.

6.0 RECALL FROM LEAVE:

6.1 TA and DA for recall from leave will be paid only where the employee is recalled from leave with the approval of the Competent Authority.

7.0 TRANSFER EXPENSES:

7.1 TRAVEL EXPENSES

An employee on transfer shall be entitled to reimbursement as follows:

a. Travel for self and family by the entitled class/mode as on official tour.

b. Reimbursement of actual fare for journeys from residence/place of stay to Railway Station/Air-port and vice-versa.

c. An employee travelling in his own car on transfer will be paid as follows:
   i. Actuals or entitled road mileage for self and family subject to a maximum of three road mileages, whichever is less where the journey is between two places not connected by rail/air.
   ii. Actuals or entitlement by rail/air whichever is less where journey is between two places connected by rail/air.

d. Reimbursement of two extra tickets by the entitled mode and class of travel for onward and return journey between the old and new headquarters, or actuals, whichever is less, if additional travel is actually undertaken by the employee (and not the family) with prior approval, for shifting the family and/or personal effects.

7.2* TRANSPORTATION OF PERSONAL EFFECTS:

On transfer, an employee will be entitled to the actual expenditure incurred on transportation of his personal effects, on production of money receipts, subject to the following limits:

i. Two containers by the Railway Container Service; or

ii. One full wagon (8-wheeler) by goods/passenger train; or

iii. One full truck for employees upto and including employees in the grade of DGM (E-7) and two full trucks in respect of executives in higher grades. In case the Company appoints a list of approved transporters, employees on transfer should approach one of the transporters, on the approved list, who will raise bills directly with the Company at the rates approved.

Note:

1. In case the employee concerned has not engaged the VSP approved transporter, the reimbursement will be limited to the maximum of the approved rates or actuals, whichever is less.

- Amended Vide PP Circular No.21/90, dated 20.06.90 & PP Circular No.2/91, dtd 13.02.91
- Amended Vide Personnel Policy Circular No.6/95 dated 2.9.95.
2.* In case there is no transport contract while shifting of personal effects, all such employees may be allowed transportation of personal effects as per their entitlement at the price negotiated by them with the transporter, subject to production of money receipts. Senior Executives in E-8 and above grades, in whose case two trucks are allowed for transportation of the personnel effects may have their personal effects transported either by engaging two trucks or one truck of higher capacity limited to total 18-ton capacity.

7.3 TRANSPORTATION OF VEHICLE:

An employee shall be entitled to reimbursement of transportation cost of his vehicle at railway risk, (one motor car, motor cycle, scooter, or bicycle) as under:

a. If transported by goods train, actual cost of packing and freight between the two stations;

b. If transported by passenger train, actual freight charges by the Railways;

c. 5 If transported by road by truck or under own propulsion, the reimbursement will be limited to the approved rates of the transporter(s) appointed by the Company or actuals, whichever is less.

7.4** PACKING CHARGES:

Actual packing charges will be reimbursed on certification as per the following limits:

- All employees upto S-10 grades (non-executives) ... Rs.7000/-
- Executives in E-O to E-6 grades including JOs ... Rs.9000/-
- Executives in E-7 grade and above ... Rs.11000/-

**  Executives and Non-Executives joining VSP from SAIL and its units will be reimbursed actual packing charges of personal effects, subject to production of receipts, as per the limits prescribed above. This will be applicable to all Executives and Non-Executives who have joined VSP from SAIL or any of its units on or after 12th February 1988 i.e. the date from which reimbursement of Packing Charges was introduced as a transfer benefit in the Company’s TA Rules.

Note:

1. Service tax on the entitled Packing charges at the rates levied by the Government from time to time will be reimbursed ‘on production of receipts’. However such service tax will not be reimbursed where packing charges are claimed ‘on certification’ basis.

2. The monetary limits prescribed above are for reimbursement on certification. However, in respect of Senior Executives in E-8 and above grades, in whose case two trucks are allowed for transportation of the personnel effects, packing charges as per actuals, if in excess of the limits provided above, may be reimbursed provided the transportation is done in two trucks (total capacity limited to 18-ton) or one truck of capacity higher than 9 Ton capacity (limited to 18-ton) and subject to production of receipts.

7.5 TRANSFER GRANT:

Transfer Grant will be given to cover setting up of establishment and causing disturbance to the employee. The amount payable will be one month’s basic pay plus D.A.

8.0 TRANSFER/MISCELLANEOUS:

8.1 Octroi duty, entry taxes, terminal taxes and insurance charges for transportation of personal effects/car will be paid on production of receipt.
8.2 Management Trainees/Sr. Trainees/Jr. Trainees who are required to move from one place to another during the course of the training will be eligible only for single travelling fare as provided in clause 11.4 and 11.5 and will not be entitled to the other transfer benefits.

Note*: Transfer Benefits would be admissible in such cases if the trainee is posted on permanent basis for on-the-job training, as certified by Training Dept.

8.3 If both husband and wife are employees of the Company, working at the same Headquarters and are transferred within six months from one place to another only one of them will be entitled to transfer benefits as given under para 7.

8.4 When an employee is transferred from one station to another, he will be entitled to joining time for six clear working days for preparation (in addition to Sundays/Holidays) and one day for travel per 400 KM distance or part thereof in excess of 200 KMs.

8.5 In the case of air journey, journey time will be limited to the day of travel only.

8.6 If an employee reports at the new station without availing the complete joining time, the difference between the entitled joining time/journey time and the actual time availed shall be credited to a special leave account which can be availed of by the employee, for the preparation mentioned in rule 8.4, within a year of reporting at the new station.

8.7* An employee who has been transferred from one place to another at his own request shall not be entitled for any benefits under these rules.

8.8* An employee on transfer will be entitled to stay in a hotel of his entitlement at either place of posting for a period not exceeding five days at both places taken together, provided that Guest House/Transit accommodation of the Company is not available at the station(s). During his stay in the hotel, Daily Allowance will be allowed at applicable rates for a period not exceeding five days.

8.9* Wherever tickets are not arranged by the Company, employees would be reimbursed the expenditure incurred towards payment of commission charges to authorised agents for purchase of air/rail tickets on tour/transfer, subject to production of receipt and ceilings to be prescribed from time to time.

NOTE*: Employees transferred from one location to another within the NCT Region of India i.e. Delhi/ Ghaziabad/ Faridabad/ Gurgaon are not entitled for any transfer benefit

9.0 T.A. FOR MEDICAL EXAMINATION/TREATMENT:

9.1 Travelling Allowance shall be admissible to (a) an employee/any member of his family who is entitled to medical facilities under the Medical Benefits Rules, and (b) an attendant to accompany the patient, if recommended by the Company’s Medical Officer for medical examination/treatment. The attendant in authorised situations, shall be entitled to reimbursement of TA as per entitlement of the employee.

9.2 Sometimes patients, after taking initial indoor treatment, are released and advised daily treatment/checkup at the hospital as an OPD patient. Examples are, Cobalt-ray treatment for Cancer, exercise/physical therapy after fixing an artificial limb etc. In such special cases, as advised by Chief Medical Officer, lodging charges for the patient only, limited to the monetary limits of lodging charges as per para 5.2 (Annexure-I) subject to production of bills, in case Guest House accommodation is not available, may be reimbursed.

NOTE**: Reimbursement towards transportation of the dead body from the referred hospital to the headquarters of the employee may be allowed either by road or by air depending upon the distance and convenience subject to production of receipt. There may be no objection to transport the dead body to native place. However, reimbursement will be restricted for transporting the body from referred hospital to the headquarters or native place whichever is less.

* Amended vide Personnel Policy Circular No.1/98, dt.3.1.1998.
● Amended vide HR Policy Circular No.02/2015 dated 25.02.2015.
■ Incorporated vide Personnel Policy Circular No.6/95, dt.2.9.1995.
* Clarified vide IOM No.PL/RR/5(1)/1030 dated 04.08.2010
** Incorporated vide Circular No.PL/RR/5(1)/710 dated 08.08.2007. Effective from 04.08.07.

Traveling Allowance Rules 297

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10.0 COURT, DEPARTMENTAL OR VIGILANCE ENQUIRY:

10.1 Any amount received from the Court for attendance or boarding and lodging etc., shall be refunded to the Company if TA/DA has been claimed from the Company.

10.2 If the departmental or vigilance enquiry is held at an outstation at the request of an employee, no Travelling Allowance/DA shall be admissible. In other cases, TA/DA as on tour may be allowed for attending vigilance or departmental enquiries.

10.3 In respect of employees under suspension, TA/DA as on tour from Headquarters to the place of enquiry or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less, at the rate admissible to him according to the grade to which he belonged prior to his suspension, may be allowed.

10.4 For appearing in court as accused, TA/DA will only be payable in such cases where the prosecution of the employee arises from acts committed or purported to be committed in the bonafide execution of duties. The decision whether the prosecution has so arisen will depend upon the facts of each case and the discretion of the Chairman-cum-Managing Director.

10(A) TA to separated employee for attending departmental/ vigilance enquiry against him:

(i) A separated employee required to attend departmental enquiry against him may be allowed TA/DA/stay etc. as applicable on tour by the shortest route for the journey in connection with the enquiry from his home town to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his `home town’, he may be allowed Traveling allowance for journeys from such place of residence to the place of enquiry and back.

(ii) The Traveling allowance including daily allowance shall be regulated in accordance with the pay of the post held by the separated employee immediately prior to separation.

(iii) No advance of Traveling allowance/daily allowance should, however, be paid in connection with such journeys.

(iv) CMD may frame appropriate rules in this regard.

(\*Incorporated vide Personnel Policy Circular No.4/2003, dated 13.5.2003.)

10(B) TA/DA to separated employees for perusal of documents:

(i) A separated employee may be allowed TA including DA (restricted to a maximum of three days only) and stay, etc., for undertaking journeys to outstations for perusal of documents in preparation of his defence against disciplinary proceedings instituted against him.

(ii) The TA claims will be restricted to one to and fro fare, in respect of one such case, by the class to which the separated employee was entitled immediately prior to separation, by the shortest route from his home town to the place where the documents are kept. Alternatively, in case the person concerned has taken up residence after separation at a place other than his ‘home town’, he may be allowed Traveling allowance for journeys from such place of residence to the place where the documents are kept. Daily allowance will be admissible as indicated above.

(iii) The grant of TA will be also subject to the condition that the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement.

(iv) No advance of Traveling allowance/daily allowance should, however, be paid in connection with such journeys.

(\*Incorporated Clauses 10(B) to 10(H) vide PP Circular No.7/2006 dated12.8.06.)
10(C) TA/DA to separated employees for attending court in judicial proceedings against him:

(i) A separated employee against whom judicial proceedings are instituted by the Company after separation and has to attend such cases in the Court of Law from outstation may be allowed TA/DA and stay, etc. as on tour, for the journey he has to perform from his home town/place of residence to the place of judicial proceedings, if he is honourably acquitted by the Court.

(ii) TA/DA/Stay etc. in the above cases will be allowed as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him, from his home town to the place where the proceedings are held and back. Alternatively, in case the person concerned has taken up residence after superannuation at a place other than his ‘home town’, he may be allowed Traveling allowance for journeys from such place of residence to the place where the proceedings are held and back.

(i) The grant of TA will also be subject to the production of a certificate from the summoning court that the separated employee has not been paid TA from the Court.

(iv) No TA advance will be paid in connection with such journeys.

10(D) TA/DA to separated employees for attending Court in connection with departmental case:

(i) A separated employee who is summoned by a Court of Law for giving evidence in departmental cases as to facts which have come to his knowledge in the discharge of his duties while in service, or who is called upon by the Company to present its case or to act as complainant on its behalf may be allowed TA/DA and stay etc. as on tour for the journeys he has to perform in that connection.

(ii) TA/DA/Stay etc. will be allowed as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him immediately prior to separation, for the journey from his home town to the place where the proceedings are held and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his ‘home town’, he may be allowed Traveling allowance for journeys from such place of residence to the place where the proceedings are held and back.

(iii) The grant of TA will also be subject to the production of a certificate from the summoning Court that the separated employee has not been paid TA from the Court.

(iv) No TA advance will be paid in connection with such journeys.

10(E) TA/DA to separated employees for attending Departmental/Vigilance/CBI enquiry:

(i) A separated employee required to attend Departmental/Vigilance/CBI enquiry in connection with Company’s work may be allowed TA/DA/Stay etc. as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him, immediately prior to separation, for the journey from his home town to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his ‘home town’ he may be allowed Traveling allowance for journeys from such place of residence to the place of enquiry and back.

(ii) The Traveling allowance including daily allowance shall be regulated in accordance with the pay of post held by the separated employee immediately prior to separation.

(iii) No TA advance will be paid in connection with such journeys.
10(F) TA/DA to separated employees for appearing as Defence Assistant:

(i) A separated employee assisting the employee against whom the inquiry is held in presenting his case, may be allowed TA/DA/Stay etc. as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him, immediately prior to separation, for the journey from his home town to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his ‘home town’, he may be allowed Traveling allowance for journeys from such place of residence to the place of inquiry and back.

(ii) No TA advance will be paid in connection with such journeys.

Note: i. In all the cases at 10(A) to 10(F), where the separated employee makes local journeys i.e. journeys beyond 8 km within the limits of the urban agglomeration/Municipality in contiguous Municipality etc. in which the residence of the concerned person is located, Traveling allowance will be regulated at the local conveyance rates on official tour.

10(G) TA/DA to private persons appearing as prosecution or defence witnesses in departmental enquiries:

(i) When a person who is not a public servant is called to give evidence before an inquiring authority or a person who has ceased to be a public servant is called to give evidence as to facts which came to his knowledge in the discharge of his public duties when he was a public servant, he will be entitled to claim from the Company, Traveling allowance as for a journey on tour as under:

a) TA for the journey calculated under the ordinary rules for the journey of an employee on tour; and for this purpose Disciplinary Authority may, with due regard to such person’s position in life, propose the grade to which he shall be considered to belong, for approval of CMD.

b) In a case of the kind contemplated by Clause(a) of this rule, the Disciplinary Authority may, with the approval of CMD, grant to the person concerned his actual Traveling, hotel and carriage expenses instead of Traveling allowance under that clause, if it considers that such allowance would be inadequate.

10(H) TA/DA to private persons appearing as prosecution or defence witnesses in departmental enquiries conducted by Commissioner for Departmental Inquiries:

Carriage expenses and the expenditure on TA/DA of the witness will be debited to the Central Vigilance Commission.

11.0 TEMPORARY POSTING ON OFFICIAL DUTIES OR FOR LONG DURATION TRAINING PROGRAMME:

11.1* Sponsoring of an employee, other than a trainee, for Traveling long duration training beyond one month within the country or deputing an employee to an outstation for official work for periods ranging between one month to one year, will be treated as temporary posting. Such employees will not be entitled to DA. They will be entitled to HRA & CCA as applicable and an amount of Rs.500/- p.m. for the period as a special allowance. In addition, such employees will also be allowed to retain their house or draw HRA, at the Headquarters. They will also be entitled for reimbursement of transportation cost of 2-wheeler (Scooter/Motor cycle/Moped etc.) and reimbursement of LTE as per rules. (Amended vide PP Circular No.788 dated 16.6.88.)

11.2 However, where an employee has been initially deputed on tour for official work for a period less than one month and subsequently is required to extend the stay beyond that period, the total period including the extended stay may be treated as ‘tour’ with specific approval of the Chairman-cum-Managing Director.
11.3* Executives will be entitled to the following entertainment allowance for the duration of the external training programmes, seminar/conferences (and not for in company training programmes).

<table>
<thead>
<tr>
<th>Duration</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 6 days</td>
<td>Rs.200/-</td>
</tr>
<tr>
<td>7-14 days</td>
<td>Rs.300/-</td>
</tr>
<tr>
<td>15 days and above</td>
<td>Rs.400/-</td>
</tr>
</tbody>
</table>

For external training programmes, club or alumni fee on actuals will be reimbursed.

(* Amended vide PP Circular No.6/95 dated 2.9.95.)

11.4 SOTs/JOTs and other categories of trainees posted excluding MTs for training in any place within the country will be entitled for 2nd class train fare. No DA will be paid to them. In case accommodation is not provided to them at the outstation, only lodging charges on actual basis or at the rates applicable to employees in scales with maximum upto Rs. 5865/-, whichever is less, shall be reimbursed on production of receipts.

11.5 MTs posted at outstation for training will be entitled for first-class train fare and no D.A. In case accommodation is not provided to them at the outstation, only lodging charges on actual basis or as applicable to employees in E-1 grade, whichever is less, shall be reimbursed on production of receipts.

12.0 FINAL SETTLEMENT:

12.1 On (i) Superannuation/retirement including voluntary retirement, (ii) Death of the employee and (iii) Discharge/termination of the employee on medical grounds, the employee and/or his family will be entitled to reimbursement as per sub-rules 7.1, 7.2, 7.3, and 7.4, subject to the following conditions:

a)* All the above cases,

- journey to the place of settlement should commence within 6 (Six) months from the date of separation

(b)* The separated employee should submit Travelling Allowance Claim along with ‘Quarter Vacation Report’, if he/she was in occupation of Company allotted quarter

- journey to the place of settlement should commence within the extended period in terms of Rule 9.3 of House Allotment Rules, wherever permission has been granted to retain Company’s quarter beyond stipulated period

b)* The separated employee should submit Travelling Allowance Claim along with ‘Quarter Vacation Report’, if he/she was in occupation of Company allotted quarter

c) Final bills should be submitted within one month from the date of completion of journey.

(* Amended vide Circular No. 05/18, dt.16/03/2018)

12.2 If the employee or his family chooses to settle at his/her declared home town on retirement etc., claims of transfer TA may be settled on the basis of a certificate from the employee, as per proforma given at Annexure-II. Claims of transfer TA for settlement at a place other than home town will be settled on the same terms as for serving employees on transfer.

13.0 TRAVEL FOR INTERVIEW/APPOINTMENT IN THE COMPANY:

13.1 Candidates called for interview from outstation for appointment to executive posts in the Company and candidates traveling to join duty on appointment to executive posts in the Company would be paid single first-class train fare. Candidates called for interview/appointed to all other posts will be paid single second class fare.
13.2 Where a candidate travels by road between two points not connected by rail, he will be reimbursed actuals or the rail fare by the appropriate class for the road distance involved, whichever is less.

13.3 Chairman-cum-Managing Director may, at his discretion, allow D.A. including lodging charges on the merits of individual cases.

13.4 Persons joining from Central Government/Public Sector Undertakings or appointed through Public Enterprises Selection Board, will be entitled for benefits as provided in Annexure-III of these rules.

13-A^ TRAVEL FOR INTERVIEW BY PESB:

Executives of RINL/VSP attending interview by the Public Enterprises Selection Board at a place other than headquarters shall be treated as on duty/tour. Reimbursement of TA/DA will be made as per their entitlement under TA rules subject to their submitting Attendance Certificate issued by PESB along with Air Ticket/Train Ticket numbers.

(\* Incorporated vide PP Circular No.4/2007 dated 10.3.2007.\*)

14.0 ADVANCES FOR TRAVELLING ON TOUR/TRANSFER ETC:

a. An employee proceeding on journeys on tour or transfer may be granted advance to meet Traveling and other expenses. 100% advance towards TA/DA, as the case may be, may be granted.

b. Employees on transfer shall be given advance not more than two months before the date of commencement of the journey.

c. Employees who want to shift their family members to the place of settlement for personal reasons would be allowed to draw advance for purchase of tickets six months in advance of the date of retirement in respect of their family members. Other permissible expenses will be reimbursed on submission of actual bills or as provided in Clause 12.2 of these rules.

d. An employee shall be required to submit the Traveling allowance bill on completion of journey. If the bill is not submitted within one month, from the date of completion of journey, the advance shall be recovered from his salary.

e. An employee on transfer/temporary posting may be allowed a salary advance not exceeding two month’s pay. The advance shall be interest-free and recoverable in 12 equal monthly installments from the salary of the employee.

15.0 RULES MAKING POWERS:

15.1 Chairman-cum-Managing Director may, from time to time, effect such amendments/alterations in the Travelling Allowance Rules as may be required from time to time.

16.0 TENURE:

16.1 These rules shall come into force with immediate effect from 12.2.1988 and shall supercede all the rules and regulations, orders, instructions etc., issued earlier in this regard.

16.2 The Company reserves the right to modify, cancel or amend any of these rules without prior notice.

* * * * *
ANNEXURE-I

RATES OF LODGING (HOTEL) AND DAILY ALLOWANCE
(FOOD AND INCIDENTALS)

A. Non-executives*:
(*Amended vide PP Circular No.7/2006 Dt.12.8.2006.)

<table>
<thead>
<tr>
<th>Grades</th>
<th>Lodging (Hotels) (₹)</th>
<th>Daily Allowance (Food &amp; Incidentals) (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specified Locations</td>
<td>Other Locations All Stations</td>
<td>Hotels/ Guest House All Stations</td>
</tr>
<tr>
<td>Employees in S-1 to S-6 grades</td>
<td>400/- or actuals whichever is lower</td>
<td>350/- or actuals whichever is lower</td>
</tr>
<tr>
<td>Employees in S-7 &amp; above grades</td>
<td>500/- or actuals whichever is lower</td>
<td>450/- or actuals whichever is lower</td>
</tr>
</tbody>
</table>

NOTE: The ceiling on hotel charges exclude levies, taxes etc.

B. Executives**:
(**Amended vide HR Policy Circular No.01/19 Dt.16.01.2019)

(i) The existing eligibility of stay in star Hotels/Guest Houses and Daily Allowance as prescribed will continue. However, there will be no monetary ceilings towards 'Accommodation' in lieu of the entitled star hotel. Accordingly, the revised entitlements eligibility of stay in star Hotels/Guest Houses and Daily Allowance will be as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Accommodation</th>
<th>Daily Allowance (Amount in ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specified Locations</td>
<td>Other Locations</td>
<td>Hotels/ Guest House</td>
</tr>
<tr>
<td>Executives in E-0 to E-3 grades including JOs</td>
<td>3 Star Hotel</td>
<td>250/-</td>
</tr>
<tr>
<td>Executives in E-4 to E-6 grades</td>
<td>4 Star Hotel</td>
<td>350/-</td>
</tr>
<tr>
<td>Executives in E-7 &amp; E-8 grades</td>
<td>4 Star Hotel</td>
<td>450/-</td>
</tr>
<tr>
<td>Executives in E-9 grade</td>
<td>Actuals</td>
<td>550/-</td>
</tr>
<tr>
<td>Functional Directors</td>
<td>Actuals</td>
<td>Actuals</td>
</tr>
</tbody>
</table>

(ii) The Executives, who make their own arrangements on tour towards Lodging and Boarding, will be paid “Composite Allowance”, as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Composite Allowance (Amount in ₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specified Locations</td>
<td>Other Locations</td>
</tr>
<tr>
<td>Executives in E-0 to E-3 grades including JOs</td>
<td>1,500</td>
</tr>
<tr>
<td>Executives in E-4 to E-6 grades</td>
<td>2,500</td>
</tr>
<tr>
<td>Executives in E-7 &amp; above grades</td>
<td>3,000</td>
</tr>
</tbody>
</table>

NOTE: An Executive may avail ‘Composite Allowance’ irrespective of the availability of the entitled star hotel. However, in cases (a) where the ‘Composite Allowance’ is not sufficient to meet the expenses towards lodging & boarding or (b) where entitled star hotel is not available, the Executive may seek approval of the Functional Director concerned for stay / reimbursement towards stay in any other hotel/Guest House closest to his/her entitlement and subject to production of bills.

(iii) Where the entire tour extends for more than 24 hours (including travel time), the “Composite Allowance” shall be (a) at full rate for every completed period of 24 hours and for each additional period less than 24 hours but more than 12 hours (b) 50% of the full “Composite Allowance” for any additional period less than 12 hours.

(iv) Where the entire tour extends for 24 hours or less (including travel time), the “Composite Allowance” shall be (a) at full rate if the entire tour extends from 12 to 24 hours and (b) 50% of the full rate where the entire tour extends from 6 hours to 12 hours.

(v)# The procedure as under would be followed by employees for settlement of their official tour bills pertaining to stay in Hotel/ Inn/ Club/ Campsite etc., where the tariff is more than ₹1,000/- per day:

(i) The bill for the accommodation is required to be taken, in duplicate, in the name of the employee concerned followed by M/s Rashtriya Ispat Nigam Limited.
Eg: Shri K.S.R. Rao, M/s. Rashtriya Ispat Nigam Limited
(ii) The Invoice/Bill must contain the name, address and service tax registration number of the Hotel/ Inn/ Club/ Campsite etc.

(# Incorporated vide Misc. Circular No. 06/2011 dt. 22.11.2011)
ANNEXURE - II

'Proforma of Certificate to be submitted by a retired employee' in connection with T.A. allowed for self and family and for transportation of personal effects.

1. I have been paid an advance of Rs._________towards T.A. for self and family members on retirement and also for transportation of personal effects.

2. I hereby certify that I have actually spent Rs.__________towards journey expenditure for self and family members and also for transportation of personal effects. Accordingly, the T.A. advance paid to me may be treated as settled.

OR

3. I hereby certify that I and my family members shall be performing the journey by the entitled class of journey in due course and my personal effects would also be transported. Accordingly, the T.A. advance paid to me may be treated as settled.

OR

4. I have been paid an advance of Rs._________towards T.A. for self and family members and also for transportation of personal effects. My actual expenditure is Rs.________ only/is likely to be Rs.________only which is less than the amount paid as advance. Un-utilised balance is being refunded by me separately.

DATE : SIGNATURE :

NAME :

Note : Portion not applicable may be deleted.
TRANSFER BENEFITS TO EXECUTIVES JOINING VSP ON APPOINTMENT FROM CENTRAL GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS AND VICE-VERSA.

1.0 The following transfer benefits shall be extended to Executives joining Visakhapatnam Steel Plant on appointment from Central Government/Public Sector Undertakings and Executives moving from Visakhapatnam Steel Plant to similar organisations.

1.1 Where the movement of an Executive from Visakhapatnam Steel Plant to another Public Sector Undertaking is with the approval of the Management of VSP, the Executive would be allowed the benefit of carry forward of earned leave. Transfer expenses would be payable by the Organisation to which the Executive moves, as per the rules of that Organisation.

1.2 Executives joining Visakhapatnam Steel Plant from other Public Sector Undertakings and Central Government Departments will be eligible for carry forward of earned leave provided the leave salary is paid by the previous employer, single rail fare for self and family members in entitled class, transportation of personal effects and vehicle only. The benefits are applicable to cases of transfer and also appointment against open advertisement in case the applications had been forwarded by the Management.

1.3 Reciprocal arrangement between Visakhapatnam Steel Plant and other Public Sector Undertakings shall not be a pre-condition for allowing these transfer benefits.

1.4 The benefits referred to above shall be applicable only for Executives joining Visakhapatnam Steel Plant from Public Sector Undertakings and Central Government.

1.5 Those Executives who are appointed in Visakhapatnam Steel Plant through Public Enterprises Selection Board will be given the same transfer benefits as are applicable to Visakhapatnam Steel Plant employees on transfer from one station to another including transfer grant, disturbance allowance etc.
CITY COMPENSATORY ALLOWANCE For Non – Executive Employees

The City Compensatory Allowance for executives stands dispensed with w.e.f. 26.11.2008, vide Office Order No. PL/RR/W(01)/5100001730 dt. 25.01.2010.

1.0 THE CITY COMPENSATORY ALLOWANCE

2.0 EMPLOYEE DRAWING HIGHER CCA IN SAIL JUST BEFORE JOINING RINL

3.0 TENURE

ANNEXURE I: CITY COMPENSATORY ALLOWANCE - GOVERNMENT RATES
The City Compensatory Allowance will be paid to eligible employees as per Government rates as indicated below:

<table>
<thead>
<tr>
<th>Basic Pay/Month</th>
<th>Classification of Cities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>'A-1 Metro'</td>
</tr>
<tr>
<td>Below Rs.4000</td>
<td>90</td>
</tr>
<tr>
<td>Rs.4001-5250</td>
<td>125</td>
</tr>
<tr>
<td>Rs.5251-6499</td>
<td>200</td>
</tr>
<tr>
<td>Rs.6500 &amp; above</td>
<td>300</td>
</tr>
</tbody>
</table>

As per DPE OM No. 2(49)/98-DPE(WC)-GL-XXXXIII, dated 2.5.2001, existing rates of payment of CCA would continue wherever CCA rates as above are lower than the existing rates.

NOTE:

The Classification of Cities in the above Categories, as per the Ministry of Finance, Government of India O.M.No.2(49)/98-DPE(WC)-GL-XXXXIII, dated 2nd May, 2001, is given at Annexure-I.

2.0 In case an employee has been drawing City Compensatory Allowance at a higher amount in SAIL just before joining the Company, the quantum shall be protected and frozen till such time the CCA amount becomes more on the employee's drawing additional increments, etc.

3.0 TENURE

3.1 These rules shall come into force with immediate effect.

3.2 The Company reserves to itself the right to modify, cancel or amend any of the rules without prior notice.

* * * * *

* Approved by Board of Directors of RINL in their first meeting held on 8.4.82.

<table>
<thead>
<tr>
<th>Name of the State/Union Territory</th>
<th>'A-1'</th>
<th>'A'</th>
<th>'B-1'</th>
<th>'B-2'</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDHRA PRADESH</td>
<td>---</td>
<td>Hyderabad (UA)</td>
<td>Visakhapatnam (UA)</td>
<td>Vijayawada (UA)</td>
</tr>
<tr>
<td>ASSAM</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Guwahati City</td>
</tr>
<tr>
<td>BIHAR</td>
<td>---</td>
<td>Patna (UA)</td>
<td>Ranchi (UA)</td>
<td>Dhanbad (UA) Jamshedpur (UA)</td>
</tr>
<tr>
<td>CHANDIGARH</td>
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<td>---</td>
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<td>Chandigarh (UA)</td>
</tr>
<tr>
<td>DELHI</td>
<td>Delhi (UA)</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>GUJARAT</td>
<td>---</td>
<td>Ahmedabad (UA)</td>
<td>Surat (UA) Vadodara (UA)</td>
<td>Rajkot (UA)</td>
</tr>
<tr>
<td>HARYANA</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Faridabad Complex</td>
</tr>
<tr>
<td>KARNATAKA</td>
<td>---</td>
<td>Bangalore (UA)</td>
<td>---</td>
<td>Hubli-Dharwad Mysore (UA)</td>
</tr>
<tr>
<td>KERALA</td>
<td>---</td>
<td>---</td>
<td>Kochi (UA) Thiruvananthapuram (UA)</td>
<td>Kozhikode (UA)</td>
</tr>
<tr>
<td>MADHYA PRADESH</td>
<td>---</td>
<td>---</td>
<td>Bhopal Indore (UA) Gwalior (UA)</td>
<td>Durg-Bhilai Nagar (UA) Jabalpur (UA)</td>
</tr>
<tr>
<td>MAHARASHTRA</td>
<td>Brihan Mumbai (UA)</td>
<td>Pune (UA)</td>
<td>Nagpur (UA)</td>
<td>Aurangabad (UA) Nasik (UA) Solapur (UA)</td>
</tr>
<tr>
<td>PUNJAB</td>
<td>---</td>
<td>---</td>
<td>Ludhiana</td>
<td>Amritsar Jalandhar</td>
</tr>
<tr>
<td>RAJASTHAN</td>
<td>---</td>
<td>---</td>
<td>Jaipur (UA)</td>
<td>Jodhpur Kota</td>
</tr>
<tr>
<td>TAMILNADU</td>
<td>Chennai (UA)</td>
<td>---</td>
<td>Coimbatore (UA) Madurai (UA)</td>
<td>Salem (UA) Tiruchirapalli (UA)</td>
</tr>
<tr>
<td>UTTAR PRADESH</td>
<td>---</td>
<td>Kanpur (UA)</td>
<td>Lucknow (UA) Varanasi (UA)</td>
<td>Agra (UA) Allahabad (UA) Bareilly (UA) Meerut (UA) Ghaziabad (UA)</td>
</tr>
<tr>
<td>WEST BENGAL</td>
<td>Kolkata (UA)</td>
<td>---</td>
<td>---</td>
<td>Asansol (UA)</td>
</tr>
</tbody>
</table>
The policies / rules/ schemes pertaining to ‘Reimbursement of Local Traveling Expenses’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs. These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

1.0 SCOPE

2.0 EXECUTIVE EMPLOYEES

3.0 NON-EXECUTIVE EMPLOYEES

4.0 TENURE

ANNEXURE I: RATES OF REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

ANNEXURE II: CERTIFICATE FOR CLAIMING REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

ANNEXURE III: APPLICATION FORM FOR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

ANNEXURE IV: CANCELLATION OF LTE

* Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010
REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES*

1.0 SCOPE:

1.1 These rules cover Executive employees including JOs / JSOs, Non-Executive employees and Departmental Candidates selected as Trainees.

2.0 EXECUTIVE EMPLOYEES:

2.1 The scheme shall cover those Executives mentioned above who own a vehicle registered in their name and utilize the same for official purposes.

NOTE:

Reimbursement of LTE is not admissible if the vehicle is owned and registered in the name of the employee jointly with his/her spouse. It is necessary that the vehicle is owned and registered in the sole name of the employee.

**Reimbursement of Local Travelling Expenses shall be sanctioned only from the date of application irrespective of the date on which the employee has acquired the motor vehicle.

2.2 Reimbursement of Local Travelling Expenses shall be claimed in the manner indicated hereinafter.

2.2.1 Employees shall be entitled to apply for the reimbursement of expenses wholly, exclusively and necessarily incurred by them for utilizing their vehicles in performance of their official duties (vide application format at 'Annexure III').

2.2.2 Employees shall not be entitled to claim reimbursement of Local Travelling Expenses for a month in excess of the amounts specified in 'Annexure-I'.

2.2.3 The use of the vehicle for purposes of coming from the residence to the place where the duties of employment are to be performed or from such place back to the residence will be regarded as use of vehicle for private or personal purposes and not in performance of official duties.

2.2.4 In view of the fact that:-

   a. the scheme is applicable to executives including JOs/JSOs only;
   b. that from a practical point of view it may not be feasible to verify the details of individual journeys undertaken by each Executive;
   c. that checking of such details would also result in wasteful expenditure on employment of staff resulting in no utility.

A certificate furnished by the employee with regard to the expenditure having been incurred towards performance of official duties would be the basis for accepting the claims for reimbursement. The certificate referred to above is as per 'Annexure-II'.

*Approved by Board of Directors of RINL in their first meeting held on 08.04.82.
**Amended vide Circular No.PL/RR/1(5), dated 8.10.85.
NOTE:
As and when complaints in matters of reimbursement of Local Travelling Expenses are investigated and reported by Vigilance Deptt., to the concerned HOD, a notice will be given to the concerned employee by the HOD to produce the Car for a joint verification by the concerned HOD/Authorised Representative and Zonal Personnel In-charge.

In case the employee fails to produce the vehicle for verification, LTE will be cancelled. If the vehicle is produced and in the said verification, the vehicle is found to be not in useable condition, LTE will be cancelled. The notice of cancellation of LTE is as per 'Annexure-IV'.

2.3 After the expiry of a wage period i.e. the relevant month, an employee shall be entitled to reimbursement of local travel expenses. An employee would be required to give a certificate in the 1st week of March of a year for having utilized his/her vehicle for the previous 12 months and also an undertaking to utilize the vehicle during the next 12 months, i.e. a certificate submitted in the month of March '95 would be a certificate for having utilized the vehicle during the period from March '94 to February '95 and '95 and the undertaking would cover the use of vehicle during the period March'95 to February'96.

In case an employee fails to submit the Annual Certificate and declaration as per Annexure-II by the second week of March as required above, the Pay Section would not pay LTE amount for the future period till such time the employee submits the annual certificate and declaration. Therefore, employees in their own interest are advised to submit the annual certificate and declaration in time.

2.4 An employee claiming reimbursement under the scheme will not be eligible for any allowance or any other payment in connection with the journeys undertaken by him in performance of his official duties.

2.5 An employee claiming reimbursement of Local Travelling Expenses under this scheme would be responsible for satisfying the Income-Tax authorities with regard to actual expenses incurred vis-à-vis the amount drawn from the Company and to produce necessary vouchers as may be required.

3.0 NON-EXECUTIVE EMPLOYEES:-

3.1 The procedure shall cover only those non-executive employees:

a. who own a scooter/motor cycle/moped registered in their name, and

b. who utilize the vehicle for official purposes.

NOTE

(1) LTE is not admissible if the vehicle is owned and registered in the name of the employee jointly with his/her spouse. It is necessary that the vehicle is owned and registered in the sole name of the employee.

*(2) Employees in the grades of S-9, S-10 and S-11 who own a car, subject to conditions as applicable to executives, shall be entitled for reimbursement of LTE for Motor Car.

(3) Clause 2.0 would be applicable to Non Executive Employees also.

3.2 The eligible employee shall be entitled to claim reimbursement in the manner indicated hereinafter.

3.2.1 Employees shall be entitled to apply for the reimbursement of expenses wholly, exclusively and necessarily incurred by them for utilizing their vehicles in performance of their official duties (vide application format at 'Annexure III').

3.2.2 Employees shall not be entitled to claim reimbursement of Local Travelling Expenses for a month in excess of the amounts specified in 'Annexure-I'.

* Amended vide Office Order No. PL/WR./4100000989, dated 15.05.2010
3.2.3 The use of the vehicle for purposes of coming from the residence to the place where the duties of employment are to be performed or from such place back to the residence will be regarded as use of vehicle for private or personal purposes and not in performance of official duties.

3.2.4 In view of the fact that:

a. from a practical point of view it may not be feasible to verify the details of individual journeys undertaken by each non-executive; and

b. checking of such details would also result in wasteful expenditure on employment of staff resulting in no utility.

A certificate furnished by the employee with regard to the expenditure having been incurred in performance of official duties would be the basis for accepting the claims for reimbursement. The certificate referred to above is as per 'Annexure-II'.

3.3 After the expiry of a wage period i.e. the relevant month, an employee shall be entitled to reimbursement of local travelling expenses. An employee would be required to give a certificate in the 1st week of March of a year for having utilised his/her vehicle for the previous 12 months and also an undertaking to utilise the vehicle during the next 12 months, i.e. a certificate submitted in the month of March’95 would be a certificate for having utilised the vehicle during the period from March’94 to February’95 and the undertaking would cover the use of vehicle during the period from March’95 to February’96.

In case an employee fails to submit the annual certificate and declaration as per Annexure-II by the second week of March as required above, the Pay Section would not pay LTE amount for the future period till such time the employee submits the annual certificate and declaration. Therefore, employees in their own interest are advised to submit the annual certificate and declaration in time.

3.4 An employee claiming reimbursement under the procedure will not be eligible for any allowance or any other payment in connection with the journeys undertaken by him in performance of his official duties, nor he will be entitled to get Transport Subsidy at the rate of Rs24/- per day ** of the actual attendance subject to minimum of Rs.90/- per month as per Board approval.

3.5 An employee claiming reimbursement of Local Travelling Expenses under this scheme would be responsible for satisfying the Income-Tax authorities with regard to actual expenses incurred vis-a-vis the amount drawn from the Company and to produce necessary vouchers as may be required.

4.0 TENURE:

4.1 These Rules shall come into force with immediate effect.

4.2 The Company reserves to itself the right to modify, cancel or amend any of the rules without prior notice.

* * * * *

Amended vide PP Circular No.7/93, dated 19.07.93.

Amended vide Office Order PL/WR/410000989, dated 15.05.2010.
EXECUTIVES:

Reimbursement of Local Travelling Expenses for executives shall be under Cafeteria Approach.

NON-EXECUTIVES:

A. RATES OF REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES*

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Category of Eligible Employees</th>
<th>Entitlement (Rs./month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Car</td>
<td>Employees in grade S-9 to S-11</td>
<td>2000/-</td>
</tr>
<tr>
<td>Motor Cycle/Scooter</td>
<td>All eligible Non-Executives</td>
<td>1000/-</td>
</tr>
<tr>
<td>Moped</td>
<td>All eligible Non-Executives</td>
<td>630/-</td>
</tr>
</tbody>
</table>

B. TRANSPORT SUBSIDY **

Employees who do not utilise Company's transport and do not claim reimbursement of Local Traveling Expenses would be paid Transport Subsidy @ Rs.24/- per day *on actual attendance subject to minimum of Rs.90/- per month. However, rate of Transport subsidy for Trainees would be @ Rs.12.00 per day *** of actual attendance subject to minimum of Rs. 90/- per month.

C. REIMBURSEMENT OF MAINTENANCE EXPENSES *

The employees who are utilising their own vehicle and covered under the RLTE Scheme would be entitled for reimbursement of Maintenance Expenses equivalent to two months’ RLTE as per their entitlement in a financial year. The reimbursement would be made on certification basis in two installments along with salary for the months of May and November during the financial year.

The revised rates of RLTE and Transport Subsidy as mentioned above would be effective from 1st January, 2005. However, in case of reimbursement of Maintenance Expenses, the same would be effective from the financial year 2005-06.

The above payments would be subject to applicable rules and provisions of Income Tax Act.

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* Amended vide Office Order No. PL/WR/4100000989, dated 15.05.2010
** Amended Vide Personnel Policy Circular Nos.10/2005 & 11/2005 dated 17.6.05.
*** Amended vide Personnel Policy Circular No. 10/2008, dated 03.10.2008
CERTIFICATE FOR CLAIMING REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

THIS IS TO CERTIFY THAT I have maintained a Car/Scooter/Motor Cycle/Moped bearing 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 on the maintenance and running of the aforesaid vehicle in connection with the official duties during the period from __________ to_________ was in excess of Rs._______ (Rupees_________ ______________________ only).

PART - B (Declaration)

I also hereby undertake to utilise the above vehicle in the performance of official duties during the period from __________ to_________. I shall abide and comply with the Rules regarding reimbursement of LTE. Therefore, LTE may be reimbursed to me every month through my salary for the period from __________ to __________.

I also undertake that in case my expenditure for maintenance and running of the above vehicle for official duties falls short of the amount drawn by me as LTE in any month, I shall inform the pay Section of Finance Department immediately.

(Signature of the Employee)

Name : 
E.No. : 
Desgn : 
Deptt.
ANNEXURE-III

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT

APPLICATION FORM FOR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES

(THROUGH CONTROLLING OFFICER)

Name of the Applicant : 
Employee Number : 
Designation : 
Department/Section : 
Basic pay : 
*Whether allotted garage in by company : Yes/No (If no, undertaking to Township by the employee be given as at Sl.No.2 below) 
Address of the residence : 
Type of vehicle owned and used for office work : 
Year and month of manufacture of vehicle : 
Vehicle Registration Number : 
Engine Number : 
Chassis Number : 
Horse power of the Vehicle : 
Amount of Local Travelling Expenses : proposed to be claimed

1. I have fully read and understood the rules and conditions governing the grant of Reimbursement of Local Travelling Expenses as detailed in the Rules. I certify that the vehicle is in working condition and the above particulars are correct. I may be granted Reimbursement of Local Travelling Expenses with effect from___________. In case, at any point of time it is found that the vehicle is not in working condition and/or the particulars are not correct, LTE will be cancelled and I will be liable for disciplinary action as well as payment of the LTE amount paid from the date the vehicle is not in useable condition.

2*. Further, I hereby declare that I have not constructed any unauthorised garage in the Township and I will not construct any unauthorised garage in future. In the event of my constructing any unauthorised garage in Township in the future, LTE may be cancelled.

3. I hereby undertake to utilise the Car/ Scooter / moped bearing no. ________ in the performance of official duties during the period from ______ to _______. I shall abide and comply with the rules regarding reimbursement of LTE. Therefore, LTE may be reimbursed to me every month through salary, including reimbursement of maintenance expenses in the months of May/November as per my entitlement. I further undertake that in case my expenditure for running and maintenance of the above vehicle for official duties fall short of the amount drawn by me as LTE in any month, I shall inform Pay Section of Finance & Accounts Department immediately.

*strike out if not applicable.
Date : 
Signature of the Applicant
1. I have personally verified the documents and the vehicle and found the vehicle in working condition.

2. I am satisfied that Shri/Smt./Ms. _________________, Emp.No. ________ is required to perform frequent journeys on Company’s business and it will be useful if he/she possesses the conveyance in question for the performance of his/her official duties.

3. Conveyance Allowance/Reimbursement of Local Travelling Expenses granted @ Rs._______/- per month with effect from _____________ including reimbursement of maintenance expenses in the months of May/November, subject to the fulfillment of all conditions under the rules.

Date: \hspace{1cm} Signature of the Sanctioning Authority
\hspace{1cm} Name, Designation & Stamp

(FOR USE OF HEAD OF THE DEPARTMENT)

The application form for reimbursement of Local Travelling Expenses and Maintenance Expenses in respect of the aforesaid employee is hereby forwarded to Zonal Personnel Establishment for further processing.

Date: \hspace{1cm} Signature of the HoD
\hspace{1cm} Name, Designation & Stamp

(FOR USE IN ZONAL PERSONNEL ESTABLISHMENT)

*Town Administration Department may verify & certify the undertaking given by the employee at Sl.No.2 of the application for further processing.

Date: \hspace{1cm} Signature of Zonal Personnel Executive
\hspace{1cm} Name, Designation & Stamp

*wherever applicable.

(FOR USE IN TOWN ADMINISTRATION DEPARTMENT WHEREVER APPLICABLE)

1. Verified and certified that the aforesaid employee has not constructed any unauthorized garage in the Township.

2. The application form is hereby returned to Zonal Personnel Establishment for further processing.

Date: \hspace{1cm} Signature of Verifying Authority
\hspace{1cm} (not below the rank of E-2)
\hspace{1cm} Name, Designation & Stamp

To
Name
Emp.No.
Desgn.
Deptt.

Sub: Cancellation of LTE.

Under the extant rules on Reimbursement of Local Travelling Expenses, an employee can claim the reimbursement of Local Travelling Expenses (LTE) for utilising the vehicle in performance of the Official duties. It has been found that the Vehicle No. _________ against which you are claiming LTE is not in working condition and thus you are advised to present the Car for inspection by the Committee consisting of a Representative of the Department and the concerned Zonal Personnel Incharge within 7 days from the date of issue of this letter. In case you fail to produce the vehicle for above verification, it will be deemed that your vehicle is not in working condition and the LTE sanctioned to you against the said vehicle will be cancelled w.e.f. _________ without prejudice to the disciplinary action that may be deemed fit to be initiated against you.

Signature of the HOD

**GRANT OF CONVEYANCE ALLOWANCE TO BLIND & ORTHOPAEDICALLY HANDICAPPED EMPLOYEES**

* The policies / rules/ schemes pertaining to ‘Grant Of Conveyance Allowance To Blind & Orthopaedically Handicapped Employees’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs.

These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

1.0 OBJECTIVE

2.0 SCOPE

3.0 ENTITLEMENT

4.0 GENERAL CONDITIONS

5.0 TENURE

* Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010
1.0 OBJECTIVE:

1.1 To assist physically handicapped employees of the Company as a purely welfare measure by subsidizing the expenses incurred by them on conveyance to and from the work place.

2.0 SCOPE:

2.1 These rules shall apply to all such executive and non-executive employees (including work-charged staff) who are not in receipt of any other assistance/allowance pertaining to conveyance and who are blind or orthopaedically handicapped with disability of upper or lower extremities.

3.0 ENTITLEMENT:

3.1 The amount of conveyance allowance shall be 10% of basic pay subject to a maximum of Rs. 75/- per month.

4.0 GENERAL CONDITIONS:

4.1 The allowance shall be admissible under the following conditions:

4.1.1 To an orthopaedically handicapped employee if he/she has a minimum 40% permanent/partial disability of either upper or lower limbs or 50% permanent/partial disability of both upper & lower limbs together. For purposes of estimation of disability, the standards as contained in the Manual for Orthopaedic Surgeons in evaluating Permanent Physical Impairment brought out by the American Academy of Orthopaedic Surgeons, USA and published on their behalf by Artificial Limbs Manufacturing Corporation of India, GT Road, Kanpur, shall apply.

4.1.2 The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of the Heads of Orthopaedic Department of Steel Plant Hospitals or Government Civil Hospitals where Company’s Hospitals do not exist.

4.1.3 In the case of blind employees, the allowance will be admissible on the recommendation of the Head of Ophthalmological Department of Plant Hospitals or Government Civil Hospitals where Company’s facilities do not exist.

4.1.4 Where handicapped persons are referred by Heads of Departments of concerned RINL Plant Hospitals/Government Civil Hospitals located at stations outside their Head Quarters for getting recommendations for grant of conveyance allowance, actual travelling expenses could be reimbursed subject to maximum of TA admissible for a journey on tour, without any daily allowance, for the period of journey and for halts. The period spent on journeys, as also at the hospitals, would be treated as duty.

4.1.5 The allowance will not be admissible during leave (except casual leave), joining time or suspension.

Approved by the Board of Directors of RINL in their first meeting held on 8.04.1982.
4.2 The employees shall not be eligible for conveyance allowance under these rules if they are utilising Company’s transport or getting reimbursement of LTE for maintaining a Car/Scooter/Motor cycle/Auto cycle/Moped/Scootrette. Those claiming this allowance shall also not be eligible for the transport subsidy of Rs. 6.00 per day of actual attendance subject to minimum of Rs. 90/- per month, or for additional transport subsidy of Rs. 10.00 per day of work in ‘C’ shift.

4.3 Conveyance allowance granted under this Scheme shall be paid from the date the employees are sanctioned this allowance on submitting applications for grant of such allowance after obtaining recommendations from the appropriate Medical Authorities prescribed for the purpose and paid with effect from the date the recommendations of the concerned Medical Authorities have been received by the Sanctioning Authority.

5.0 TENURE:

5.1 These rules shall come into force with immediate effect.

5.2 The Company reserves to itself the right to modify, cancel or amend any of these rules without prior notice.

* Amended Vide Personnel Policy Circular No.7/95, dated 03.10.1995.
HOUSE RENT AND HOUSE RENT ALLOWANCE

1.0 HOUSE RENT
2.0 HOUSE RENT ALLOWANCE
3.0 GUIDELINES REGARDING LEASE OF RESIDENTIAL ACCOMMODATION FOR EMPLOYEES
4.0 TENURE

ANNEXURE I: APPLICATION FOR HRA
ANNEXURE II: DETEDTED

(CLAIM FOR REIMBURSEMENT OF EXPENDITURE ON REPAIRS AND MAINTENANCE OF COMPANY LEASED ACCOMMODATION (INCLUDING SELF/RELATION LEASE))
HOUSE RENT AND HOUSE RENT ALLOWANCE

1.0 HOUSE RENT:

1.1 The House Rent recovery from the executive employees who have been allotted quarters by the Company will be at the rate of 10% of the pay or standard rent of the quarters, whichever is lower. Pay for this purpose will include basic pay, personal pay, special pay and non-practicing pay.

1.2 House rent recovery from employees who have been allotted quarters by the Company will be at the following rates of standard rent:

<table>
<thead>
<tr>
<th>Category</th>
<th>Standard Licence Fee For Executives (₹/ per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Flats</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>50</td>
</tr>
<tr>
<td>A</td>
<td>50</td>
</tr>
<tr>
<td>B (without any garage)</td>
<td>77</td>
</tr>
<tr>
<td>B (with Scooter garage)</td>
<td>80</td>
</tr>
<tr>
<td>B (with Car garage)</td>
<td>86</td>
</tr>
<tr>
<td>C (without car garage)</td>
<td>117</td>
</tr>
<tr>
<td>C (with Car garage)</td>
<td>125</td>
</tr>
<tr>
<td>D</td>
<td>215</td>
</tr>
<tr>
<td>DB-2</td>
<td>300</td>
</tr>
<tr>
<td>DB-1</td>
<td>344</td>
</tr>
<tr>
<td>MIG</td>
<td></td>
</tr>
<tr>
<td>a) HB Colony</td>
<td>99</td>
</tr>
<tr>
<td>b) Autonagar</td>
<td>103</td>
</tr>
<tr>
<td>LIG</td>
<td></td>
</tr>
<tr>
<td>a) HB Colony</td>
<td>45</td>
</tr>
<tr>
<td>b) Autonagar</td>
<td>50</td>
</tr>
</tbody>
</table>

1.3 The above rate of licence fee recovery is provisional and effective from 1st April, 1990 and will be in force until further orders. Any revision in rates/approach that might be necessitated as a result of a decision by the Government based on the recommendations of the Working Group of BPE proposed to be set up as indicated in BPE's letter No. 2(50)/86-BPE (WC) dated 4.4.90, will be implemented as and when such decision is taken.

1.4 Employees would be required to pay licence fee for quarters calculated at 10% of their Basic Pay (Basic Pay + Adhoc Relief) in respect of Executives and 10% / 7.5% / 5% of Basic Pay (Revised Basic Pay minus ₹ 970/-) as applicable in respect of Non-Executives or the ceiling rates prescribed in para (1.2) above, whichever is less.

1.5 DELETED

1.6 DELETED

Approved by Board of Directors of RINL in their first meeting held on 08.04.1982.
Amended vide office Order No. PL/WR/4100000989, dated 15.05.2010, effective from 01.12.2009.
2.0 HOUSE RENT ALLOWANCE:

2.1 Employees who have not been allotted accommodation by the Company will be paid house rent allowance at the following rates:

HOUSE RENT ALLOWANCE FOR EXECUTIVES & NON EXECUTIVES *

<table>
<thead>
<tr>
<th>Cities with population</th>
<th>Rate of HRA (% of Basic Pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Lakhs and above (Classified as ‘X’)</td>
<td>30%</td>
</tr>
<tr>
<td>5 to 50 Lakhs (Classified as ‘Y’)</td>
<td>20%</td>
</tr>
<tr>
<td>Less than 5 Lakhs (Classified as ‘Z’)</td>
<td>10%</td>
</tr>
</tbody>
</table>

Note:
- In case of Executives the above rates of HRA would be effective from 26.11.08
- In case of Non-Executives the above rates of HRA would be effective from 1.12.09

There would be no ceiling for payment of HRA without production of rent receipt.

NOTE: In cases where the husband and the wife are employees of the Company and are stationed at the same place of posting and neither of them is allotted a company's house at the place of posting, House Rent Allowance shall be paid to both of them as per their eligibility.

NOTE:
- a) Employees may be allotted Company's flat, if available, as per eligibility. In case of executives posted at outstations, in case of non-availability of Company's flats, leased accommodation as per entitlement may be granted.
- b) An employee who refuses or surrenders accommodation provided by the Company shall be eligible for HRA, provided he is staying in his own house or a rented house. No leased accommodation shall be provided in such cases.

2.2 ♦ DELETED

2.3 ♦ DELETED

2.4 □ The employees shall not be entitled to House Rent Allowance if:
- i) he/she shares Govt./Company accommodation allotted to another employee; or
- ii) he/she resides in accommodation allotted to his/her parents/son/daughter by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation such as a Municipality, Port Trust, Nationalised Banks, Life Insurance Corporation of India, etc.
- iii) his wife/her husband has been allotted accommodation at the same station by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation such as Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

"Same Station" defined - The phrase, "same station" occurring in para(iii) includes all places which are related as contiguous to the qualified city/town as stipulated under FR & SR of Central Government.

- Amended vide Office Order No.PL/RR/W(01)/5/1000001730, dt 25.1.10 & No.PL/WR/4100000989, dt 15.5.10
- Incorporated vide Personnel Policy Circular No.5/2001, dated 18.10.01.
- Incorporated Vide PP Circular No.3/2003, dt.13.5.03, effective from 10.5.03.
3.0 GUIDELINES REGARDING LEASE OF RESIDENTIAL ACCOMMODATION:

3.1 ELIGIBILITY:

a)**All executive employees including Management Trainees/JOs/JSOs. All Non-executive employees posted at outstation Marketing/Liaison offices.

b) Officers on deputation to the Company, if the terms of deputation so specify.

c) Others in respect of whom the facility of leased accommodation is provided for in the terms of appointment.

3.1.1 Lease of residential accommodation shall not be permissible:

a) Where the Company offers residential accommodation to an executive employee.

b) Where the executive employee owns a house in his/spouse's/family member’s name within a distance of 8 Kms from the place of posting.

3.2 The lease of residential accommodation will be permissible in 'A', 'B' and 'C' Class Cities.

3.3 The ceiling rates for Company-leased accommodation w.e.f. 22.05.2008, based on the classification of various cities as per the rank and pay scale of Executives is given below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>'A-1' Class Cities (₹)</th>
<th>'A-' Class Cities (₹)</th>
<th>'B' Class Cities (₹)</th>
<th>'C' Class Cities (₹)</th>
<th>*House Rent Recovery (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-0</td>
<td>6400</td>
<td>5500</td>
<td>3900</td>
<td>3300</td>
<td>980</td>
</tr>
<tr>
<td>E-1</td>
<td>7500</td>
<td>6400</td>
<td>4500</td>
<td>3800</td>
<td>1160</td>
</tr>
<tr>
<td>E-2</td>
<td>8200</td>
<td>7000</td>
<td>4900</td>
<td>4100</td>
<td>1320</td>
</tr>
<tr>
<td>E-3</td>
<td>9100</td>
<td>7700</td>
<td>5400</td>
<td>4600</td>
<td>1350</td>
</tr>
<tr>
<td>E-4</td>
<td>9800</td>
<td>8400</td>
<td>5900</td>
<td>4900</td>
<td>1390</td>
</tr>
<tr>
<td>E-5</td>
<td>11500</td>
<td>10100</td>
<td>7100</td>
<td>5900</td>
<td>1410</td>
</tr>
<tr>
<td>E-6</td>
<td>12000</td>
<td>10300</td>
<td>7300</td>
<td>6100</td>
<td>1430</td>
</tr>
<tr>
<td>E-7</td>
<td>12500</td>
<td>10700</td>
<td>7500</td>
<td>6300</td>
<td>1470</td>
</tr>
<tr>
<td>E-8</td>
<td>13300</td>
<td>11400</td>
<td>8000</td>
<td>6700</td>
<td>1610</td>
</tr>
<tr>
<td>E-9</td>
<td>15200</td>
<td>12900</td>
<td>9100</td>
<td>7600</td>
<td>1890</td>
</tr>
</tbody>
</table>

Note: JOs/JSOs are entitled as per E-0 grade.

* The House Rent Recovery would be as indicated above or 10% of the basic pay, whichever is less.

**Ceiling Rates of Non-executives:**

RINL/VSP may take accommodation on lease in its name and allot the same to the non-executives who are posted at transferred to outstation Marketing/ Liaison Offices. While taking the house on lease in the name of the Company, the amount as indicated below will be borne by the Company and the rest will be recovered from the salary of the employees concerned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>'A-1' Class Cities (₹)</th>
<th>'A-' Class Cities (₹)</th>
<th>'B' Class Cities (₹)</th>
<th>'C' Class Cities (₹)</th>
<th>*House Rent Recovery (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1 to S-5</td>
<td>3340</td>
<td>2835</td>
<td>2020</td>
<td>1705</td>
<td>375/ 390/ 410/ 435/ 470</td>
</tr>
<tr>
<td>S-6 to S-10</td>
<td>4310</td>
<td>3660</td>
<td>2600</td>
<td>2200</td>
<td>505/ 540/ 580/ 620/ 705</td>
</tr>
</tbody>
</table>

Note: Employees may be allotted Company's flat, if available, as per eligibility. In case of executives posted at outstations, in case of non-availability of Company's flats, leased accommodation as per entitlement may be granted.

b) An employee who refuses or surrenders accommodation provided by the Company shall be eligible for HRA, provided he is staying in his own house or a rented house. No leased accommodation shall be provided in such cases.

** Amended Vide Personnel Policy Circular No.5/97, dt.17.2.97.

* Amended vide Personal Policy Circular No. 6/2008dt 4.06.2008


** Amended Vide Personnel Policy Circular No.15/2007(PL/RR/5(5)/792) dated 10.12.07

House Rent And House Rent Allowance Rules 324
NOTE:

i) The ceiling rates for company-leased accommodation will be determined with reference to the grade of the employee and his/her place of posting.

ii) On transfer to a new Headquarters an employee may retain company accommodation/company-leased accommodation or the accommodation taken on rent at the present Headquarters till the end of the school session immediately following the transfer, subject to the condition that the employee does not avail of the company accommodation/company leased accommodation or draw house rent allowance during this period, at the new Headquarters.

# A maximum of one month of overlapping period of lease/Company quarters/HRA in any combination is allowed at both stations during transit period in respect of employees on transfer from one station to another, to enable them to finalise suitable accommodation at the new station and to facilitate smooth transition of the family and personal effects. Based on the request of the employee in the format “Application for grant of overlapping HRA/accommodation” (Annexure) as endorsed by the HoD, the HR Estt. concerned, will examine and process such requests directly for necessary payment through Pay Section. However, such overlapping facility shall not be admissible in cases where the employee retains his family in the previous place of posting on other grounds.

iii) Deputation allowance, if any, being drawn by an executive will neither be taken into account for determining the entitlement for leased accommodation nor will it be taken into account for the purpose of recovery of rent of the leased accommodation allotted to him/her.

a) The above limits are subject to the condition that the accommodation leased is in the name of the Company so that the accommodation can be allotted to other officers in the event of the officer to whom the accommodation is allotted vacates the leased accommodation.

b) The company will reimburse broker’s fees, stamp duty and registration charges, if any, incurred by the employee in respect of leased accommodation only once at his place of duty. If, subsequently, the employee has to vacate the accommodation either at the instance of the landlord or company, reimbursement of brokerage, stamp duty and registration charges, if any, would again be admissible. The brokerage will be payable upto a maximum of two months of ceiling rent as indicated at Para 3.3.

c) The company would pay advance, if required, equivalent to the rent on the basis of ceiling rates upto a maximum of six months, adjustable in not more than 12 equal monthly instalments, the first instalment of the recovery commencing from the rent for the first month of occupation of the house.

d) The executives provided with leased accommodation would be allowed reimbursement of expenses towards repairs and maintenance upto 1/12th of the annual lease rent.

Note:

It has been decided to stop The reimbursement of repair and maintenance (R&M) charges for leased / self leased accommodation / company owned houses provided to employees of RINL at outstations has been stopped w.e.f. 1st June,2009.

Amended vide PP Circular No. 7/98, dated 12.05.98.
Amended vide Circular No.PL/RR/ 4(3)/ 4090000761, dated 16.09.09.
Amended vide HR Policy Circular No.05/2017 Dt.19.04.2017
In respect of other `A' and `B' class cities, the increase from the existing 1/12th to 1/6th of the annual lease rent towards repairs and maintenance charges would be considered depending on the cost of maintenance, etc., with concurrence of Finance and the approval of Director (Personnel). Such cases are to be routed through Policy & Rules Section of Personnel Deptt.

3.4 RETENTION OF LEASED ACCOMMODATION:

a) Company’s employees transferred within the Company or deputed to other organisation(s) may be permitted to retain company-leased accommodation at the previous Headquarters for a maximum period of two months, if they are not provided accommodation by the Unit/Organisation to which they have been transferred/deputed or do not draw house rent allowance from the new unit/organization.

b) Company-leased accommodation, if any, in respect of employees whose services have been terminated, or who are discharged or dismissed may continue upto the period of notice, if any, given to the employees. Where no notice is given to the employees, the company-leased accommodation may continue to be availed upto the notice period required to be given to the landlord as per the lease deed, subject to a maximum of one month. The employees would be required to deposit in advance with the Company first 10% where no notice is given to the employee.

c) Employees retiring on superannuation including voluntary retirement may be allowed to retain company-leased accommodation for a maximum period of two months on payment of rent (as they were paying prior to superannuation) in advance to the company.

d) In respect of employees who die while in service, their families may be permitted to retain company leased accommodation for a maximum period of two months, the rent for which would be payable to the company at the same rate at which the deceased employee was paying at the time of his demise.

e) Employees of other organisation on deputation to the Company, on reversion to their parent organizations, may be permitted to retain Company-leased accommodation for a maximum period of two months, if they have been on deputation for more than one year and for a period of one month if their deputation period is less than one year. This is subject to their agreeing to pay to the Company 10% of pay and deputation allowance which was being drawn by them on deputation towards the house rent, the rest of the rent being borne by the Company.

3.5 HOUSE OWNED BY RELATIONS:

The Company may, for an employee, take on leased accommodation owned by relations of the employee as defined in the Conduct Rules of the Company and allot the same to the employee subject to the following conditions:

i) The property is wholly owned by the relative and the employee has no share in its ownership.

ii) The normal procedure, for lease is followed.

iii) No undue advantage accrues to the relatives.

iv) The rent is fair and reasonable.

v) No brokerage and/or security deposit would be payable.

NOTE*: DELETED

* Deleted vide approvals of CMD dated 25.04.01 and dated 06.08.01.

• Amended vide PP Circular No.05/2005, dated 27.04.2005.
### 3.6 **SELF LEASED ACCOMMODATION**

Employees are allowed to take their own houses on lease in case they have their own houses. Such facility will be extended to all employees, subject to other conditions as prescribed. The conditions inter-alia, include the following:

i) The property is wholly owned by the employee;
ii) The normal procedure for lease is followed;
iii) No undue advantage accrues to the employee;
iv) The rent is fair and reasonable;
v) No brokerage and/or security deposit would be payable;
vi) No accommodation has been offered by the Company; and

vii) **DELETED**

### 4.0 **TENURE:**

Company reserves the right to alter, amend, modify and cancel the above rules.

* * * * *

- Incorporated vide PP Circular No. 5/97, dt. 17.2.97
- Deleted vide Cir No PL/RR/5(5)A/ 4090000761, dated 16.09.09

* * * * *
### ANNEXURE I

**Rashtriya Ispat Nigam Limited**  
**Visakhapatnam Steel Plant**  
**Application for House Rent Allowance**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Name</strong></td>
<td>:</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Employee No.</strong></td>
<td>:</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Designation /Department / Section</strong></td>
<td>:</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Place of posting</strong></td>
<td>:</td>
</tr>
</tbody>
</table>
| **5** | **(in case of transferred employees only)**  
**Date of release at the previous place of posting or vacation of company quarters / leased accommodation, whichever is later.** | : |
| **6** | **Present Address** | : |
| **7** | **Date from which HRA is claimed** | : |
| **8** | **Whether spouse/parents/children employed in RINL-VSP Or any Central/ State Govt. autonomous organization/ PSU**  
If Yes, please furnish Name, Employee No., Designation & Department / details of employer on a separate Sheet. | YES / NO |
| **9** | **Whether spouse/parents/children have been provided Company Accommodation in RINL-VSP. If Yes, please furnish details thereof on a separate Sheet.** | YES / NO |
| **10** | **I hereby declare that**  
a) **I am not sharing Govt. / Company accommodation allotted to another employee;**  
b) **I am not residing in accommodation allotted to my parents/son/daughter by the Central Government, State Government, an autonomous public undertaking or semi-Government organization such as a Municipality, Port Trust, Nationalized Bank, LIC of India, etc.**  
c) **My spouse has not been allotted accommodation by the Central Government, State Government, an autonomous public undertaking or semi-Government organization such as a Municipality, Port Trust etc. at the same station where I am posted.**  
d) **Presently neither I nor my spouse is allotted / sharing any Company quarters /Leased accommodation.**  
e) **Presently neither I nor my spouse is allotted / sharing any Company guest house accommodation without being charged any rent (with subsidy/ concession in rent)**  
f) **Presently neither I nor my spouse is allotted/ sharing any Company hostel accommodation.**  
g) **I undertake to submit updated information immediately, if any of the above details undergo any change.**  
h) **I understand that if at any point of time the particulars furnished by me as above are found to be incorrect, I shall be liable for disciplinary action as well as to repay the claimed amount as directed by the Company.** |   |
| **11** | **Date: ______________**  
**Signature of the Employee__________________________** |   |
| **12** | **Forwarded**  
**Signature of Controlling Officer__________________** |   |
| **12** | **Enclosures: (Please tick as applicable)**  
☐ Hostel / Quarters / Guest House Vacation Report (in Original)  
☐ In case spouse is an employee of CPSE, Centereal Govt. or State Govt. – joint Declaration already submitted / Joint Declaration enclosed now.  
**Note:**  
In case of transfer, the new rate of HRA would be applicable from the next day of release form the previous station or vacation of the company quarters / leased accommodation there, whichever is later. |   |
CERTIFICATE FOR EMPLOYEES WORKING AT OUT-STATION OFFICES

1. Whether the employee has availed leased accommodation facility earlier : Yes / No
2. Date on which the employee vacated the leased accommodation: NA / ___________________
3. In case of employees posted at Kolkata & Hyderabad. The employee did not stay in Guest Houses on concessional rent or for free of charge for the period the HRA is being claimed.

Date:                   Signature & Seal of
                         Guest House In-charge
                         Signature & Seal of
                         Branch Manager

Note: For sanction of HRA, BM or his/her controlling officer needs to certify.

Sanction of House Rent Allowance is approved as per Rules.

Date:                                      Signature & Seal of HoD

FOR USE IN PERSONNEL ESTABLISHMENT SECTION ONLY

1. The particulars given by the employee at Sl.No. (1) to (6) have been verified from the service records and found to be correct.
2. The employee is not staying in Company Quarters/ Company Hostel/ Company Guest Houses on concessional rent/ Company Leased Accommodation for the period the HRA is being claimed.
3. The proposal for sanction of HRA to Mr./Ms. __________________________ w.e.f. __________ has been approved by the HoD concerned.

Date:                                      Signature & Seal of Personnel Executive
Annexure

Rashtriya Ispat Nigam Limited
Visakhapatnam Steel Plant
Visakhapatnam

No. / Date:

Sub: Application for grant of overlapping lease/Company quarters/HRA

Through: HoD

1. Name : 
2. Emp.No. : 
3. Designation & Grade : 
4. Department : 
5. Present place of posting : 
6. Transfer to : 
7. Transfer Order No. & Date : 
8. Date of release from previous place of posting : 
9. Date of joining in the new place on transfer : 
10. Date of shifting of family to new place of posting : 
11. Details of Overlapping lease/Company quarters/HRA applied for (upto a max. one month)

(i) At .......... (previous place of posting) From ........ To ........
(ii) At ........ (new place of posting on transfer) From ........ onwards

Name : 
Designation / Deptt. : 
Emp.No. : 

To: 
Zonal HR I/c concerned

Signature of Zonal HR concerned

To: 
AGM(F&A) – Pay & PF
PAYMENT FOR WORKING IN NIGHT SHIFT

A. NIGHT SHIFT ALLOWANCE TO NON-EXECUTIVES

1. Non-executive employees who work between 2200 hrs and 0630 hrs shall be paid Night Shift Allowance as under

<table>
<thead>
<tr>
<th>Grade</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-executives (Regular)</td>
<td>90/-</td>
</tr>
<tr>
<td>Non-executive (Trainees)</td>
<td>45/-</td>
</tr>
</tbody>
</table>

2. Casual Khalasis who are required to work in 'C' shift i.e. 2200 hrs to 0630 hrs are eligible to be paid Night Shift Allowance @ Rs.5/- per day of attendance in 'C' shift w.e.f. 12.4.1991.

The claims of Night Shift Allowance shall be reflected in the monthly attendance report of the employees to enable the finance to include in the monthly salary bill.

3. Night Shift allowance being paid to executives of RINL stands withdrawn with effect from 1st April, 2013.

B. INCIDENTAL EXPENSES TO EXECUTIVES

1. Executives (JO/JSOs, Management Trainees and Executives upto E-7 grade) who work between 2200 hrs and 0630 hrs shall be reimbursed incidental expenses as are incurred for working in Night Shift.

2. Amount of reimbursement shall be @ ₹100/- per night shift and would be paid on quarterly certification basis.

❖ As per the Memorandum of Settlement dated 10.4.1990.
● Introduced vide Personnel Policy Circular No.4/91 dated 16.4.91.
** Amended vide Office Order No. PL/WR/4100000989, dated 15.01.2010.
❖❖ Introduced vide Personnel Policy Circular no.09/2013 dated 26.12.2013 w.e.f.01.04.2013
SPLIT DUTY ALLOWANCE

1. Non-executive employees covered under the Memorandum of Settlement dated 27.9.2001 and working in Medical Department will be paid Split Duty Allowance, if they perform duties in split shifts, i.e. from 8.00 AM to 12.30 PM and from 3.30 PM to 7.00 PM at the following rates:

   a) To employees who have not been allotted Company's accommodation of split duty Rs. 30/- per full day

   b) To employees allotted Company's accommodation of split duty Rs. 10/- per full day

The Spilt Duty Allowance would be effective from 01.09.2001 and will be paid only if both the spells of the shift are performed.

2. Doctors and JOs/JSOs/AEs/JMs working in Medical Department and who perform split duties, will be paid Split Duty Allowance @ Rs.50/- per day of split duty if they perform duties in split shifts i.e. from 8.00 AM to 12.30 PM and from 3.30 PM to 7.00 PM. The Split Duty Allowance would be effective from 01.04.2002 and will be paid only if both the spells of the shift are performed.

NOTE: Any inclusion/exclusion i.r.o employees other than Doctors and Non-executive employees in Medical Department for drawal of Split Duty Allowance will be communicated by Personnel Department.

* * * * *

Introduced vide PP Circular No.7/95, dated 3.10.95.
ENTERTAINMENT ALLOWANCE

* The policies / rules/ schemes pertaining to ‘Entertainment Allowance’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs.

These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

1. It has been decided to reimburse the entertainment expenses for treating official guests as per the following rates effective from 1st June 2007.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>AMOUNT (Rs./ Month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-0</td>
<td>225/-</td>
</tr>
<tr>
<td>E-0 to E-3</td>
<td>325/-</td>
</tr>
<tr>
<td>E-4 to E-5</td>
<td>525/-</td>
</tr>
<tr>
<td>E-6</td>
<td>650/-</td>
</tr>
<tr>
<td>E-7</td>
<td>800/-</td>
</tr>
<tr>
<td>E-8</td>
<td>1150/-</td>
</tr>
<tr>
<td>E-9</td>
<td>1500/-</td>
</tr>
</tbody>
</table>

2. The above amount will be paid as reimbursement to executives based on a certificate as per the prescribed format given in Annexure-I to the effect that the expenditure is incurred on official entertainment.

* Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010

Approved by Board of Directors of RINL in their 102\textsuperscript{nd} meeting held on 24.02.97 & Introduced vide PP Circular No.9/97, dtd. 7.4.97. Rates are revised vide IOM No.PL/RR/5(9)/620 dated 14.08.07.
RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT

CLAIM FOR REIMBURSEMENT OF ENTERTAINMENT EXPENSES

PART-A

CERTIFICATE FOR REIMBURSEMENT OF ENTERTAINMENT EXPENSES

This is to certify that the expenditure incurred by me towards entertainment for treating official guests during the period from __________ to __________ was not less than Rs.________/- (Rupees __________ only). This expenditure is wholly, exclusively and necessarily incurred in connection with the discharging of official duties.

PART-B

I also hereby undertake to incur expenditure on the above, in connection with the discharging of official duties, to an extent not less than my entitlement per month during the period from __________ to __________. Therefore, entertainment expenses may be reimbursed to me as per my entitlement every month through salary, for the said period.

I also undertake that in case the expenditure for the above purpose falls short of the amount drawn by me in any month, I shall inform the Pay Section of Finance & Accounts Department immediately for necessary recovery from my salary.

Signature of the employee:

Name : 
Emp.No. : 

Place: 
Design. : 

Date: 
Deptt. : 
Max No. : 

Entertainment Allowance
REIMBURSEMENT OF EXPENDITURE TOWARDS MEMBERSHIP FEE FOR PROFESSIONAL BODIES/ASSOCIATIONS AND FOR SUBSCRIBING TO PERIODICALS/JOURNALS/MAGAZINES

* The policies / rules/ schemes pertaining to ‘Reimbursement Of Expenditure Towards Membership Fee For Professional Bodies/Associations And For Subscribing To Periodicals/Journals/Magazines’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs.

These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

1. It has been decided to reimburse to the Executives and Junior Officers the expenditure towards membership fee for professional bodies/associations/ and cost of subscribing to periodicals/journals/magazines on the following scale, with effect from 1st June 1995.

   (a) Executives in the grade of E-1 and above Rs. 250/- per month

   (b) Jr. Officers and those in E-0 grade Rs. 150/- per month

2. The claim for reimbursement shall be submitted once in every year during the first half of April, in the prescribed format.

* * * * * *

* Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010

* Approved by Board of Directors of RINL in the 88th meeting held on 24.07.95. & Introduced vide Circular No.5/95 dated 13.09.95.
Claim for Reimbursement of Expenditure towards membership fee for Professional Bodies/Associations and for subscribing to Periodicals/Journals/Magazines

(to be submitted once in a year by 15th April to Pay Section)

PART-A

CERTIFICATE FOR REIMBURSEMENT OF EXPENDITURE TOWARDS ABOVE

This is to certify that the expenditure incurred by me towards membership fee for Professional Bodies/Associations and the subscribing to periodicals/Journals/Magazines during the period from __________ to __________ was not less than Rs._______ (Rupees_____________________________). This expenditure is wholly, exclusively and necessarily incurred in connection with the discharging official duties.

PART-B

I also hereby undertake to incur the above expenditure for discharging official duties to an extent not less than Rs.250/Rs.150 per month during the period from __________ to _______

I also undertake that in case the expenditure for the above purpose falls short of the amount drawn by me in any month, I shall inform the Pay Section of Finance & Accounts Deptt. immediately for necessary recovery from my salary.

Signature : 
Name : 
Emp. No. : 
Design. : 
Place : ____________________
Date : 
Max No. :

To:
The Manager(F&A)- Pay & PF
RINL/Visakhapatnam Steel Plant
Visakhapatnam
It has been decided to enhance the payment of Mining Allowance in respect of all regular employees of RINL/VSP working in Mines locations (i.e. Madharam (MDM), Jaggayyapeta (JLM), Garbham (GMM) and Sarepalli (SSM)) as given under:

<table>
<thead>
<tr>
<th>Category</th>
<th>Existing (in ₹)</th>
<th>Amended (in ₹ Per Month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non–executives</td>
<td>5/- per day of actual attendance, or a maximum of</td>
<td>600/-</td>
</tr>
<tr>
<td></td>
<td>130/- p.m.</td>
<td></td>
</tr>
<tr>
<td>JO/JSO's E-0 to E-4</td>
<td></td>
<td>800/-</td>
</tr>
<tr>
<td>E-5 &amp; Above</td>
<td></td>
<td>1000/-</td>
</tr>
</tbody>
</table>

2. The above amendment comes into force with effect from 1st April, 2008

*****

ENERGY ALLOWANCE ♦

1. All Non-executive employees in regular scale of pay shall be paid Energy Allowance at the rate of ₹ 300/- per month.

* * * * *

## ADVANCES

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>29  House Building Advance Rules</td>
<td>340</td>
</tr>
<tr>
<td>30 A. Grant of Advance for Purchase of Motor Vehicle</td>
<td>386</td>
</tr>
<tr>
<td>B. Grant of Interest Subsidy on Motor Vehicle Loans (Car/Jeep)</td>
<td>398</td>
</tr>
<tr>
<td>31  Grant of Advance for the Purchase of Bicycle</td>
<td>405</td>
</tr>
<tr>
<td>32  Grant of Advance for Medical Attendance &amp; Treatment</td>
<td>410</td>
</tr>
<tr>
<td>33  Festival Advance</td>
<td>416</td>
</tr>
</tbody>
</table>
HOUSE BUILDING ADVANCE RULES

1.0 OBJECTIVE

2.0 POLICY

3.0 SCOPE

4.0 ADVANCES, INTEREST, INSURANCE AND REPAYMENT

5.0 CONDITIONS

6.0 HOUSE RENT ALLOWANCE

7.0 PROCEDURE

8.0 INTERPRETATION

9.0 TENURE

ANNEXURE A: PROMISSORY NOTE

ANNEXURE B: LETTER OF UNDERTAKING - GRANT OF HOUSING LOAN

ANNEXURE C: MEMORANDUM OF DEPOSIT OF TITLE DEEDS

ANNEXURE D: IRREVOCABLE POWER OF ATTORNEY

ANNEXURE E: LETTER OF UNDERTAKING - GRANT OF HOUSING LOAN

ANNEXURE F: AGREEMENT

ANNEXURE G: LETTER OF UNDERTAKING - GRANT OF HOUSING LOAN

ANNEXURE H: APPLICATION FOR GRANT OF ADVANCE UNDER THE HOUSE BUILDING ADVANCE RULES

ANNEXURE I: SANCTION ORDER

ANNEXURE J: FORM OF MORTGAGE DEED FOR HOUSE BUILDING ADVANCE

ANNEXURE K: LETTER OF UNDERTAKING - GRANT OF HOUSING LOAN

SCHEME OF INTEREST SUBSIDY ON HOUSE BUILDING LOANS

ANNEXURE I: APPLICATION FOR GRANT OF INTEREST SUBSIDY ON HOUSE BUILDING LOAN

* The policies / rules/ schemes pertaining to ‘House Loan Interest Subsidy’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs. These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

* Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010
HOUSE BUILDING ADVANCE RULES

1.0 OBJECTIVE:
To establish policy and rules relating to grant of House Building Advance to employees of the Company.

2.0 POLICY:
To grant House Building Advance as a purely welfare measure. This will not confer any right of benefit on the employee nor impose any obligation of liability on the Company.

3.0 SCOPE:
These rules will be implemented, subject to availability of funds in the annual operation budget of the Company.

3.1 These rules shall cover:

a. Executives: Permanent employees (but shall not apply to trainees, probationers on first appointment and those appointed on contract for specific periods).

b. Non-Executives: Permanent employees having minimum 7 years of continuous service.

These rules shall not apply to casual, part-time, those on contract for 5 years or less, those on daily wages, trainees, work-charged and probationers.

3.2 Deputationists in the Company’s service or Company employees on deputation outside, shall be governed by the terms and conditions of such deputation.

4.0 ADVANCES, INTEREST, INSURANCE AND REPAYMENT:

4.1 ADVANCES:
1. The maximum limit on House Building Advance is mentioned below, subject to availability of funds.
   
i. Sixty (60) months Basic pay plus Dearness Allowance at the time of application; OR
   
ii. 80% of the total value of purchase/acquisition of land and house to be constructed OR 80% of purchase price of ready built house; OR
   
iii. ₹ Twenty (20) lakhs for executives** and ₹ Fifteen (15) lakhs for non-executives*; whichever is less

2. The maximum limit of advance admissible for enlarging living accommodation of existing house is as follows:
   
i. Sixty(60) months Basic pay plus Dearness allowance of the employee at the time of application; OR
   
ii. 80% of the cost of enlargement; OR
   
iii. ₹ Four (4) lakhs for executives and ₹ Five (5) lakhs for non-executives*; whichever is less.

△ Approved by Board of Directors of RINL in their First Meeting held on 8.4.82.
■ Incorporated vide Circular No.15/86 dated 23.5.86.
* Amended vide Office Order No. PL/WR/4100000989, dated 15.05.2010
** Amended vide Personnel Policy Circular 9/10, dated 30.7.2010, w.e.f. 24.06.2010

-----------------------------------------------
House Building Advance Rules 341
4.2  INTEREST:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Rate of Interest (p.a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to Rs. 1 lakh</td>
<td>4%</td>
</tr>
<tr>
<td>More than Rs. 1 lakh &amp; up to Rs. 8 lakhs</td>
<td>6%</td>
</tr>
<tr>
<td>Above Rs. 8 lakhs</td>
<td>9.5%*</td>
</tr>
</tbody>
</table>

NOTE:
1. The rate of interest for employees who have availed of HBA at higher rates would stand modified as per the above rates. However, the revised rate in such cases will be applicable on the outstanding principal amount as on the date of implementation of the amendment to these rules.

4.3  INSURANCE:

Immediately on completion of the building or purchase of the land and house, as the case may be, the employee shall insure the house at his/her own cost, with the Insurance Corporation, for the actual cost of such property, and shall keep the property insured against damage as to fire, flood, riot, lightning and earthquake, till the amount of the advance together with interest is fully repaid to the Company. The insurance policy shall be assigned in favor of the Company and deposited with the Company until the amount with interest is repaid in full. The premium must be paid regularly and receipt produced for inspection by the competent authority.

4.4  REPAYMENT:

4.4.1 The advance granted under these rules, together with interest thereon, shall be repaid in full by equal monthly installments within a period not exceeding 20 years. Firstly, the recovery of the advance shall be made in not more than 180 monthly installments, and then interest shall be recovered in not more than 60 monthly installments.

4.4.2 The amount to be recovered shall be fixed in whole rupees, except in the case of the last installment when the remaining balance, including any fraction of a rupee, shall be recovered.

4.4.3 Recovery of the advance granted for construction of a new house on land acquired other than through Government agencies shall commence from the pay for the month following the completion of the house, or the pay of the 18th month after the date on which the first installment of the advance is paid to the employee, whichever is earlier. In the case of an advance taken for purchasing a ready built house from other than through Government agencies, recovery shall commence from the pay of the month following that in which the advance is drawn.

4.4.4 It will be open to the employee to repay the amount in a shorter period. In any case, the entire advance must be repaid in full (with interest thereon) before the date on which the employee is due to retire or separate from service.

4.4.5 In case the employee does not repay the balance of the advance due on or before the date of his/her 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 such manner as may be permissible under the law.

Amended vide PP Circular No.9/2010 dated 30.7.2010, w.e.f. 24.06.2010
* Amended vide Office Order No.PL/RR/6(01)/4100001050, dated 30.7.10 and No.PL/WW/4100000989, dated 15.05.2010 for executives and non-executives respectively
4.4.6 Recovery of the advance shall be affected through the monthly pay/leave salary/subsistence allowance bills of the employee.

4.4.7 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 shall become payable to the Company forthwith. The Board of Directors, may however, in deserving cases, permit the employee concerned, or his/her successors in interest as the case may be, 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 in suitable installments.

Failure on the part of the employee 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.

4.4.8 The title deeds deposited to the Company as a security for the money advanced shall be reconveyed to the employee concerned at his/her cost (or his/her successor in interest, as the case may be) after the advance together with interest thereon has been paid in full.

4.4.9 Notwithstanding the benefit of repayment of the advance by installments as above, in the event of any default or breach of these rules or the mortgaged security, it shall be open to the Company to enforce the security at any time thereafter and recover the balance advance outstanding including interest, costs and other charges, or proceed against the employee in such other manner as the Company may deem fit and the entire amount shall in such a case become immediately due and payable to the Company.

5.0 CONDITIONS :

5.1 The grant of advance under these rules shall be for the following purposes:
   i. Acquisition or purchase of land (free hold or long term lease) and construction of house thereon in areas beyond limits of Municipal Corporation or Municipalities.

   ii. Construction of house on such land already owned or purchased or acquired on long term lease by the employee in his name or jointly in the names of the employee and his spouse.

   iii. For enlarging living accommodation of existing house.

   iv. Purchase of a newly built house or flat on ownership basis.

   v. Purchase of flat or house under Self Financing Scheme or any other housing scheme of Government, Central or State, Municipalities, Local Bodies and Co-operative Housing Societies.

5.2 i. The advance shall be admissible for construction/acquisition of houses/flats at the place of duty or work of the employee or anywhere in India where the employee wishes to settle down on superannuation.

NOTE :
The plot of land should be a developed one on which construction could be started immediately.

5.3 In cases where both husband and wife are employees of the Company, the advance shall be admissible only to one of them.

Amended Vide Personnel Policy Circular No.29/90 dated 17.12.90.
5.4 No employee shall be eligible for the advance if:

a. He is to superannuate within 24 months.

b. He is on deputation from the Central or State Government.

c. The employee already owns a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.

**NOTE**: House Building Advance may be granted to those employees who have a fragmented holding in ancestral property, the total value of which is small. A fragmented holding in ancestral property can be defined as 107 sq.yds of holding. In case of Displaced Persons, 107 sq.yds. given by State Govt. in lieu of their ancestral property will be deemed to be a fragmented holding in their ancestral property. In all other cases, the criteria of defining fragmented holding will be 107 sq.yds. of house and the holding should be ancestral in nature. ED(P&IR)/D(P) in his discretion may allow House Building Advance in such cases depending on the merits of each case where he feels that the applicant having small holding in his ancestral property should not be deprived of the facility of House Building Advance.

d. The spouse or minor child already owns a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.

e. No employee shall be eligible for the advance if the purchase of the land/house is made from any of the relatives given below:

A. Members of Hindu undivided family;

B. Husband or Wife;

C. Any other relative as per the following list:

1. Father
2. Mother (including step-mother)
3. Son (including step-son)
4. Son’s wife
5. Daughter (including step-daughter)
6. Father’s father
7. Father’s mother
8. Mother’s mother
9. Mother’s father
10. Son’s son
11. Son’s son’s wife
12. Son’s daughter
13. Son’s daughter’s husband
14. Daughter’s husband

- Amended vide Circular No.PER/RR/06/1/2 dated 8.5.1986.
15. Daughter’s son
16. Daughter’s son’s wife
17. Daughter’s daughter
18. Daughter’s daughter’s husband
19. Brothers (Including Step Brothers)
20. Brother’s wife
21. Sister (including step-sister)
22. Sister’s husband
23. Husband’s father
24. Husband’s mother
25. Wife’s father’s father
26. Wife’s father’s mother
27. Husband’s father’s father
28. Husband’s father’s mother
29. Wife’s father
30. Wife’s mother
31. Husband’s mother’s father
32. Husband’s mother’s mother
33. Wife’s mother’s father
34. Wife’s mother’s mother
35. Husband’s brother
36. Husband’s sister
37. Wife’s brother
38. Wife's sister

5.5. Only one loan shall be granted to acquire land and construct or purchase a house in the service career of the employee.

5.6 The construction of the house shall be carried out exactly 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 should not be departed from without the prior approval of the competent authority. The employee shall certify, when applying for the installments of the advance admissible at the plinth/roof level that construction is being carried out strictly in accordance with the plan and estimates furnished by him/her and that the construction has actually reached plinth/roof level, and that the amount already drawn has actually been used on the construction of the house. The Company, if necessary, may arrange to have an inspection carried out to verify the correctness of the certificates given, at the cost of the employee. Construction of the house should be completed within 18 months of the date on which the first installment of the advance is paid to the employee and in the case of land to be acquired from Government agencies, within 18 months from the date on which land has been handed over by the Government agencies. Failure to do so will render the employee liable to refund the entire amount advanced to him/her (together with interest thereon) in one lump-sum. An extension of the time limit may be allowed upto 6 months by the competent authority and for a longer period by the Chairman - cum - Managing Director in cases where the work is delayed due to circumstances beyond the control of the employee.
5.7 The date of completion of construction must be reported to the competent authority without delay.

5.8 The house must be maintained in good repair by the employee at his/her own cost. He/she shall also keep it free from all encumbrances and 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 competent authority.

5.9 After the completion of the house, annual inspections may be carried out by any authorised officer to ensure that it is maintained in good repair until the advance has been repaid in full. The employee concerned shall afford necessary facility for these inspections by the officer(s) designated for the purpose.

5.10 The company may, from time to time, formulate procedures for making the application for loan under this Scheme, for declaration, statements and undertakings to be furnished for execution of the mortgage, for disbursement of advance and other purposes. The employee shall be bound to adhere to the said procedures as applicable and any deviation there from will not be permitted except by previous consent of the Company. In all cases, before disbursement of the loan, an employee shall be bound to comply with all legal formalities and to make out an indisputable and marketable title to the property free from all encumbrances. If the Company or its legal advisers reject such title, the Company shall not be bound to advance or to make disbursement of any sum. The grant of the advance shall be at the sole discretion of the Company.

5.11 An employee availing himself/herself of this Scheme and not complying with any or all the provisions of the Scheme or furnishing wrong or false information or certificate or misusing the facility in any form will be guilty of misconduct and render himself/herself liable to disciplinary action, involving major penalties, apart from incurring the liability to refund the entire amount of the loan outstanding and interest thereon.

5.12* The recovery of HBA granted for acquisition of flats under the various housing schemes offered by the Government agencies, shall commence after 36 months from the date on which the house/flat is allotted to the employee by the Government agency or from the month following the one when the flat/house is handed over to the employee, whichever is earlier. This however, will be subject to the condition that the employee has adequate service left to enable him to repay the entire loan with interest before the date of his superannuation, as provided in clause 4.1 Note(2) and (3) of the House Building Advance Rules.

6.0 HOUSE RENT ALLOWANCE:

An employee who takes an advance under these rules for construction of house shall be eligible for house rent allowance as per the House Rent Allowance rules.

7.0 PROCEDURE:

7.1 An employee will apply for the advance in the prescribed form and shall submit the same with documentary evidence in support of the statements or declarations made therein (Annexure-II).

7.2 The application for the purchase of land or construction of house or purchase of newly built house/flat should be accompanied by necessary agreement for the purchase of the land or the flat and non-encumbrance certificates.

7.3 The disbursement of the advance sanctioned by the competent authority shall be made as follows:

7.3.1 Purchase of land and construction of house:

For purchase of land:

a. If the land is to be acquired by the employee, he/she shall obtain the title deed from the seller and submit the same to the competent authority or the officer nominated by him in order to enable him to ascertain that the title deed is free from all encumbrances and is marketable.

b. If the title is clear and free from all encumbrances, the advance may be sanctioned on production of the agreement for purchase of land with the seller.

c. The advance of money shall be against promissory note in the format prescribed in Annexure 'A' and on the undertaking (Annexure'K') of the employee to deposit the title deeds of the land as and when the same are made available to him/her, payment not exceeding 20% of the total sanctioned advance will be made.

d. The employee shall deposit the title deeds with the Company as and when the same are conveyed to him/her.

e. The employee shall thereafter execute a memorandum of deposit of title deeds as specified in Annexure-'C'.

f. The employee shall thereafter execute an irrevocable power of attorney in the format prescribed in Annexure 'D'.

**For construction of house:**

a. On mortgaging the land purchased along with the house to be built thereon by the employee and on his/her indicating a schedule of construction of the house, a further amount not exceeding 20% of the advance will be sanctioned.

A further advance not exceeding 30% of the advance will be sanctioned when the house reaches plinth level. The remaining 30% of the advance shall be sanctioned when the house reaches roof level. The employee shall ensure that the construction of the house is carried on according to schedule and is completed in all respects within 18 months of the drawal of the first installment of his/her advance.

b. Each advance to the employee shall be against a promissory note in the format prescribed in Annexure 'A', and on his/her undertaking to mortgage the said house in favor of the Company as and when the same is constructed.

c. The employee shall deposit the title deeds as and when the house is constructed and shall further execute an undertaking in the format prescribed in Annexure 'B'.

d. The employee shall thereupon execute the memorandum of deposit of title deeds, as prescribed in Annexure - 'C'.

e Thereafter, the employee shall execute an irrevocable power of attorney in favour of the Company and the authorised officer of the Company in the format prescribed in Annexure - 'D'.

7.3.2. **Construction of house on land already purchased/owned by the employee :**

a. The employee shall submit to the competent authority, the title deed of land or plot and an estimate of its value for an investigation into his/her title. If the title is clear and the advance is sanctioned, an amount not exceeding 30% of the sanctioned advance will be paid after the employee mortgages the land purchased/owned by him/her in favor of the Company.

b. 40% of the advance sanctioned will be paid when the house reaches the plinth area against the execution of promissory note in the format prescribed in Annexure-'A' and a simultaneous undertaking (Annexure ‘K’) by the employee to mortgage the house as and when it is completed in favour of the company as a security for the money advanced.
c. The remaining 30% of the sanctioned advance will be paid when the house has reached roof level.

d. Thereafter, the employee will be required to deposit the title deeds of the house.

e. Subsequent to the deposit of the title deeds, the employee shall execute a memorandum of deposit of title deeds in the format prescribed at Annexure - 'C'.

f. The employee will also be required to furnish an undertaking in the format prescribed in the Annexure - 'B'.

g. The employee shall lastly execute in favour of Rashtriya Ispat Nigam Limited and the authorised officer of the Company, a power of attorney in form prescribed in Annexure - 'D'.

NOTE:

Deposit of title deeds as regards the land already owned or purchased by the employee and advance of money against such deposit of title deeds:- In case the title deeds with respect to the money advanced are not enough to secure such loan, the loan should be secured through a promissory note in the format at Annexure 'A'. Subsequent advances ought to be secured by a fresh promissory note and when such advances are made unless the value of the land in respect of which the title deeds have already been deposited is sufficient to secure the advance to the employee.

7.3.3 Purchase of ready-built house:

a. When the advance is required for the purchase of a ready-built house, the employee shall submit the title deeds to the competent authority or the officer nominated by him who will arrange for verification of the seller’s title and ascertain whether it is marketable and free from all claims, charges and encumbrances.

b. The amount of the advance sanctioned shall be paid to the employee in one lumpsum on his/her executing a promissory note for the amount advanced in the format prescribed in Annexure 'A' and on his/her giving a simultaneous undertaking (Annexure 'K') to mortgage the property in favour of the Company as and when the title deeds of the same are made available to him/her.

c. The employee shall deposit the title deeds as and when the same are made available to him/her.

d. The employee shall thereafter execute the memorandum of deposit of title deeds in the format prescribed in Annexure - 'C'.

e. Subsequent thereto, the employee shall give an undertaking in the format prescribed in Annexure - 'B'.

f. The employee shall thereafter execute an irrevocable power of attorney in favour of Rashtriya Ispat Nigam Limited and the authorised Officer of the Company in the format prescribed in Annexure - 'D'.

7.3.4 Purchase of Flat under Self-Financing Housing Scheme or from Housing Co-operative Societies:

a. The total loan to be given by the Company shall be restricted to the advance admissible under these rules. The rate of interest, recoveries and all other matters will be governed by the provisions of these rules.

b. After the application of the employee is accepted by the concerned Housing Scheme, he/she will be allowed to draw, as and when required, the amounts which are to be deposited with the concerned authority of the said Housing Scheme. Each advance allowed to the employee shall be against execution of a promissory note in the format prescribed in Annexure ‘A’. The advance will be subject to overall ceiling of the quantum to which the employee is eligible under these rules.
c. The employee shall thereupon execute a letter of undertaking in the format prescribed in Annexure ‘E’.

d. In the event of the employee’s request for allotment not being accepted by the relevant Housing Scheme, the amount of initial deposit refunded by the said Housing Scheme shall be paid back to the Company by the employee immediately in one lumpsum.

e. In case the relevant Housing Scheme takes any part or the whole of the amount deposited with them from the employee for not complying with any of their requirements or for any other reasons, the same will be on the individual employee’s account and the Company will not undertake any liability in this regard.

f. When the house or flat with respect to which the advances have been effected, has been allotted to the said employee, he/she shall forthwith deposit the title deeds with respect to the same to the Company.

g. Subsequent to the deposit of the title deeds, the employee shall execute a memorandum of deposit of title deeds in the format prescribed in Annexure - ‘C’.

h. Subsequent thereto, the employee shall execute an irrevocable power of attorney in the format prescribed in Annexure - ‘B’.

7.3.5 In the case of purchase of house/flat from a Co-operative Housing Society, where the property vests in the Co-operative Housing Society and no individual member can mortgage his/her flat, employees may be permitted to purchase flats through such Housing Co-operative Societies and such cases may be regulated in the following manner:

a. The agreement for the purchase of the flat may be obtained from the builders/promoters in the joint names of the employee and Rashtriya Ispat Nigam Limited as purchaser. This will ensure that the employee concerned cannot dispose of the flat to anyone without the knowledge and consent of Rashtriya Ispat Nigam Limited. The format of the agreement will be as at Annexure 'F'.

b. After the Co-operative Housing Society is formed and the property is transferred to the Society, the employee who has been granted House Building Advance would be required to deposit the share certificate with the Company. Membership of the Co-operative Housing society as well as the issue of shares of the said Society will be in the joint names of the Company and the employee concerned.

c. The employee would be required to give an undertaking (Annexure 'G') that he/she will not sell or mortgage the flat without the prior consent and approval of Rashtriya Ispat Nigam Limited.

d. The undertaking at (c) above will be registered with the Co-operative Housing Society.

e. The property will remain in the joint names of the employee and Company (RINL) till the House Building Advance in full with interest thereon is repaid to the Company.

f. After the amount of House Building Advance in full with interest thereon is repaid to the company, the property will be transferred in the sole name of the employee and if there is a cost on this transfer the same would be borne by the employee.

g. The grant of House Building Advance in such cases would be further subject to the other provisions of the House Building Advance Rules.

7.4 Mortgage by deposit of title deeds can be affected only at such places as specified by Central/State Governments from time to time. In areas where mortgage by deposit of title deeds is not permissible, the advance will be secured by an English Mortgage as per format at Annexure 'J'.

7.5 Second Mortgage on the property:

7.5.1 If an employee desires to avail of a further loan (in addition to the HBA) from any financial institution, he/she may be allowed to create a second charge on the property subject to the following conditions:

a. Loan to be obtained should be from recognised financial institutions like Banks, Government Financial Corporations, Co-operative Housing Finance Institutions, Public Companies formed and registered in India with the specific purpose of financing housing like Housing Development Finance Corporation Limited.

b. The total HBA taken plus the amount of loan now raised should not exceed the prescribed *cost ceiling.

c. Second charge can be created in respect of loan for meeting the balance cost of the house/flat.

d. Second charge can also be created for enlargement of living accommodation in the house constructed/acquired with HBA, if two years have elapsed after completion of the house construction with HBA.

e. Prior permission from Personnel-Welfare should be obtained.

*Cost ceiling - Cost of the house excluding cost of land) should not exceed 134 times of the Basic Pay + DA + NPA + Stagnation increment of the employee.

8.0 INTERPRETATION:

In the event of any doubt or dispute with regard to any or all the provisions of the Rules, the interpretation of the competent authority or any other officer nominated by him shall be final and binding. The Board of Directors may relax any/all provisions of the Scheme in deserving cases.

9.0 TENURE:

These Rules shall come into force with immediate effect.

9.1 The Company reserves the right to amend or add from time to time and in such manner as it may be deemed fit, any rules and/or procedures framed in this connection. The Company reserves the right to withdraw or suspend the Scheme partially or wholly without notice, if, financial reasons and/or any other exigencies so require.
ANNEXURE A

PROMISSORY NOTE

On demand, I/We ___________________________________ promise to pay Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant (complete description and address) on Order the sum of Rs.__________________(Rupees________________ __________________________________only) with interest @_______ % for value received.

(Requisite revenue Stamps to be crossed by signatures)

Address of the Executant
LETTER OF UNDERTAKING

To

M/s. Rashtriya Ispat Nigam Ltd.
Visakhapatnam Steel Plant

Dear Sirs,

Sub : Grant of Housing Loan

Further to the Memorandum of Deposit of Title Deeds in respect of my property as a security for due repayment by me of the amounts advanced / to be advanced, I also hereby agree and undertake that I shall as and when required by you, execute the documents creating a legal mortgage or any other type in respect of my said property including the building thereon when constructed and/or such other document/documents, as may be desired by you for fully securing to you the due repayment of all amounts advanced with interest and other charges payable by me to you.

Yours faithfully,

(Signature):

Place : 
Name :
Date : Address:
MEMORANDUM OF DEPOSIT OF TITLE DEEDS

By this Memo of Deposit, I ________________________________ son/daughter/wife of ________________________________ hereby confirm and acknowledge having already deposited with you the title deeds pertaining to my property known as ________________________________ and detailed in the Schedule hereunder written as a security for the amounts advanced and that may be advanced under the Housing Scheme Loan of ________________________________.

I also confirm having already agreed that all my rights, title and interest in the said property including the construction raised thereon shall not be further mortgaged except in your favour, or further alienated or in any manner dealt with by me till such time the amount of debt owing by me to you has been duly repaid and the said property shall continue to be a security till the entire debt and the interest thereon is liquidated.

(Signature):

Place: ________________________________ Name: ________________________________
Date: ________________________________ Address: ________________________________

“THE SCHEDULE”
Details of the property

(Signature):
ANNEXURE -D

IRREVOCABLE POWER OF ATTORNEY

Be it known to all by this Power of Attorney,____________________________ that I, ______________________________ aged____________________ years, son/daughter/wife of ______________________________ residing at____________________ do hereby nominate, constitute and appoint THE_______________________________ and THE _________________________ Rashtriya Ispat Nigam Ltd., Visakhapatnam Steel Plant (A Government of India Enterprise) and having its Registered Office at Project Office Complex, Visakhapatnam - 530031, to do all or any of the following acts, deeds or things jointly or severally as my attorney or attorneys:

1. To make and execute a mortgage of the premises described in schedule ‘A’ to these presents in favour of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, on such terms and conditions and incorporating therein such powers and provisions as the said attorney(s) may deem fit and reasonable.

2. To do all such acts, deeds and things whatsoever which may be deemed necessary or expedient by my attorney(s) for completing & registering the mortgage of the said premises.

3. To insure the premises described in Schedule ‘A’ in my name and on my behalf against damage by flood, fire, riot, lightning and earthquake and to assign the insured policy in favour of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant till such time as the amount advanced with interest by Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant is repaid in full.

4. This power of attorney will not be revoked by me as long as the loan advance agreement dated__________entered into between me and Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, is in force and as long as the money advanced by the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, alongwith interest remain outstanding.

5. ALL I HEREBY ratify and agree to ratify and confirm all and whatsoever acts, deeds, and things, the said attorney or attorneys shall lawfully do or cause to be done pursuant to the powers hereby granted.

IN WITNESS WHEREOF this power of attorney has been executed at__________ of this__________ day of ____________20___ by me.

Place : (Signature):  Name :
Date :  

SCHEDULE ‘A’
Description of the Property

(Signature):
LETTER OF UNDERTAKING

M/s. Rashtriya Ispat Nigam Limited
Visakhapatnam Steel Plant

Dear Sirs,

Sub: Grant of Housing Loan

In consideration of the monies advanced to me on my application dated _____________ in order to enable me to apply for purchase of a flat under ____________________ Scheme and in consideration of further advances to be granted to me by you for the said purpose, I undertake as follows:

1. On getting possession of the house with respect to which advances have been made, I undertake to forthwith apply to the concerned authority for grant of permission to mortgage the premises to you as a security for the loan advanced by you.

2. I further undertake to pursue and follow up the said application to the best of my ability.

3. To adopt such form and procedure as may be directed by you in order to procure the said permission.

4. I undertake that I shall as and when required by you, execute the documents creating legal mortgage or any other type in respect of my said property, or such other documents as may be desired by you for fully securing for you the due repayment of all amounts advanced with interest and other charges payable by me to you.

Yours faithfully,

(Signature)

Place: ____________________________
Date: ____________________________
Name: ___________________________
Address: _________________________
ARTICLES OF AGREEMENT MADE AT __________________________ this day of __________________________ the day of __________________________ this day of __________________________ of __________________________ 20__ between ____________________ aged _____________ years hereinafter referred to as 'the Employee' (which expression shall unless repugnant to the context or meaning thereof include his/her heirs, executors, administrators and assigns) of the one part and Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, a Company registered under the Company's Act of 1956 and having its registered office at Visakhapatnam hereinafter referred to as 'the Company' (which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the other part.

WHEREAS

1. The Employee is at present employed with the Company as __________________________ at ________________________________  ________________________________ .

2. The Employee is desirous of purchasing on ownership basis a residential flat, being flat No. __________________________ on the ______________ floor _________ of ________ of the building now under construction on land bearing Survey No. __________________________ at __________________________ (hereinafter referred to as 'the Said Flat').

3. The said building of which the Said Flat is to form part is being constructed by ________ __________________________ (hereinafter referred to as 'the Builders').

4. The total price payable to the Builders for the said flat is Rs. ______________.

5. The Employee has requested the Company to advance to him/her the sum of Rs. ________ to enable him/her to pay in part the purchase price for the said flat to the builders.

6. The Employee has undertaken to the Company that the balance purchase price for the Said Flat shall be raised by him/her from out of his/her independent resources.

7. The Company has agreed at the request of the Employee to advance to him/her the sum of Rs. ___________________________ on the following terms and conditions:

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Company hereby agrees to advance to the Employee the sum of Rs. ______________ to enable the employee to pay in part the purchase price for the purchase of the said Flat.

2. The said sum of Rs. __________________________ (hereinafter referred to as 'the Housing Loan') shall be advanced by the Company in suitable installments as hereinafter mentioned and subject to the terms and conditions of this Agreement and provided at the time of each advance, there shall not be any subsisting breach of any of the terms and conditions of this Agreement on the part of the Employee.

3. The employee has informed the Company that the total purchase price payable by him/her to the Builders for the Said Flat is Rs. ______________. The employee has agreed with and undertaken to the Company that he/she will from out of his/her own independent sources pay to the Builders the sum of Rs. ______________ towards the purchase price and shall utilise the housing loan strictly for payment to the Builders, balance purchase price for the Said Flat.

4. The employee will not request the Company to disburse any amount from out of the Housing Loan until the employee shall have paid to the Builders the sum of Rs. ________ which the employee has agreed to
raise from his/her independent sources and the Company will be under no obligation to disburse any amount from out of the Housing Loan until the Employee shall have produced to the Company satisfactory evidence to show that he/she has paid to the builders the sum of Rs_______________.

5. The employee hereby agrees to procure the agreement for sale for the Said Flat from the Builders in the joint names of the Company and the employee as the purchasers. The name of the Company shall be shown first and the name of the employee shall be shown second. On the Co-operative Society of the purchasers of flats in the said building being formed, the Company and the employee shall become joint members of the Society and shall take the allotment of the Said Flat in their joint names.

6. The employee shall not take possession of the Said Flat from the Builders. The possession shall be taken by the Company and the Company shall allow the employee to occupy the Said Flat. The employee shall have no right of any nature whatsoever to let, sub-let, give on lease and licence basis or on caretaker basis the Said Flat or to part with the possession of the Said Flat or any part thereof, in any manner whatsoever. The employee shall use the Said Flat for the residence of himself/herself and the members of his/her family. The employee shall regularly and punctually pay all the out goings in respect of the Said Flat including Municipal rates and taxes, water charges, electricity bills, maintenance and repair charges payable in respect of the Said Flat to the Municipal Corporation and other concerned Authorities and/or to the Builders and the Society and produce the receipted bills in respect thereof to the Company within two weeks of the receipt of the bills. The employee shall also use the Said Flat with due care and shall keep the same in proper repairs. In case the employee shall commit default in payment of the out goings, the Company shall be at liberty to pay the same and the employee shall forthwith on demand reimburse the same to the Company. The authorised representatives of the Company shall always be entitled to enter the Said Flat to view its state of repairs and the employee shall forthwith at his/her own costs carry out repairs which the Company may require on the basis of the report of the authorised representatives.

7. It is expressly agreed that until the entire housing loan and interest thereon and other costs, charges and expenses payable hereunder shall have been paid by the Employee to the Company, the employee shall have no interest of any nature whatsoever in the Said Flat except as herein provided.

8. In case the employee has already entered into Agreement for sale in respect of the Said Flat with the Builders prior to the execution thereof, the employee shall procure from the Builders a confirmation, in such form as may be desired by the Company, confirming to recognise the Company as a joint purchaser along with the employee and agreeing to give possession of the Said Flat to the Company only.

9. The employee hereby agrees and undertakes that as long as the Housing Loan, interest and other monies payable by the employee to the Company hereunder shall have been fully paid, the employee shall observe and perform all the terms and conditions of this Agreement and shall not do any act, deed or thing whereby the Builders may terminate the Said Agreement for sale of the said flat or whereby the purchasers of flats in the said building may cancel or revoke the allotment of the said flat to the Company and the employee.

10. Before any disbursement of the Housing loan is made by the Company, the employee shall satisfy the Company’s legal adviser that the title of the Builder to the price of land on which the said Builder is under construction is clear and marketable.

11. On the title of the Builders being found marketable and the Company’s Architects certifying that the value of the said flat is as represented by the employee and on the agreement for sale in respect of the said flat being executed by the Builders jointly in favour of the Company and the employee or if the agreement for sale is already executed in favour of the employee alone than on the Builders executing the confirmation in favour of the Company as provided in Clause 8 hereof, and on the employee satisfying the Company
that he/she has already paid to the Builders from out of his/her own resources the sum of Rs._______________ the Company will make disbursement of the Housing Loan to the employee in such instalments as shall synchronise with the instalments of the purchase price falling due under the Agreement for Sale with the Builders.

IT IS EXPRESSLY AGREED THAT IF THE Agreement for Sale shall have been entered into jointly with the Company and the employee and if the employee shall commit default in payment of the said sum of Rs._____________________ which the employee has to arrange from his/her own resources and if the Builders shall make any demand on the Company, the Company shall be entitled to terminate the Agreement for Sale with the Builders and such termination shall be binding on the employee and the employee shall not have any right to claim any damages from the Company on account of the termination by the Company of the Agreement for Sale.

12. IT IS EXPRESSLY AGREED THAT all disbursements to be made by the Company in respect of the Housing Loan to the employee shall be made by payment directly to the Builders.

13. The employee covenants to repay to the Company the Housing Loan by ______ equal monthly installment of Rs.______________ each together with interest thereon at the rate as is charged by the Government of India to its employees on advances made to them. The first instalments of the Principal amount of the Housing Loan shall become payable by the employee to Company on the Builders delivering possession of the Said Flat or on the payment of the salary of the 18th month to the employee after the first instalment of the Housing Loan is disbursed whichever shall be the earlier.

Interest shall be payable by the employee every month on the balance of the Principal remaining outstanding every month.

14. The employee hereby authorises the Company to deduct every month the instalments of the Principal and interest from out of the salary payable to the employee.

15. The employee hereby specifically agrees that the Company shall have the first and paramount charge and lien on all the dues of the employee including wages and Salary, dearness allowance, bonus, retirement benefits such as gratuity, ex-gratia payments, etc.

16. IT IS EXPRESSLY AGREED THAT notwithstanding anything herein contained, the entire unpaid balance of the Housing Loan, interest and other monies payable hereunder shall at the option of the Company forthwith becoming due on the happening of any of the following events:-

a. On the employee ceasing to be in the employment of the Company.

b. On the employee committing breach of any of the terms and conditions of this Agreement.

c. On the employee committing any breach of any of the service conditions applicable to him/her.

d. On the employee being adjudicated insolvent or any attachment being levied by Court or any other competent authority on his/her salary and wages.

e. On the death of the employee.

17. On the happening of any of the events mentioned in Clause-16 hereof, the employee and his/her legal representatives shall forthwith on demand pay to the Company all the outstanding dues in respect of the Housing Loan, interest and other monies. In the event of default in such payment, the Company shall be entitled to require the employee and/or his/her legal representatives to vacate the flat on the expiry of two month’s written notice given by the Company and the employee and/or the legal representatives shall on the expiry of such notice handover peacefully and vacate possession of the Said Flat to the company and the Company shall be at liberty to dispose of the Said Flat on such terms as it may determine and to appropriate the sale proceeds in payment of all its dues hereunder and the balance, if any shall be paid over to the employee and/or his/her legal representatives. The employee hereby irrevocably authorises the
Company to execute in the name of the employee the Instrument of Transfer and other assurances for vesting the said Flat in the name of the Transferee purchaser.

18. Until all the monies due in respect of the Housing Loan shall be paid to the Company, the Agreement for Sale with the Builders, the share certificate issued by the Co-operative Society and other documents of title in respect of the Said Flat shall remain in the custody and control of the Company.

19. The decision of the Chief Executive of the Company as to whether the employee has committed breach of any provision of this Agreement or as to whether the entire Housing Loan and interest and other monies have become refundable before their due dates shall be final and binding on the employee.

20. The terms and conditions of the House Building Advance Rules of the Company as in force from time to time shall also apply to the Housing Loan herein referred to and the said terms and conditions (as amended by the Company from time to time) shall always be treated as forming part of this Agreement.

21. On the employee paying over to the Company the Housing Loan, interest and all other monies payable by him/her to the company hereunder, the Company shall execute such papers as may be necessary for vesting the Said Flat absolutely in the employee.

22. The parties agree to execute such documents and papers from time to time as, may be necessary for implementing the terms of this Agreement.

IN WITNESS HEREOF THE Parties hereto have hereunto subscribed their respective hands the day and year first herein above written.

SIGNED AND DELIVERED BY THE

Within named Employee
in the presence of

SIGNED AND DELIVERED BY THE

Within Named Company

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
In the presence of :
LETTER OF UNDERTAKING

To

M/s. Rashtriya Ispat Nigam Limited
Visakhapatnam Steel Plant

Dear Sirs,

Subject : Grant of Housing Loan

In consideration of the monies advanced to me on my application dated _____________ in order to enable me to apply for purchase of a Flat under ______________ Scheme and in consideration of further advances to be granted to me by you for the said purpose, I undertake as follows:-

1. On getting possession of the house with respect to which advances have been made, I undertake to forthwith apply to the concerned authority for grant of permission to mortgage the premises to you as a security for the loan advanced.

2. I further undertake to pursue and follow up the said application to the best of my ability.

3. To adopt such form and procedure as may be directed by you in order to procure the said permission.

4. I undertake that I shall as and when required by you execute the documents creating legal mortgages or any other type in respect of my said property, or such other documents as may be desired by you for fully securing for you the due repayment of all amounts advanced with interests and other charges payable by me to you.

5. I undertake that I shall not transfer any of my title, interests and/or rights vested in the said property which is to be in joint ownership with the Company, i.e. Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, and me for which I have been granted House Building Advance of Rs. _______ in any manner whatsoever without the prior knowledge and specific permission of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, and letter to this effect from the concerned Co-operative Society/name of the seller is produced herewith for your record.

Yours faithfully,

(Signature)

PLACE :
NAME :
DATE :
ADDRESS:

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House Building Advance Rules 360
ANNEXURE-H

VISAKHAPATNAM STEEL PLANT

APPLICATION FOR GRANT OF ADVANCE UNDER THE
HOUSE BUILDING ADVANCE RULES

To:

THE ESTABLISHMENT INCHARGE
THROUGH PROPER CHANNEL

1. a. Name of the employee (In block letters):
   b. Designation:
   c. Employee Number:
   d. Department/Section:
   e. Date of appointment in the Company:
   f. Whether permanent employee/temporary/on deputation/on contract/on probation: specify
   g. Length of continuous service rendered in the Company:
   h. Date of birth:
   i. Date of Superannuation/expiry of contract:
   j. Scale of Pay:
   k. Present Basic Pay:
   l. Dearness Allowance:
   m. Nature of accommodation which the employee has at present or is available to him/her:

2. Do you own a house in your own rights either individually or jointly? If so, please give details:

3. Does your wife/husband/minor children or any other legal dependents own a house, whether individually or jointly? If so, give particulars:
4. Is your wife/husband an employee of the Company? If so, give particulars.

5. Please indicate the purpose for which advance is required, such as
   a. Acquisition or purchase of land (freehold or long term lease) and construction of house thereon
   b. Construction of house on such land already owned or purchased or acquired on long term lease by the employee in his/her name or jointly in the name of the employee and his spouse
   c. For enlarging living accommodation of existing house
   d. Purchase of newly built house or Flat on ownership basis
   e. Purchase of a flat under Self-Financing Scheme of Govt., Central or State, Municipalities, Local Bodies and Co-operative Housing Societies.

6. In respect of any of the applicable items in Col. 5, please furnish the following details.
   a. Area of the Plot of land already owned or proposed to be purchased and whether the same is freehold/lease-hold
   b. Value of the plot of land to be purchased/already purchased by the employee
   c. The name of the city or town where the plot of land is situated and the exact address and details thereof
   d. The name of the Municipality or other Public Body or Local Authority in whose jurisdiction the plot is located
e. The name of the existing owner and the certified or attested copy of the Agreement of Sale Deed or other Title Deed to prove the ownership and possession of the plot:

f. Is the plot a developed one on which construction could be started immediately?

7. In case of construction of house/enlarging living accommodation of existing house, please furnish the following additional information:

a. Plinth area of the owned house, if any/house proposed to be expanded/new house proposed to be built. Please attach an attested or photostat copy of the approved site plan of the existing house/tentative site plan of the proposed house/expansion:

b. Whether the plans for construction/expansion of house are sanctioned/approved/cleared?
   If yes:
   i. Sanctioning Authority:
   ii. Sanction valid upto:
   iii. Attested/photostat copy of sanctioned Plan:

c. In the event of the employee having a leasehold interest, a copy of the lease should be furnished and the number of years for which the leasehold interest is unexpired should be stated with the provision for renewals, if any:

d. Whether the property belongs to the employee in his/her own right or jointly with others, and, if so, the nature of interest of any such other person:

e. The estimated cost of the proposed construction/expansion:
8. In case the employee requires housing advance for purchasing a ready built house or tenement, please furnish the following additional particulars:

   a. The exact location of the house :

   b. The floor area of the house in square metres :

   c. Condition of the house and the approximate age thereof :

   d. Original cost, municipal valuation or other authorized valuation of the house :

   e. Name and address of the owner or leaser :

   f. Approximate price to be paid/annual lease rent to be paid and the duration of the lease period :

   g. Nature of interest of the owner/leaser and whether any other person is entitled to the same :

   h. The period of the lease which is unexpired and the provision of the renewal thereof. To also furnish a copy of the lease evidence that the leaser has no objection to the mortgage of the lease-hold interest in favour of the Company :

9. Please furnish the following additional information

   a. Approximate value of the property acquired or intended to be acquired and the basis thereof. Is it more than the cost ceiling as prescribed in Clause 4.1(a) of the HBA Rules ? :

   b. Amount of advance required by the employee. Please indicate the cash requirement on financial year basis.
c. How the difference between (a) & (b) is proposed to be met?

d. Whether you are in a position to repay the advance with interest by convenient monthly deductions from your pay before the date of your superannuation, and partly, if necessary, from the gratuity to which you are eligible under the Company Rules (Please refer to Clause 4.1 (b) of the HBA Rules).

e. Number of years in which the advance with accruing interest is proposed to be repaid

f. Whether any advance has been taken in the past for this purpose from:
   i. the Company
   ii. Provident Fund
   iii. Insurance Company
   iv. any other source

   If so, give particulars

g. Names of the Architects, Contractors, Promoters, and other persons concerned in the acquisition or construction of the property.

h. Is the advance admissible under Clause 5.2 of the Rules?

10. a. Is your title to the land/house to be acquired undisputed and free from encumbrances?

b. 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)

c. In case of owned land/owned house, whether all rents, municipal and other taxes have been paid till date?
If so, please attach an attested/photostat copy of the receipt.

11. DECLARATION:
I, Shri/Srimati/Kum. ________________________________, the employee above named, do solemnly declare that the information and particulars furnished by me in reply to the various items indicated above are true to the best of my knowledge and information and that I have not concealed any fact or statement and I undertake to produce, as required by the Company from time to time, all other information and documents that may be required in support of the said statements. I also confirm and acknowledge having read the House Building Advance Rules and Regulations of the Visakhapatnam Steel Plant and agree to abide by the terms and conditions stipulated therein and confirm that any modifications or amendments to such Rules and Regulations and the Forms and other conditions that may be prescribed by the Company from time to time will be valid and binding on me and no further consent or objection may be required from me for the purpose.

I further certify that my wife/husband is not an employee of the Company and has not applied for and/or obtained any housing advance under these Rules or any other loan or advance from any other source referred to in the Rules and Regulations nor made any withdrawal from the Provident Fund in connection with the purchase, acquisition or construction of a house or tenement.

I agree and undertake to execute all documents as may be required by the Company under the House Building Advance Rules in the event of the loan being sanctioned to me.

I also agree and undertake to take effective steps to acquire, purchase or complete the construction/expansion of the house/tenement for which the advance has been applied for within a period not exceeding 18 months or such other time as the Company may grant and shall not divert or utilise the Fund so advanced for any other purpose whatsoever.

I declare that in the event of any of the statements made by me herein above or the particulars from time to time furnished by me being found false or incorrect or misleading, the Company will be entitled to immediately recall entire House Building Advance without prejudice to any other rights available to the Company in that behalf.

Any issue relating to the interpretation of the above provisions or any doubt or dispute in relation to the House Building Advance applied for and sanctioned to me would be subject to the decision of the officer nominated by the Company and the same would be final and binding on me.

I solemnly declare at ________________________________ on the _________________ day of ___________________________ 20__ .

(Signature of the Employee)

Date of application : Name :
ANNEXURE-I

VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

No :           Date :

SANCTION ORDER

Shri/Smt./Kum.______________________________
Emp. No. ______________  Desig.  ____________  Dept. _____________  has been granted
an advance of Rs. ______________(Rupees ______________
____________________________, only) for the purpose of
_________________________________________________________________

in accordance with Rule 5.1 of VSP House Building Advance Rules. The advance will be subject to the
terms and conditions as laid down in the HBA Rules.

I. **Specifically**

A. **Purchase of Land and construction of House:**

**For purchase of land:**

(a) If the land is to be acquired by the employee, he/she shall obtain the title deed from the seller and
submit the same to the competent authority or the officer nominated by him/her in order to enable him
to ascertain that the title deed is free from all encumbrances and is marketable.

(b) If the title is clear and free from all encumbrances, the advance may be sanctioned on production of
the **agreement** for purchase of land with the seller.

(c) The advance of money shall be against promissory note in the format prescribed in 'Annexure A' and
on the undertaking ('Annexure-K') of the employee to deposit the title deeds of the land as and when
the same are made available to him/her, payment not exceeding 20% of the total sanctioned advance
will be made.

(d) The employee shall deposit the title deeds with the Company as and when the same are conveyed to
him/her.

(e) The employee shall thereafter execute a memorandum of deposit of title deeds as specified in
'Annexure-C'.

(f) The employee shall thereafter execute an irrevocable power of attorney in the format prescribed in
'Annexure-D'.

**For Construction of House:**

(a) On mortgaging the land purchased alongwith the house to be built thereon by the employee and on
his/her indicating a schedule of construction of the house, a further amount not exceeding 20% of the
advance will be sanctioned. A further advance not exceeding 30% of the advance will be sanctioned
when the house reaches plinth level. The remaining 30% of the advance shall be sanctioned when the
house reaches the roof level. The employee shall ensure that the construction of the house is carried
on according to schedule and is completed in all respects within 18 months of the drawal of the first
instalment of his/her advance.
(b) Each advance to the employee shall be against a promissory note in the format prescribed in ('Annexure-A') and on his/her undertaking ('Annexure K') to mortgage the said house in favour of the Company as and when the same is constructed.

(c) The employee shall deposit the title deeds as and when the house is constructed and shall further execute an undertaking in the format prescribed in 'Annexure-B'.

(d) The employee shall thereupon execute the memorandum of deposit of title deeds as prescribed in 'Annexure-C'.

(e) Thereafter, the employee shall execute an irrevocable power of attorney in favour of Rashtriya Ispat Nigam Limited/Visakhapatnam Steel Plant and the authorised officer of the Company in the format prescribed in 'Annexure-D'.

B. Construction of House on land already purchased/owned by the Employee:

(a) The employee shall submit to the competent authority the title deed of land or plot and an estimate of its value for an investigation into his/her title. If the title is clear and the advance is sanctioned, an amount not exceeding 30% of the sanctioned advance will be paid after the employee mortgages the land purchased/owned by him in favour of the Company.

(b) 40% of the advance sanctioned will be paid when the house reaches the plinth area against the execution of promissory note in the format prescribed in Annexure-A and a simultaneous undertaking ('Annexure-K') by the employee to mortgage the house as and when it is completed in favour of the Company as a security for the money advanced.

(c) The remaining 30% of the sanctioned advance will be paid when the house has reached roof level.

(d) Thereafter, the employee will be required to deposit the title deeds of the house.

(e) Subsequent to the deposit of the title deeds, the employee shall execute a memorandum of deposit of title deeds in the format prescribed in the 'Annexure - C'.

(f) The employee will also be required to furnish an undertaking in the format prescribed in the 'Annexure - B'.

(g) The employee shall lastly execute in favour of Rashtriya Ispat Nigam Limited/Visakhapatnam Steel Plant and the authorised officer of the Company a power of attorney in form prescribed in 'Annexure - D'.

NOTE:

Deposit of title deeds as regards the land already owned or purchased by the employee and advance of money against such deposit of title deeds :- In case the title deeds with respect to the money advanced is not enough to secure such loan, the loan should be secured through a promissory note in the format at 'Annexure - A'. Subsequent advance sought to be secured by a fresh promissory note as and when such advances are made, unless the value of the land in respect of which the title deeds have already been deposited is sufficient to secure the advance to the employee.

C. Purchase of ready built House :

(a) When the advance is required for the purchase of ready-built house, the employee shall submit the title deeds to the competent authority or the officer nominated by him/her who will arrange for verification of the seller’s title and ascertain whether it is marketable and free from all claims, charges or encumbrances.
(b) The amount of the advance sanctioned shall be paid to the employee in one lumpsum on his/her executing a promissory note for the amount advanced in the format prescribed in 'Annexure - A' and on his/her giving a simultaneous undertaking ('Annexure - K') to mortgage the property in favour of the company as and when the title deeds of the same are made available to him/her.

(c) The employee shall deposit the title deeds as and when the same are made available to him/her.

(d) The employee shall thereafter execute the memorandum of deposit of title deeds in the format prescribed in 'Annexure - C'

(e) Subsequent thereto, the employee shall give an undertaking in the format prescribed in 'Annexure - B'

(f) The employee shall thereafter execute an irrecoverable power of attorney in favour of Rashtriya Ispat Nigam Limited/Visakhapatnam Steel Plant and the Authorised Officer of the Company in the format prescribed in 'Annexure - D'

D. Purchase of Flat under Self-Financing Housing Scheme or From Housing Co-operative Societies:

(a) The total loan to be given by the Company shall be restricted to the advance admissible under these Rules. The rate of interest, recoveries and all other matters will be governed by the provisions of these Rules.

(b) After the application of the employee is accepted by the concerned Housing Scheme, he/she will be allowed to draw, as and when required, the amounts which are to be deposited with the concerned authority of the said Housing Scheme. Each advance allowed to the employee shall be against execution of a promissory note in the format prescribed in 'Annexure - A'. The advance will be subject to overall ceiling of the quantum to which the employee is eligible under these Rules.

(c) The employee shall thereupon execute a letter of undertaking in the format prescribed in 'Annexure - E'.

(d) In the event of the employee’s request for allotment not being accepted by the relevant Housing Scheme, the amount of initial deposit refunded by the said Housing Scheme shall be paid back to the Company by the employee immediately in one lumpsum.

(e) In case the relevant Housing Scheme takes any part or the whole of the amount deposited with them from the employee for not complying with any of their requirements or for any other reasons, the same will be on the individual employee’s account and the Company will not undertake any liability in this regard.

(f) When the house or flat with respect to which the advances have been effected, has been allotted to the said employee, he/she shall forthwith deposit the title deeds with respect to the same to the Company.

(g) Subsequent to the deposit of the title deeds, the employee shall execute a memorandum of deposit of title deeds in the format prescribed in 'Annexure-C'.

(h) Subsequent thereto, the employee shall execute an irrevocable power of attorney in the format prescribed in 'Annexure-D'.

NOTE : Out of I (A), (B), (C) & (D), strike out whichever is not applicable.

II. (a) In areas where mortgage by deposit of title deeds is not permissible, the advance will be secured by an English Mortgage in the prescribed form ('Annexure-J').
(b) The advance for the construction of the house will only be released after the repayment of the advance with interest is secured by the first legal mortgage or charge in favour of the Company, or on the land and the house to be built thereon.

(c) Even in those cases where the advance is secured by an English Mortgage, the other documents such as Promissory Note, Irrevocable Power of Attorney and Letters of Undertaking, wherever applicable, will continue to be executed.

III. (a) The Company shall have first and paramount charge and lien on all the dues of the employee including wages and salary, dearness allowance, bonus, retirement benefits such as gratuity, ex-gratia payment, etc.

(b) Advance granted under these Rules shall carry the same rate of interest as prescribed in the Rules while sanctioning advances to their employees. The amount of such interest shall be calculated on the balance of advances outstanding on the first day of each month.

(c) Immediately on completion of building (or purchase of the land or house as the case may be), the employee shall insure the house at his/her own cost, with the Insurance Corporation, for the actual cost of such property, and shall keep the property insured against damages as to fire, flood, riot, lightening and earthquake, till the amount of advance together with the interest is fully repaid to the Company. The Insurance Policy shall be assigned in favour of the Company and deposited with the Company until the amount with interest is repaid in full. The premium must be paid regularly and receipts submitted for inspection by the competent authority.

(d) The advance granted under these Rules, together with interest thereon, shall be repaid in full within a period not exceeding 20 years. The recovery of the principal amount of advance and the accruing interest shall be made simultaneously every month over a period of 20 years or remaining period of service, whichever is earlier.

The amount to be recovered shall be fixed in whole rupee, except in the case of last instalment. Recovery of advance granted for construction of a new house shall commence from the pay of the month following the completion of the house or the pay of the 18th month after the date on which the first instalment of the advance is paid to the employee, whichever is earlier. It will be open to the employee to repay the amount in a shorter period. In any case, the entire advance must be repaid in full (with interest thereon) before the date on which he/she is due to retire or separate from the service. 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 advance is drawn. The recovery of HBA granted for acquisition of flats under the various housing schemes offered by the Government agencies, shall commence after 36 months from the date on which the house/flat is allotted to the employee by the Government agency or from the month following the one when the flat/house is handed over to the employee, whichever is earlier. This however, will be subject to the condition that the employee has adequate service left to enable him to repay the entire loan with interest before the date of his superannuation.

(e) In case the employee does not repay the advance due on or before the date of his/her 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 interest and cost of recovery, by the sale of the house or in such manner as may be permissible under the law.

(f) Recovery of the advance shall be effected through the monthly pay/leave salary/subsistence allowance bills of the employee.

(g) If the employee of the Company ceases to be in service due to any reason other than normal retirement/superannuation, or if he/she dies, before repayment of the advance in full, the entire outstanding amount shall become payable to the Company forthwith.

(h) The title deeds deposited to the Company as a security for the money advanced/the property mortgaged to the Company shall be reconveyed to the employee concerned (or his/her successor in interest, as the case may be) at his/her cost after the advance together with the interest thereon has been repaid in full.

(i) Notwithstanding the benefit of repayment of the advance by instalments as above, in the event of any default or breach of these Rules or the mortgage security, it shall be open to the Company to enforce the security at any time thereafter and recover the balance advance outstanding, including interest and costs and other charge or proceed against the employee in such other manner as is permissible by law and the entire amount shall, in such a case, become immediately due and payable to the Company.

(j) The construction of the house shall be carried out exactly 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 should not be departed from without the prior approval of the competent authority. The employee shall certify, when applying for the instalments of the advance admissible at the plinth/roof level, that construction is being carried out strictly in accordance with the plan and estimates furnished by him/her and that the construction has actually reached plinth/roof level, and that the amount already drawn has actually been used on the construction of the house. The Company, if necessary, may arrange to have an inspection carried out to verify the correctness of the certificates given, at the cost of the employee. Construction of house should be completed within 18 months of the date on which the first instalment of the advance is paid to the employee. Failure to do so, will render the employee liable to refund the entire amount advanced to him/her (together with interest thereon) in one lumpsum.

(k) The date of completion of construction must be reported to the competent authority without delay.

(l) The house must be maintained in good repair by the employee at his/her own cost. He/she shall also keep it free from all encumbrances, and 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 of the Company shall furnish an annual certificate to this effect to the competent authority.

(m) After the completion of the house, annual inspections may be carried out by any authorised officer to ensure that it is maintained in good repair until the advance has been repaid in full. The employee concerned shall afford necessary facility for these inspections by the officer(s) designated for the purpose.

(n) An employee availing himself/herself of this scheme and not complying with any or all the provisions of the Scheme or furnishing wrong or false information or certificate or misusing the facility in any form, will be guilty of misconduct and render himself/herself liable to disciplinary action involving major penalties, apart from incurring the liability to refund the entire amount of the loan outstanding and interest thereon.

MANAGER (Personnel)

Copy to:
1. Individual concerned
2. Pay Section
3. Budget Section
4. Personal file
ANNEXURE-J

FORM OF MORTGAGE DEED FOR HOUSE BUILDING ADVANCE

This Indenture made this___________________ day of _____________________ 20_____
between Shri/Smt./Kum.________________________________________
S/o,D/o,W/o____________________and resident of _______________________________________
hereinafter called 'the Mortgager' (which expression, shall, whenever, the context requires or permits be deemed to include his/her heirs, executors, administrators, and assigns) of the one part and Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, hereinafter called 'the Mortgagee', (which expression shall unless excluded by or repugnant to the subject or context, include its successors and permitted assigns) of the other part. WHEREAS the Mortgager is seized and possessed of and/absolutely entitled to as proprietor thereof to the hereditaments and premises hereinafter particularly set forth and described and intended to be hereby mortgaged free from all charges, encumbrance, liens and attachments.

AND whereas the Mortgager having occasion to borrow the sum of Rs.__________________ applied to the Mortgagee to advance the same which it has agreed to do on having the repayment thereof with interest thereon as hereinafter mentioned secured by such conveyance by way of mortgage of land hereditaments and premises hereinafter fully set forth and described as hereinafter appear.

NOW this Indenture Witnesseth that in pursuance of the aforesaid agreement and in consideration of the sum of Rs.__________________ well and truly paid by the Mortgagee to the Mortgager at or before the execution of these presents, the receipt whereof the Mortgager both hereby admit and acknowledges.

1. The Mortgager hereby covenants with the Mortgagee to pay to the Mortgagee by the _________ day of _____________20__ the sum of Rs._______________________ principal amount with interest thereof at the prescribed rate.

2. The borrower as beneficial owner hereby mortgages with the "Mortgagee" the property known as_______________ and situated at _________________________ and more particularly described hereunder, as Security for the payment to the Mortgagee of all principal money and interest.

3. The Mortgager hereby covenants with the Mortgagee that :-

   (a) Howsoever otherwise the said messuage land, hereditaments and premises are known or reputed to be together with all buildings, fixtures, lights, yards, courts, areas, sewers, drains, ways, paths, passages, commons, fences, walls, waters, ways, water-courses, rights, liberties, privileges, easements and appurtenances to the said messuage land hereditaments and premises belonging or in any wise appertaining or usually held or occupied therewith or reputed to belong or to be appurtenant thereto and all the estate right title and interest of the Mortgager or of any other person or persons claiming any interest on his/her behalf in the said messuage land, hereditaments and premises and every part thereof to have and to hold the said messuage land, hereditaments and all singular other than the premises herein before granted or otherwise assured or expressed or intended so to be unto and to the use of the Mortgagee forever.

   (b) Subject to the provision for redemption hereinafter contained provided always and it is hereby agreed and declared that if the Mortgager shall on the__________ day of _____________ 20___ pay or cause to be paid to the Mortgagee the said sum of Rs. ______________ with interest for the same or at the rate of ______________ percent, by the year in the meantime payable by equal monthly instalments without any deduction or abatement whatsoever and shall pay all rates, taxes and impositions in respect of the said messuage land, hereditaments and premises and shall pay all costs and charges including costs as between attorney and client which the Mortgagee may
have to pay or incur or be put to in or about the recovery of the moneys secured by these presents or otherwise, howsoever then and in that case the Mortgagee will at any time thereafter upon the request and at the cost of the Mortgager reconvey the said hereditaments and premises hereby granted unto the Mortgager or as he/she shall in that behalf order or direct free from all encumbrances whatsoever in the meantime made or commuted by the Mortgagee.

(c) The Mortgager shall and will on the______ day of ________ 20__ pay to the Mortgagee the said sum of Rs.______________ and will also pay interest for the same in the meantime at the rate of Rs.______________ per cent per annum payable by equal monthly instalments as aforesaid and that if the said sum of Rs.______________ or any part thereof shall remain unpaid after the said _______ day of ________ 20__ then the Mortgager will so long as the said sum of Rs.______________ or any part thereof shall remain unpaid, pay to the Mortgagee interest for the said sum of Rs.______________ or so much thereof as for the time being shall remain unpaid at the rate aforesaid by equal monthly payments such interest to be calculated and that the Mortgager shall pay all costs and charges including cost between attorney and client which the Mortgagee shall incur or be put to or be liable to pay and in and about the recovery of the moneys secured by these presents.

(d) Provided and it is hereby expressly agreed and declared that should the Mortgager make default in paying or omit to pay the Mortgagee_________________ consecutive monthly instalments of interest as aforesaid, then the whole of the moneys for the time being owing on the security of these presents shall notwithstanding anything herein contained at once become due and payable to the Mortgagee and he/she shall thereupon be at liberty to exercise and enforce all his/her rights or remedies for the recovery of the moneys due and owing on the security of these presents and,

(e) The Mortgager further covenants with the Mortgagee that the Mortgager is seized and possessed of and absolutely entitled to the said hereditaments and premises free and clear and freely and clearly and absolutely discharged saved harmless and kept indemnified against all estates and encumbrances whatsoever and that the Mortgager now hath in himself good right and full power to grant the said hereditaments and premises hereby granted unto and to the use of the Mortgagee in the manner aforesaid and that free from all encumbrances whatsoever and further that the Mortgager and all other persons having or lawfully and equitably claiming any estate or interest in the said hereditaments and premises or any part thereof shall and will from time to time and at all time hereafter at his/her own cost during the continuance of this security and thereafter at the cost of the person or persons acquiring the same do and execute or cause to be done or executed all such acts, deeds and things for further and more perfectly assuring the said hereditaments and premises unto and to the use of the said Mortgagee as shall or may be reasonably required.

4. And it is further agreed and declared that if the borrower fails to pay the mortgagee money with interest as agreed upon the mortgagee shall be entitled to realise his due by sale of the mortgaged property, and if the sale proceeds thereof are insufficient to satisfy the mortgagee’s dues, to recover the balance from the person and other property of the mortgager.

IN WITNESS WHEREOF THE MORTGAGER has hereunto set his/her hand and Shri_________________________________ (the delegated Officer with designation) for and on behalf of the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant has hereunto set his hand.

Signed by the Said (Mortgager) ___________________________ In the presence of

1st witness ___________________________
Address ___________________________
Occupation

2nd Witness
Address
Occupation

Signed by Shri_______________________________ (the delegated officer) for and on behalf of the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant.

In the presence of

1st Witness
Address
Occupation

2nd Witness
Address
Occupation
LETTER OF UNDERTAKING

To

________________________________________

________________________________________

________________________________________

Sub: Grant of Housing Loan.

Sir,

I, Shri/Smt/Miss __________________________________ Emp.No.___________ Designation ______________Dept.__________________resident of____________ son/wife/daughter of Shri________________________________ hereby agree and undertake that:-

(i) I shall deposit the Memorandum of Title Deeds in respect of my property as a security for due repayment by me of the amounts advanced/to be advanced as soon as I get the Memorandum of Title Deeds.

I endeavour my best to obtain the Deeds at the earliest possible. I also hereby agree and undertake that I shall deposit any other document/documents as may be desired by you for fully securing to you the due repayment of all amount advanced/or to be advanced with interest and other charges payable by me to you. (Vide Clause 7.6.2 (c) of Rules)

(ii) I shall mortgage the house, as and when it is completed in favour of the Company, as a security for the money advanced. (Vide Clause 7.6.2 (b) of the Rules)

(iii) I shall mortgage the property in favour of the Company, as and when the title deeds of the same are made available to me. (Vide Clause 7.6.3(b) of the Rules).

Yours faithfully,
SCHEME OF INTEREST SUBSIDY ON HOUSE BUILDING LOANS

** The policies / rules/ schemes pertaining to ‘House Loan Interest Subsidy’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs. These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

1.0 OBJECTIVE:

1.1 To grant interest subsidy to the regular employees of the Company who take loans from agencies like Housing Development Finance Corporation (HDFC), LIC etc., for construction of houses, purchase of ready-built flats/houses or enlargement of existing houses by reimbursing a portion of the interest, subject to prior permission from the Company for obtaining the loan and fulfilling the conditions of the Scheme and HBA rules of the Company.

2.0 SCOPE AND ELIGIBILITY:

2.1 For an employee to become eligible for subsidy of interest under this scheme, the provisions of the existing HBA rules with regard to the amount of House Building Loan, eligibility, etc. as in force from time to time will all be applicable and operative, except to the extent given below:

a) To become eligible, a non-executive employee has to put in a minimum of 5 years of continuous service in the regular scale of pay.

b) Clause 4.1.1 (i)&(ii), 4.1.2 (i) & (ii) and 5.4 (a) of HBA Rules shall not be applicable.

3.0 APPROVED AGENCIES FOR RAISING LOANS:

3.1 Long term loans raised from HDFC, Canfin Homes, AB Homes Finance Ltd., Ind Bank Homes Ltd, LIC and Institutions/Nationalized Banks governed by the rules of the National Housing Banks giving housing loan facility will only qualify for the interest subsidy. The Management may approve from time to time any other such Institutions /Nationalized Banks governed by the rules of the National Housing Banks giving housing loan facility will only qualify for the interest subsidy. The Management may approve from time to time any other such institutions for the purpose of interest subsidy under this scheme.

4.0 EXTENT OF SUBSIDY AND COMPUTATION OF SUBSIDY AMOUNT

4.1 The Company will grant Interest subsidy to the employees who avail the Housing Loans from any of the approved Financial Institutions. For computing the Interest Subsidy, the applicable interest rate shall be MCLR (Marginal Costing based Lending Rate) linked interest rate for Home Loans of State Bank of India (SBI).

4.2 From Financial Year 2018-19 onwards, computation of the Subsidy amount mentioned at 4.1 will be done for every quarter based on “MCLR linked interest rate for Home Loans of SBI” prevailing on 1st of April, July, October and January for the corresponding quarter. (Note: The interest subsidy amount may vary in accordance with the interest rate as notified by SBI).

4.3 Irrespective of the total amount of loan sanctioned and the number of installments allowed by the Financial Institution to the employee, Interest Subsidy will be payable for the least of the following:

<table>
<thead>
<tr>
<th>Period</th>
<th></th>
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<tbody>
<tr>
<td>(a)</td>
<td>No. of months in repayment terms</td>
</tr>
<tr>
<td>(b)</td>
<td>The date of cessation of employment with RINL/VSP</td>
</tr>
<tr>
<td>(c)</td>
<td>240 months</td>
</tr>
</tbody>
</table>

Approved by CMD on 11.3.92 & Introduced vide Personnel Policy Circular No.6/92 dated 12.3.92.
* Incorporated vide PP Circular 16/2009 dt 21.11.09, Amended vide Off No. PL/WR/4100000989, dt. 15.05.10
** Amended vide Off Ord No. PL/RR/W(01)/5100001790, dt. 23.03.2010
# Amended vide HR Policy Circular No.02/17 Dt.25.01.2017.
*** Amended vide HR Policy Circular No.07/18, dt.11.04.2018.
Eligible amount:

(a) Qualifying amount rounded off to the nearest rupees ten thousand

(b) Outstanding Principal loan amount rounded off to the nearest rupees ten thousand in case of existing loan

(c) Rs.8 lakhs for executives and Rs. 15 lakhs for non-executives**

(d) In case of enlarging living accommodation of existing house, Rs.4 lakhs for executives and Rs. 5 lakhs for non-executives**

4.4* In the event of EMI being less than the subsidy amount, it will be restricted to the amount of EMI.

4.5* The amount of loan qualifying for interest subsidy will be the entitled amount or the actual amount of loan drawn whichever is less.

4.6 The qualifying period of interest subsidy will be calculated as per the HBA Rules of the Company or the actual period of repayment of loan, whichever is lower.

5.0 **BUDGET**:

5.1 Applications from employees seeking permission to take housing loans from approved financial institutions and for availing interest subsidy under this scheme would be cleared only to the extent of an annual limit of total subsidy as may be decided by the Management for each financial year.

5.2* **PROCEDURE**:

The employees will be required to seek prior written permission in the prescribed form (Annexure-II) from the Company before applying for a fresh housing loan or in the case of existing loan from any of the agencies enumerated at Clause 3.1 of the Scheme.

5.3* After getting written permission from the Company, the employee will apply for interest subsidy in the prescribed form (Annexure-III) along with Xerox copies of the following documents:
   - Permission letter from Personnel Deptt.
   - Sale Deed
   - Municipal/Panchayat Plan Approval with proceedings
   - Estimate by Architect/Engineer
   - Loan sanction letter from Bank/Agency
   - Outstanding Principal loan amount certificate issued by the lending Institution concerned, in case of existing loan

5.4* After scrutiny, a sanction order will be issued by Personnel Department/Advances Section as per the proforma placed at Annexure-IV.

5.5* At the end of Financial Year, the employee has to submit to the Pay Section of Finance department by 31st May, proof of payment of EMI issued by the Financial Institution concerned in the prescribed format placed at Annexure-V.


** Amended vide Office Order No. PL/WR/4100000989, dated 15.05.2010
6.0 EXTENT OF LIABILITY TO THE COMPANY:

6.1 The entire range of transactions for availing housing loans will be between the employee and the lending institution concerned. The commitment of the Company will be only to the extent of recovering the monthly instalments from the employees’ salaries subject to the provisions of the Payment of Wages Act and remittance of the same to the concerned Financial Institutions directly together with the interest subsidy amount.

6.2 For any dispute arising between the lending institution and the employees, VSP will not in any way be responsible and disputes should be settled mutually between the employee and the lending institution.

6.3* The company will neither guarantee nor be a surety for the loan and will not accept any financial liability whatsoever in this regard.

6.4* In case the employee sells the house against which Interest Subsidy is drawn and purchases another house, the same amount of Interest Subsidy first sanctioned or the Interest Subsidy amount calculated under these rules on the loan amount taken for the new house, whichever is less, will be paid to the employee, provided the gap between the sale of the 1st house and purchase of 2nd house is not more than two months. The term for which Interest Subsidy was sanctioned for the 1st house remains unaltered.

6.5* In case the employee sells the house against which Interest Subsidy is drawn or pre-closed the loan, he/she has to inform the Company of the same immediately. He/she will cease to get Interest Subsidy.

6.6* Where both husband and wife are employees of the Company, only one of them will be eligible to avail Interest Subsidy on a housing loan, provided neither of them has availed HBA or Interest Subsidy from the Company on a housing loan earlier.

6.7* Interest levied by the Financial Agency for defaults will not be subsidized.

6.8* Employees are permitted to switch over from one Lending Institution to another, subject to the following conditions:

(i) Lending Institution to which the employees want to switch over should also be the approved Housing Finance Agency.

(ii) It will be the responsibility of the employee to ascertain the willingness of both the Lending Institutions involved.

(iii) The Company will not accept any extra liability, financial or otherwise, arising out of such transactions. The total Interest Subsidy payable to the employee in any case will not be more than what would have been payable to him had he not switched over.

(iv) The Company will not stand guarantee or surety for any such transaction not even for the intervening period from the drawal of loan from one Lending Institution till the remittance of the same with the other Lending Institution.

7.0 The Company reserves the right to withdraw or modify the scheme at any time without assigning any reason and the interest subsidy assistance will be considered subject to availability of funds as per the conditions/guidelines provided in this scheme.

7.1 The Company reserves the right to interpret the rules and provisions under this scheme and the decision of the Chairman-cum-Managing Director in this respect shall be final.

8.0 The Scheme of Interest Subsidy on House Building Loans will come into force from the date of announcement. However, the scheme will cover those housing loans availed by the employees on or after 1.4.91, subject to their fulfilling other terms and conditions.

The Scheme of Interest Subsidy on House Building Loans as envisaged under the HBA Rules will be operated concurrently along with the provisions for HBA. The expenditure on this Scheme will be limited to within the HBA budget provision.

APPLICATION FOR GRANT OF INTEREST
SUBSIDY ON HOUSE BUILDING LOAN

To:

THE ESTABLISHMENT IN-CHARGE
THROUGH PROPER CHANNEL

1. a. Name of the employee : 
   (In block letters)

   b. Designation : 

   c. Employee Number : 

   d. Department/Section : 

   e. Date of appointment in the Company : 

   f. Whether permanent employee/temporary/on deputation/on contract/on probation; specify : 

   g. Length of continuous service rendered in the Company : 

   h. Date of birth : 

   i. Date of Superannuation/expiry of contract : 

   j. Scale of pay : Rs.

   k. Present Basic Pay : Rs.

   l. Dearness Allowance : Rs.

   m. Nature of accommodation which the employee has at present or is or is available to him/her : 

---

House Building Advance Rules

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n. Please furnish the following information
i. Name of the Financial Institution from which loan is being sought:
ii. The amount of loan being availed:
iii. Terms of repayment:
iv. Rate of interest charged by the Lending Institution:

2. Do you own a house in your own rights either individually or jointly? If so, please give details:

3. Does your wife/husband/minor children or any other legal dependents own a house, whether individually or jointly? If so, give particulars:

4. Is your wife/husband an employee of the Company? If so, give particulars:

5. Please indicate the purpose for which advance is required, such as
   a. Construction of house on such land already owned or purchased or acquired on long term lease by the employee in his/her name or jointly in the name of the employee and his spouse:
   b. For enlarging living accommodation of existing house:
   c. Purchase of newly built house or flat on ownership basis:
   d. Purchase of a flat under Self-Financing Scheme of Govt., Central or State, Municipalities, Local Bodies and Co-operative Housing Societies:

6. In respect of any of the applicable items in Column 5, please furnish the following details
   a. The name of the city or town where the plot of land is situated and the exact address and details thereof:
b. The name of the Municipality or other Public Body or Local Authority in whose jurisdiction the plot is located:

c. The name of the existing owner and the certified or attested copy of the Agreement of Sale Deed or other Title Deed to prove the ownership and possession of the plot:

d. Is the plot a developed one on which construction could be started immediately:

7. In case of construction of house/enlarging living accommodation of existing house, please furnish the following additional information:

a. Plinth area of the owned house, if any/house proposed to be expanded/new house proposed to be built. Please attach an attested or photostat copy of the approved site plan of the existing house/tentative site plan of the proposed house/expansion:

b. Whether the plans for construction/expansion of house are sanctioned/approved/cleared? If yes,

i. Sanctioning Authority:

ii. Sanction valid upto:

iii. Attested/Photostat copy:

of Sanctioned Plan:

c. In the event of the employee having a leasehold interest, a copy of the lease should be furnished and the number of years for which the leasehold interest is unexpired should be stated with the provision for renewals, if any:

d. Whether the property belongs to the employee in his/her own right or jointly with others:
and, if so, the nature of interest of any such other person

e. The estimated cost of the proposed construction/expansion :

8. In case the employee requires housing advance for purchasing a ready built house or tenement, please furnish the following additional particulars

a. The exact location of the house :

b. The floor area of the house in Square Metres :

c. Condition of the House and the approximate age thereof :

d. Original cost, municipal valuation or other authorised valuation of the house :

e. Name and address of the owner or leaser :

f. Approximate price to be paid/annual lease rent to be paid and the duration of the lease period :

g. Nature of interest of the owner/leaser and whether any other person is entitled to the same :

h. The period of the lease which is unexpired and the provision of the renewal thereof. To also furnish a copy of the lease evidence that the leaser has no objection to the mortgage of the lease-hold interest in favour of the Company :

9. Please furnish the following additional information:

a. Approximate value of the property acquired or intended to be acquired and the basis thereof. Is it more than the cost of ceiling as prescribed in clause 4.1 (a) of the HBA Rules ?
b. Amount of advance being availed by the employee. Please indicate the cash requirement on financial year basis:

c. How the difference between (a) & (b) is proposed to be met:

d. Number of years in which the advance with accruing interest is proposed to be repaid:

e. Whether any advance has been taken in the past for this purpose from:
   i. The Company:
   ii. Provident Fund:
   iii. Insurance Company:
   iv. Any other source, If so, give particulars:

f. Names of the Architects, Contractors, Promoters and other persons concerned in the acquisition or construction of the property:

10. a. Is your title to the land/house to be acquired undisputed and free from encumbrances?

b. 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):

c. In case of owned land/owned house, whether all rents, municipal and other taxes have been paid till date? If so, please attach an attested/photostat copy of the receipt:

DECLARATION:

I, Shri/Smt./Kum._____________________________Emp. No._________ Design._____________ Dept.___________________ the employee above named, do solemnly declare that the information and particulars furnished by me in reply to the various items indicated above are true to the best of my knowledge and information and that I have not concealed any fact or statement and I undertake to produce, as required by the Company from time to time, all other informations and documents that may be required in support of the said statements. I also confirm and acknowledge having read the House Building Advance Rules and Regulations and the Scheme of Interest Subsidy of House Building Loans of the Visakhapatnam Steel Plant and agree to abide by the terms and Conditions stipulated therein and confirm that any modifications or amendments to such Rules and Regulations and the above mentioned scheme and the Forms and other conditions that may be prescribed by the Company from time to time will be valid and binding on me and no further consent or objection may be required from me for the purpose.
I further certify that my wife/husband is not an employee of the Company and has not applied for and/or obtained any housing advance and/or interest subsidy under these Rules or any other loan or advance from any other source referred to in the Rules and Regulations nor made any withdrawal from the provident fund in connection with the purchase, acquisition or construction of a house or tenement. I further state that the purchase of house/flat is not from any of the relatives as mentioned in Personnel Department Circular No. PL/RR/06/01/02 dated 08.05.1986.

I declare that in the event of any of the statements made by me herein above or the Particulars from time to time furnished by me being found false or incorrect or misleading, the Company will be entitled to immediately withdraw the interest subsidy without prejudice to any other rights available to the Company in that behalf.

Any issue relating to the interpretation of the above provisions or any doubt or dispute in relation to the interest subsidy applied for and sanctioned to me would be subject to the decision of the Officer nominated by the Company and the same would be final and binding on me.

I solemnly declare at ___________________ on the ___________________ day of ___________________.

Date of Application:                (Signature of the Employee)

Name:

Design.:

E. No.:

Deptt.:
GRANT OF ADVANCE FOR PURCHASE OF MOTOR VEHICLE
(MOTOR CAR/MOTOR CYCLE/ SCOOTER/SCOOTERETTE/MOPED)

1.0 OBJECTIVE

2.0 SCOPE

3.0 DEFINITIONS

4.0 ELIGIBILITY

5.0 ENTITLEMENT

6.0 INTEREST

7.0 REPAYMENT

8.0 CONDITIONS FOR GRANT OF ADVANCE

9.0 PROCEDURE

10.0 SECOND/SUBSEQUENT ADVANCE

ANNEXURE I: APPLICATION FORM FOR ADVANCE FOR PURCHASE OF MOTOR
VEHICLE

ANNEXURE II: FORM OF AGREEMENT FOR ADVANCE FOR THE PURCHASE OF MOTOR
VEHICLES

ANNEXURE III: LETTER TO INSURANCE COMPANY

ANNEXURE IV: HYPOTHECATION BOND
GRANT OF ADVANCE FOR PURCHASE OF MOTOR VEHICLE
(MOTOR CAR/MOTOR CYCLE/ SCOOTER/SCOOTERETTE/MOPED)

1.0 OBJECTIVE:
1.1 To assist the employees of the Company in the purchase of Motor Vehicle (Motor Car/Motor
Cycle/Scooter/Scooterette/Moped) by providing an advance.

2.0 SCOPE:
2.1 These rules shall apply to all employees who have completed one year of service.

3.0 DEFINITIONS:
3.1 'Sanctioning Authority' means officer(s) to whom powers have been delegated in this regard as per
'delegation of powers'.
3.2 'Company' means Rashtriya Ispat Nigam Limited (RINL), Visakhapatnam Steel Plant.

4.0 ELIGIBILITY:
4.1 The Rules shall apply to all employees including *Management Trainees and *departmental candidates
selected as Management Trainees / Trainees but will exclude the following:
   a. Casual, part-time, work-charged, NMR and other temporary employees;
   b. Apprentices and trainees during the period of apprenticeship/training;
   c. Persons appointed on contract for less than 3 years;
   d. Employees under suspension;
   e. Foreign technicians;
   f. Deputationists.

4.2 All Executives, Junior Officers and Non-executives in S-9, S-10 and S-11 grades shall be eligible for
grant of advance for purchase of motor car.

5.0 ENTITLEMENT:
5.1 The maximum amount of advance admissible is as under:

<table>
<thead>
<tr>
<th></th>
<th>Executives</th>
<th>Non Executives</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) JO to E-4 grade</td>
<td>--- Rs. 3 lakhs</td>
<td>(i) S-9, S-10 and S-11  --- Rs. 3 lakhs</td>
</tr>
<tr>
<td>(ii) E-5 &amp; E-6 grades</td>
<td>--- Rs. 5 lakhs</td>
<td>OR</td>
</tr>
<tr>
<td>(iii) E-7 grade &amp; above</td>
<td>--- Rs. 6 lakhs</td>
<td>Price of the vehicle, whichever is less</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Price of the vehicle, whichever is less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Approved by the Board of Directors of RINL in their First Meeting held on 08.04.82

vide PL/RR/6 (2) Personnel Policy Circular No. 13/91 dt. 10.7.1991
Personnel Policy Circular No. 30/90, No. PL/RR/6(2)/dt. 18.12.90
Personnel Policy Circular No. 13/90, No. PL/W/1(4B)/dt. 08.05.90
Amended vide Personnel Policy Circular No. 11/10, dt.30.07.10 and Office Order No.
PL/WR/4100000989, dated 15.05.10 for executives and non executives respectively.

* Amended vide Personnel Policy Circular No. 10/2010, dt.30.07.10, for executives w.e.f. 24.6.2010 and
Office Order No. PL/WR/4100000989, dated 15.05.10 for non executives.
5.1.2 FOR PURCHASE OF MOTOR-CYCLE/SCOOTER:

Rs. 50,000/- (Rupees Fifty Thousand Only) or price of the vehicle, whichever is less.

5.1.3 FOR PURCHASE OF SCOOTRETTE/MOPED ETC.:

Rs. 7,500/- (Rupees Seven Thousand and Five Hundred Only) or price of the vehicle, whichever is less.

6.0 INTEREST:

6.1

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Rate of Interest (p.a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car (including Jeep)</td>
<td>Up to Rs. 3 lakhs -- 6%</td>
</tr>
<tr>
<td></td>
<td>Above Rs. 3 lakhs -- 9.5%</td>
</tr>
<tr>
<td>Motor cycle/scooter</td>
<td>Up to Rs. 30,000 -- 4%</td>
</tr>
<tr>
<td></td>
<td>Above Rs. 30,000 -- 6%</td>
</tr>
<tr>
<td></td>
<td>&amp; up to Rs. 50,000</td>
</tr>
<tr>
<td>Scooterette /moped</td>
<td>4%</td>
</tr>
</tbody>
</table>

[Note: The rate of interest for employees who have availed of the advance at higher rates would stand modified as per the above rates. However, the revised rates in such cases, will be applicable on the outstanding principal amount as on the date of implementation of the amendment to these rules].

6.2 The rate of interest is, however, subject to variation as per decision of the Company.

6.3 The interest shall be calculated on the balance outstanding on the last day of each month.

7.0 REPAYMENT:

7.1 The advance and the accruing interest shall be repaid in:
   i. not more than 120 monthly installments for scooter/motor cycle;
   ii. not more than 75 monthly installments for scootrette/moped; and
   iii. not more than 216 monthly installments for car.

7.2 First, the recovery of the advance shall be made and then interest shall be recovered in one or more additional installment(s), each installment being not more than the monthly recovery of advance and the total installments of advance first and then interest shall not exceed those prescribed at 7.1 above.

7.3 The advance shall be recovered by payroll deduction each month commencing from the month following the month in which the advance is drawn.

7.4 If the tenure of service of an employee is expected to be less than the normal repayment period, the installments shall be so regulated that the advance with interest is recovered before he/she leaves the Company.

7.5 An employee separated from the Company’s services before completion of the repayment of the advance with interest shall be liable to refund the balance amount due to the company before such separation.

7.6 If an employee is under suspension, the installment amount during the period of suspension may be reduced at the discretion of the sanctioning authority, but the total advance with interest shall be recovered within the scheduled period.

[Amended Vide PP Circular No.10/2010 dated 30.07.10, w.e.f. 24.6.10 for executives and Office Order No. PL/WR/4100000989, dated 15.5.10 for non-executives]
[Amended Vide PP Circular No.2/2006(PL/RR/6(2)/06/733) dated 9.2.06]
[Amended Vide PP Circular No.11/2006(PL/RR/6(2)/06/77) dated 02.12.06]
8.0 CONDITIONS FOR GRANT OF ADVANCE:

8.1 a. The advance will be admissible for purchase of one vehicle only;

*b. Employees who have been sanctioned an advance for purchase of bicycle will be granted an advance for purchase of motor cycle/scooter/scootrette etc. only when the earlier advance together with interest thereon has been fully repaid. (Added Vide Circular No. PER/RR/06/03/04/01, dt 23.05.86)

8.2 ASSESSMENT OF PRICE OF VEHICLE:

If the vehicle is new, the price of vehicle shall be as indicated in the Sale Invoice issued by the dealer, if the vehicle is not a new one, the sanctioning authority may require that the price of the vehicle shall be assessed by his representatives.

8.3 EXCESS AMOUNT TO BE REFUNDED:

If the price of the vehicle is less than the amount of advance drawn, the excess of the amount shall be refunded to the company within 7 days of the purchase.

8.4 ITEMS INCLUDED IN THE PRICE OF THE VEHICLE:

The price of the vehicle will include expenditure on the items like spare wheel together with a tyre and tube, the pillion seat of a scooter, which have to be purchased along with the Motor Car, Motor Cycle/Scooter/Scootrette/Moped.

8.5 The sanction order for the advance shall be valid for a period of 3 months.

8.6 An advance for purchase of vehicle can be granted if the application is made within a period of 30 days from the date of purchase/finalization of the deal.

8.7 PURCHASE TO BE EFFECTED WITHIN 30 DAYS:

An employee shall purchase vehicle not later than 30 days from the date of drawal of advance.

8.8 AGREEMENT FOR REPAYMENT:

An employee shall, before the drawal of advance, execute an agreement in the prescribed form (Annexure-II).

8.9 FITNESS OF VEHICLE TO BE VERIFIED IN CASE OF USED VEHICLE:

If the vehicle is used one, the sanctioning authority may require that the fitness of the vehicle (i.e., it is in sound condition and roadworthy) be verified by a representative of the sanctioning authority. If the advance is already drawn and the representative certifies that the vehicle is not fit, advance shall be refunded to the Company within 30 days.

8.10 INSURANCE OF VEHICLE AGAINST TOTAL LOSS:

a.** Immediately after purchase, the vehicle shall be insured by the employee concerned against total loss by fire, theft, accident and/or SRCC for not less than the amount advanced/amount due to the Company. The renewal of insurance thereafter shall be the sole responsibility of the employee, who shall submit the insurance documents on demand. (**Amended vide HR Policy No.10/17 Dt.16.10.2017)**
b. At the time of taking the insurance policy, the employee shall write a letter to the Insurance Company notifying that the vehicle is hypothecated to the Company (Annexure-III).

8.11 INSURANCE CERTIFICATE TO BE DEPOSITED TO THE COMPANY:

A copy of the Insurance Certificate shall be deposited with the Company within 30 days after the purchase of the vehicle.

8.12 HYPOTHECATION OF THE VEHICLE TO THE COMPANY:

a. The employee shall hypothecate the vehicle as a security for the advance, and the cost price of the vehicle shall be entered in the Deed of Hypothecation (Annexure-IV).

b. The Deed of Hypothecation shall be deposited with the Company within 30 days of delivery of the vehicle. The Deed of Hypothecation shall stand cancelled after the advance with interest is fully paid, and it shall be returned to the employee duly endorsed on the same to that effect on request.

8.13 FAILURE ON THE PART OF THE EMPLOYEE:

a. In the event, an employee fails to comply with or to fulfill any provision of the Scheme, the company shall be at liberty to proceed against the hypothecated property and sell the vehicle to recover the balance due to the company.

b. In the event of not purchasing the motor car/motor cycle/scooter/scootrette/moped etc., and in the failure to refund the advance with interest to the Company within 30 days of the date of drawal of the money, the Company shall be entitled to take disciplinary action as deemed fit against him.

8.14 DISPOSAL OF VEHICLE BEFORE ADVANCE IS REPAYED:

The advance shall be used only for purchase of a vehicle as approved by the sanctioning authority. The concerned employee shall not dispose of the vehicle in any manner whatsoever, during the period any portion of the advance remains unpaid.

8.15 SALE/TRANSFER OF VEHICLE:

An employee desiring to sell or transfer ownership of the vehicle to another person during the period the vehicle is hypothecated to the Company, shall be required to obtain prior approval of the sanctioning authority, and subject to the following conditions:

a. If he does not wish to purchase another vehicle, the balance amount due to the Company shall be refunded within 7 days of the sale/transfer;

b. If he wishes to purchase another vehicle with sale proceeds of the previous vehicle subject to the approval of the sanctioning authority, he may purchase another vehicle subject to the following conditions:
   i. The purchase is made within 30 days of the sale/transfer of the previous vehicle.
   ii. He shall continue to repay the balance amount of the advance to the Company.
   iii. He shall be required to comply with provision of this Scheme as for grant of new advance including:

(1) Price (2) Fitness Certificate
(3) Insurance (4) Hypothecation

iv. If the balance due to the Company is in excess of the price of the newly purchased vehicle, the excess amount shall be refunded to the Company within 7 days.
9.0 PROCEDURE:

9.1* An employee desiring to draw advance under these rules, shall apply through ‘online’ system.

9.2 The employee should execute an agreement in the prescribed form for drawing the advance ('Annexure-II') on non-judicial stamp paper of an appropriate value.

9.3 An employee shall, within 30 days of the purchase of vehicle, submit the following documents to the sanctioning authority/his nominee.
   a. Sale invoice or Certificate of Price;
   b. Registration document of the vehicle in the name of the employee (which shall be returned after verification);
   c. Copy of the Insurance Certificate;
   d. Deed of Hypothecation on non-judicial stamp paper of appropriate value.

9.4 The Registration Book of the Car/Scooter/Motor Cycle/Scootrette/Moped, shall also contain an endorsement by the Registering Authority that it is hypothecated to the Company.

10.0 SECOND/SUBSEQUENT ADVANCE:

10.1* Second/Subsequent advance will be granted to an employee only after 7 years from the drawal of previous advance. However, in exceptional circumstances, second/subsequent advance may be granted, if the vehicle purchased from the previous advance has been stolen or damaged beyond possible repairs/owing to an accident with specific prior approval of CMD.

10.2* In the case of a person having a two-wheeler, second advance may be granted, if he had earlier drawn advance for two-wheeler and now wants to go in for a car. In such a case he will be allowed advance for car minus the advance already drawn for the two-wheeler.

10.3* When the old vehicle is sold, the amount of the second/subsequent advance will be:
   i. the maximum amount admissible as per these rules; or
   ii. the amount arrived at by deducting the sale proceeds of the old vehicle from the price of the second vehicle; or
   iii. the amount arrived at by deducting the outstanding amount of the previous advance together with the interest thereof, from the maximum admissible amount;

* * * * * *

Amended vide Circular No.PL/RR/06/02, dt.21.3.88.
* Amended vide HR Policy Circular No.09/18, dt.23/04/2018.
APPLICATION FOR ADVANCE FOR PURCHASE OF MOTOR VEHICLE

(As notified by HR-Welfare Section)
FORM OF AGREEMENT FOR ADVANCE FOR THE PURCHASE OF MOTOR VEHICLES

This agreement made this _________________ day of the _____________ month _______________ of the year ________________ between

____________________ of the year ________________________ between

Shri/Smt.___________________________________________________ Son/Daughter of
_________________________________________________________ in Employment in Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant as _____________________ hereinafter called the Borrower, and

___________________________ Son/Daughter of __________________ resident of
_____________________________________________ hereinafter called the Surety of the Borrower of the one part which will include all their heirs, assigns and executors, and the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, hereinafter called the Company of the other part.

Whereas the Borrower had applied and had been granted an advance of Rs. ___________ (Rupees ___________) for the purchase of a Motor Car/Motor Cycle/Scooter/Scootrette/Moped in accordance with the Rules of the Company presently in force or to be subsequently amended and whereas the said amount of Rs. ___________ has been received by the Borrower, the Borrower and his surety hereby jointly and severally agree to conform and abide by the following terms and conditions:

1. That the payment of the above said amount will be made by the monthly installments of Rs. ___________ out of the monthly pay and remuneration of the Borrower and the Company will be entitled to deduct the same out of his salary.

2. That the said amount of Rs. ___________ shall carry interest at ________________ percent per annum.

3. The Borrower shall purchase Motor Cycle/Motor Car/Scooter/Scootrette/Moped for which advance has been sanctioned to him by the Company within 30 days from drawal of advance from the Company, and shall submit complete set of documents as required under the Rules within 30 days of the purchase of the vehicle; and in the event of failure to comply with the above or any other provisions of Rules, the Company shall be entitled to the refund of the entire advance in full along with interest calculated at the rate of ________________ percent per annum within 30 days from the date of the drawal of the advance from the Company.

4. That in the event of not purchasing the Motor Cycle/Motor Car/Scooter /Scootrette / Moped and the failure to refund the advance with interest to the Company within 30 days of the date of drawal of the money, the Company shall be entitled to take such disciplinary action as it may deem fit against the Borrower and/or his Surety.

5. The Borrower shall hold such advance in trust for the Company and shall be liable for breach of trust in case the Borrower spends or utilizes the money for any other purpose and shall be liable for criminal proceedings against him by the Company for such breach of trust, notwithstanding any practice to the contrary and the Company shall be entitled to take such disciplinary action as they may think fit.
6. That immediately after the purchase of Motor Vehicle, the Borrower shall get it insured against full loss by fire, theft or accident and/or SRCC with a recognised Insurance Company and will also write a letter in the prescribed form to the Insurance Company as required by the Rules of the Company.

7. That the Borrower shall also execute a hypothecation bond with respect to the motor vehicle purchased by the Borrower on the prescribed form as required by the Rules of the Company.

8. That if the borrower leaves the service of the Company or his services are terminated for any reason whatsoever before complete payment and realization of the whole amount advanced and interest thereon, the Company will be entitled to realize the amount due from the Borrower and his surety jointly and severally or from the gratuity due to the employee, if any.

9. That the Borrower undertakes to confirm strictly to the terms of this bond and further agrees that in case of violation of any of the terms aforesaid, the Company will be entitled to realize the entire amount together with interest due from the Borrower and his Surety jointly and/or severally.

Borrower and his Surety jointly and/or severally.

In witness whereon the Borrower and his surety put their hand this day of __________ the month ______________ of the year aforesaid at ______________.

(1) WITNESS BORROWER

(2) WITNESS SURETY

Note: In respect of employees on contract upto the age of superannuation, a Surety shall not be required.
LETTER TO INSURANCE COMPANY

FROM:

TO:

Dear Sir,

I beg to inform you that the Visakhapatnam Steel Plant, is interested in the Motor Car/Motor Cycle/Scooter/Scootrette/Moped Insurance Policy No. _______________ secured in your Company to request that you will kindly insert Clauses to the following effect in the policy:-

i. It is hereby declared and agreed that Sri _______________________________ (Owner of the Motor Car/Motor Cycle/Scooter/Scootrette/Moped) has hypothecated the Motor Car/Motor Cycle/Scooter/Scootrette/Moped to the Visakhapatnam Steel Plant as security for an advance for the purchase of the Motor Car/Motor Cycle/Scooter/Scootrette/Moped and it is further declared and agreed that the Visakhapatnam Steel Plant is interested in any moneys which but for the endorsement, would be payable to the said Sri _______________________________ in respect of the loss or damage of the said Motor Car/Motor Cycle/Scooter/Scootrette/Moped (which loss or damage is not made good by repair, re-installments or replacement) and such moneys shall be paid to the Visakhapatnam Steel Plant as long as it is the mortgagee of the Motor Car/Motor Cycle/Scooter/Scootrette/Moped and its receipt shall be full and final discharge to the Insurance Company in respect of such loss or damage.

ii. Save as by this endorsement expressly agreed, nothing herein shall modify or affect the rights and liabilities of the insured or the Insurance Company respectively, under or in connection with this policy or any terms, provision or condition thereof.

Yours faithfully,

Place:

Date:
HYPOTHECATION BOND

RULES FOR GRANT OF ADVANCE FOR THE PURCHASE OF MOTOR CAR OR MOTOR CYCLE (INCLUDING SCOOTER/SOOTRETTE/MOPED)

(To be executed on non-judicial stamp paper of appropriate value)

This agreement made this__________________ day of the month of ________________ of the year ____________________ between Shri/Smt _________________________ Son/Daughter of ___________________________________________________________ in employment in Visakhapatnam Steel Plant as __________________________ hereinafter called the Borrower, and Shri/Smt. _____________________________________ Son/Daughter of ___________________________________________________________ hereinafter called the Surety of the Borrower of one part, which expression shall __________________________ include all their heirs, executors and assignees of the Borrower, and the Visakhapatnam Steel Plant (hereinafter called the Company of the other part).

Whereas the Borrower had applied and has been granted an advance of Rs._________ (Rupees __________________________) for the purchase of a Motor Car/Motor Cycle/Scooter/Scootrette/Moped in accordance with the Rules for grant of advance for the purchase of Motor Car/Motor Cycle/Scooter/Scootrette/Moped of the Company presently in force or to be subsequently amended from time to time and whereas one of the conditions is that the Borrower shall hypothecate the said motor vehicle to the Company as security for the amount advanced by the Company and whereas the Borrower has purchased with, or partly with, the amount so advanced the Motor Car/Motor Cycle/Scooter/Scootrette/Moped the particulars of which are set out in the Schedule, annexed to this agreement.

Now this Indenture witnessed that in pursuance of the said agreement, and for the consideration aforesaid, the Borrower and his Surety both hereby agree to pay to the Company the sum of Rs.__________________ aforesaid, or the balance thereof amounting to Rs. _______________ by equal installments of Rs. _________________ each month, on the first day of the month, with interest on the unpaid balance calculated at the rates specified in the Rules for grant of advance for the purchase of a Motor Car/Motor Cycle/Scooter/Scootrette/Moped of the Company and the Borrower doth agree that such installments may be recovered by the Company by monthly deductions out of his salary in the manner provided in the said Rules and in further pursuance of this agreement, the Borrower doth hereby assign and hypothecate the said Motor Car/Motor Cycle/Scooter/Scootrette/Moped to the Company. The Borrower doth hereby declare that he has paid in full the purchase price of the said vehicle anywhere else and shall not pledge or pawn it so long as any money remains due to the Company and the Borrower hereby agrees that if at any time, the Borrower shall die, or leave the service of the Company, or in any other manner become unfit or unable to pay the Company, or if the Borrower may sell or pledge or in any other manner part with the possession of the said vehicle, or if the said vehicle is attached in the execution of any decree against the Borrower, or if the said vehicle was uninsured/insured for an amount lesser than the balance of advance plus interest due to the Company and/or gets damaged in an accident or is otherwise lost, the entire unpaid balance together with all interest shall become payable and the Company shall be entitled to recover the same from the Borrower and from his heirs and assignees and it is further agreed that in the event of the happening of any of the above said circumstances the Company shall be entitled to take possession of the vehicle and sell the said vehicle either by public auction or private contract and if the sale proceeds fall short of the dues to the Company to realize the balance from the Borrower or from his heirs and assignees.” And the Borrower further
agrees that so long as the entire amount of the Company is not paid up, he shall not in any way cause any
damage or suffer or permit the vehicle to be damaged in any way, so long as this bond is not completely
discharged and in the event of any accident or damage to the Motor Vehicle during the continuance of
these presents, shall cause them to be repaired and made good forthwith at his own expenses.

In Witness thereof the said Borrower _____________________________ has hereinto
_________________________ set his hand this____________________ day of the month
_________________________ of the year above mentioned at _____________

(1) Witness

(2) Witness

____________________________________

SIGNATURE OF BORROWER.

THE SCHEDULE

Description of the Motor Vehicle with cost, marks etc.
1.0 **OBJECTIVE:**

To grant interest subsidy to the non-executives of the Company who avail loans from any Bank or Financial Institution governed by the Rules of the Reserve Bank of India for purchase of Motor Car/Jeep, subject to fulfilling the conditions of the Rules of RINL on “Grant of Advance for Purchase of Motor Vehicle”.

2.0 **SCOPE:**

Non-executives in the grades of S-9, S-10 & S-11 with a minimum service of one year in RINL are eligible.

3.0 **APPROVED AGENCIES FOR RAISING LOANS:**

Loans raised from any Bank or Financial Institution governed by the Rules of the Reserve Bank of India lending loans for purchase of motor vehicle will only qualify for the interest subsidy. The Management may approve from time-to-time any Institution / Bank for the purpose of interest subsidy under this scheme.

4.0 **EXTENT OF SUBSIDY AND COMPUTATION OF SUBSIDY AMOUNT:**

4.1 For the purpose of calculation of Interest Subsidy, the actual rate of Interest on which the employee availed loan from the Bank/Financial Institution limiting to the MCLR (or benchmark in vogue) based interest rate charged by SBI for vehicle loans (Cars/Jeeps) prevailing as on 1st of April every year will be considered. However, for the year 2018-19, the rate prevailing as on 1st October 2018 shall be considered instead of 1st April 2018. An illustration for computing the Interest Subsidy per month is given in the work-sheet at Annexure-A. The interest subsidy amount may vary every year. If any employee obtains loan with interest rate lower than the notified rate, the same will be applied for the calculation of the subsidy for payment to that particular employee.

4.2 Irrespective of the total amount of loan sanctioned and the number of installments allowed by the Bank/Financial Institution to the employee, Interest Subsidy amount will be payable for the least of the following:

a) Actual amount of loan drawn from Bank/Financial Institution  
b) Qualifying amount as per the rules of the Company  
c) Insurance value of the vehicle  
d) Vehicle purchase value  

4.3 Interest subsidy payment period will be the least of the following:

a) Actual period of repayment of loan to the Bank/Financial Institution  
b) Qualifying period as per the rules of the Company  
c) The date of cessation of employment with RINL  
d) 216 months
5.0 **BUDGET:**

Applications under this Scheme would be cleared only to the extent of annual limit of total subsidy as may be decided by the Management for each financial year.

6.0 **PROCEDURE:**

6.1 Every year, on allocation of annual budget, eligible non-executives shall be enlisted by HR-Welfare based on their online applications. This list shall be valid for a period of 3 (Three) months and those who do not avail the interest subsidy shall not be considered for that financial year.

6.2 Only such employees, as mentioned at Rule-6.1 above, shall then obtain vehicle loan from any of the institutions enumerated at Rule-3.0 of this Scheme.

6.3 The employees shall submit photocopies of the following documents to HR-Welfare for grant of interest subsidy along with the prescribed form (*Annexure-B*), within stipulated period:

   a) Loan sanction letter from Bank/Financial Institution
   b) Vehicle purchase Invoice
   c) Certificate of Registration issued by Transport Department with hypothecation to Bank/Financial Institution

6.4 After scrutiny, a release order shall be issued by HR-Welfare.

6.5 The interest subsidy amount shall commence from the next calendar month if the documents, as enlisted at Rule-6.3 above, are submitted by 15\(^{th}\) of the month. In case of submission of documents after 15\(^{th}\) of the month, the payment of interest subsidy amount will be made after one month. The payment will be made through salary.

6.6 Employees can avail one advance/interest subsidy only at any moment of time.

6.7 Every year, the beneficiaries under this Scheme shall give a declaration that the rate of Interest paid by him/her was not below the rate of Interest notified by HR-Welfare for that period and if any employee obtains loan with interest rate lower than the notified rate, the differential amount shall be recovered from the employee concerned.

6.8 At the end of every Financial Year, proof of remittance of EMI issued by the Bank/Financial Institution shall be submitted by the employee to HR-Welfare by 15\(^{th}\) of April in the format as placed at *Annexure-C*. Otherwise, the payment of the interest subsidy will be stopped and also the payment made during that financial year will be recovered.
7.0 **EXTENT OF LIABILITY TO THE COMPANY:**

7.1 Any kind of transaction for availing vehicle loans will be between the employee and the lending Bank/Financial Institution concerned only and disputes towards the same shall be settled among themselves.

7.2 RINL will neither guarantee nor be a surety for the loan and will not accept any financial liability whatsoever in this regard.

7.3 In case the employee sells the vehicle against which Interest Subsidy is drawn or pre-closes the loan, he/she has to inform HR-Welfare within fortnight. If such information is not given within the stipulated period and continues to draw the interest subsidy, he/she will be liable for disciplinary action as per the rules of RINL.

7.4 Employees are permitted to switch over from one Lending Institution to another subject to the following conditions:

   a) The employee has to inform HR-Welfare regarding switch over within 30 days
   b) Lending Institution to which the employees intends to switch over should also be any of the institutions enumerated at Rule-3.0 of this Scheme. RINL will not accept any extra liability, financial or otherwise, arising out of such switch over
   c) RINL will not stand guarantee or surety for switch over transactions(even for the intervening period of switch over)

7.5 In all cases, the total Interest Subsidy payable to the employee and the periodicity of the same shall not be more than initial sanctioned amount and period.

8.0 **GENERAL:**

8.1 RINL reserves the right to withdraw or modify this Scheme at any time without assigning any reason thereof and the interest subsidy assistance will be considered subject to availability of funds as per the conditions/guidelines provided in this Scheme.

8.2 RINL reserves the right to interpret the Rules and Provisions under this Scheme. Decision of the Chairman-cum-Managing Director in this respect shall be final.

8.3 This Scheme will come into force from the date of announcement and will be operated concurrently along with Rules of RINL on “Grant of Advance for Purchase of Motor Vehicle (Motor Car/Motor Cycle/Scooter/Scooterette/Moped)” till further orders.

****
ANNEXURE - A

Illustration for computing Vehicle (Car/Jeep) Loan Interest Subsidy per Rupees thousand per month for the Year 2018-19

I State Bank of India Loan interest rate as on 01.10.2018 ... 9.75%

II SBI EMI on ₹ 3 lakhs for 18 yrs (@ 9.75%) ... ₹ 2,952

III a) Principal amount as per VSP’s rule on ₹ 3 lakhs (For 162 installments) ... ₹ 1,852
   (b) Interest amount as per VSP’s rule on ₹ 3 lakhs (For 54 installments) ... ₹ 2,264

IV Subsidy portion:
   (₹2,952 - ₹1,852) X 162 ... ₹ 1,78,200
   (₹2,952 - ₹2,264) X 54 (Add) ... ₹ 37,152 ... ₹ 2,15,352.00
   Per month/₹ 3 lakhs ₹ 215352/216 ... ₹ 997.00
   Interest Subsidy per month/Rupees thousand of loan amount ₹ 997/ 300 ... ₹ 3.323
   By rounding off to the nearest rupee ... ₹ 3.32

# If any employee obtains loan with interest rate lower than the notified rate, the same shall be applicable
* Arrived at with the Bankers’ Calculator
** As per computation based on interest rate of 6% p.a. up to an amount of ₹3 lakh as per RINL rules.
## ANNEXURE-‘B’

### APPLICATION FORM FOR GRANT OF INTEREST SUBSIDY ON MOTOR VEHICLE (CAR/JEEP) LOAN

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<tbody>
<tr>
<td>1</td>
<td>Emp.No.</td>
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<tr>
<td>2</td>
<td>Name</td>
</tr>
<tr>
<td>3</td>
<td>Designation</td>
</tr>
<tr>
<td>4</td>
<td>Department</td>
</tr>
<tr>
<td>5</td>
<td>RINL Sanction Order No. &amp; Date</td>
</tr>
<tr>
<td>6</td>
<td>Details of loan from Financial Institution</td>
</tr>
<tr>
<td>a)</td>
<td>Name of the Bank/Financial Institution</td>
</tr>
<tr>
<td>b)</td>
<td>Loan amount ₹</td>
</tr>
<tr>
<td>c)</td>
<td>Loan sanction date</td>
</tr>
<tr>
<td>d)</td>
<td>Loan Account No.</td>
</tr>
<tr>
<td>e)</td>
<td>Rate of Interest …… (Fixed / Floating)</td>
</tr>
<tr>
<td>f)</td>
<td>Repayment period (in months)</td>
</tr>
<tr>
<td>g)</td>
<td>Monthly Installment (EMI) ₹</td>
</tr>
<tr>
<td>h)</td>
<td>Date of payment of 1st Installment</td>
</tr>
<tr>
<td>i)</td>
<td>Vehicle Type</td>
</tr>
<tr>
<td>j)</td>
<td>Make, Model and Year of Mfg.</td>
</tr>
<tr>
<td>k)</td>
<td>Vehicle Regn. No. &amp; validity</td>
</tr>
<tr>
<td>l)</td>
<td>Hypothecated to</td>
</tr>
</tbody>
</table>

### DECLARATION

I hereby declare that –

- All the balance amounts of earlier advances, if any, are paid back and I am not claiming interest subsidy for any other vehicle.
- The above information is true to the best of my knowledge and belief and if it is found false at any time, I will be liable for disciplinary action and become ineligible for grant of Interest Subsidy and I authorize RINL to recover the amounts paid to me towards Interest Subsidy.

Date: Signature of the Employee
Name:
Cell No.
### ANNEXURE-‘C’

**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**  
**VISAKHAPATNAM – 530031**  

**MOTOR VEHICLE (CAR/JEEP) INTEREST SUBSIDY CLAIM FORM**  
*(To be submitted to HR-Welfare, every year by 15th April)*

1. Emp. No. : 
2. Name of the employee : 
3. Designation : 
4. Department : 
5. Interest Subsidy sanction :  
   Office Order No. & Date

6. Name of the Lending Institution : 
7. Loan Account No. : 
8. Amount of loan sanctioned : ₹  
   by the Lending Institution

9. E M I amount : ₹ 

10. Vehicle Regn. No. : 

### DECLARATION

(i) Vehicle Loan account status during previous financial year:  
   ACTIVE (or) CLOSED  
   *(Pl. Tick √)*

(ii) Bank take over during previous financial year, if any:  
   ACTIVE (or) CLOSED  
   *(Pl. Tick √)*

(iii) I had paid all the EMIs (Principal + Interest) due towards the Vehicle Loan Account No. ................. during the previous financial year i.e. the period from ................. to 31st March, ............ . I also hereby undertake to pay the EMIs (Principal + Interest) due during next financial year i.e. the period from 1st April, ............ to 31st March, ................. Further, during the current year, in case of closure of account /bank takeover, if any, I shall intimate to HR-Welfare for system data updation and follow the laid down procedure.

(iv) The Interest rate charged by the Bank/Financial Institution was not less than the rate notified by HR-Welfare, RINL  

   *(OR)*  

   The Interest rate charged by the Bank/Financial Institution was less than the rate notified by HR-Welfare, RINL and the differential amount may be recovered from me. The interest rate for the above period are as follows:  

   *(Strike out whichever is not applicable)*

<table>
<thead>
<tr>
<th>Period</th>
<th>Rate of Interest</th>
</tr>
</thead>
</table>

Date: 
Signature of the Employee  
Cell /Phone No.: 

---

*Grant of Interest Subsidy on Motor Vehicle Loans (Car/Jeep)*  
403
CERTIFICATE

Sri/Smt/Kum _____________________________, S/o D/o W/o _________________________, who has obtained Vehicle Loan from us, has paid all the EMI (Principal + Interest) due towards the Vehicle Loan Account No._____________________ during the whole previous financial year i.e. ________________ / partly i.e. during the period from ................. (date) to ................. (date).

Signature of the Authorized Officer of the Lending Bank/

Date: ___________________________ Financial Institution with Seal
GRANT OF ADVANCE FOR THE PURCHASE OF BICYCLE

1.0 OBJECTIVE
2.0 SCOPE
3.0 ELIGIBILITY
4.0 DEFINITIONS
5.0 AMOUNT OF ADVANCE
6.0 CONDITIONS FOR GRANT OF ADVANCE
7.0 RECOVERY OF ADVANCE
8.0 INTEREST
9.0 GRANT OF SECOND ADVANCE
10.0 TENURE

ANNEXURE I: FORM OF SURETY FOR GRANT OF ADVANCE FOR PURCHASE OF BICYCLE
ANNEXURE-II: APPLICATION FORM FOR ADVANCE FOR PURCHASE OF BICYCLE
1.0 OBJECTIVE:
1.1 To assist all employees of the Company (including trainees) in the purchase of bicycle by providing advance.

2.0 SCOPE:
2.1 These Rules will be applicable to all employees and trainees.

3.0 ELIGIBILITY:
3.1 All regular employees in the service of the Company, including trainees but excluding casual employees, temporary employees and employees under suspension.

**CLARIFICATION:**
Employees who have been sanctioned an advance for purchase of motor-cycle/scooter/moped/scootrette etc., will not be eligible for grant of advance for purchase of bicycle.

4.0 DEFINITIONS:
4.1 ‘Sanctioning Authority’ means an authority to whom powers have been delegated.
4.2 'Company' means Rashtriya Ispat Nigam Ltd., Visakhapatnam Steel Plant and the units/offices under its charge.

5.0 AMOUNT OF ADVANCE:
The maximum amount of advance admissible will be as under:

i. Rs.1000/- for new bicycle purchased from an authorised dealer or the actual cost whichever is lower.

ii. Rs.600/- for second-hand bicycle or the actual cost whichever is lower.

6.0 CONDITIONS FOR GRANT OF ADVANCE:
6.1 All employees will be required to submit surety bond in the Form (Annexure-I) from any employee who has completed one-year service.

6.2 Applications for grant of advance should be submitted in the prescribed application form annexed (Annexure-II).

6.3 An employee who takes an advance shall, within one month of drawing the advance, furnish to the sanctioning authority a certificate giving full particulars of the conveyance purchased and the cash receipt for the amount actually paid by him. If the actual price paid is less than the advance taken the balance should be refunded forthwith.

- Approved by the Board of Directors of RINL in their First Meeting held on 8.4.82.
- Clarified vide Circular No.PER/RR/06/03/01 dated 23.5.86.
- Amended vide Personnel Policy Circular No.7/96 dated 21.5.96.
7.0  **RECOVERY OF ADVANCE:**

7.1  The advance will be recovered in monthly instalments commencing from the month following the month in which advance is drawn by the employee.

7.2  The advance will be recovered in not more than 25 equal monthly instalments.

8.0  **INTEREST:**

Simple interest will be charged at the rate applicable to Central Government employees on the date the advance is drawn. The interest will be calculated on the balance outstanding on the last day of each month. The amount of interest will be recovered in one additional instalment if the principal amount is repaid in instalments not exceeding 12 and in other cases in two instalments from the pay payable to the employee immediately after the full amount of advance is recovered.

9.0  **GRANT OF SECOND ADVANCE:**

9.1  The second advance should not ordinarily be granted within 3 years of the drawal of the first advance unless the sanctioning authority is satisfied that the bicycle purchased by taking earlier advance has been stolen/damaged beyond repairs/become unserviceable.

10.0  **TENURE :**

10.1  These rules shall come into force with immediate effect.

10.2  The Company reserves to itself the right to modify, cancel or amend any of the rules without prior notice.

* * * * * *
FORM OF SURETY FOR GRANT OF ADVANCE FOR PURCHASE OF BICYCLE

I, Shri/Smt/Miss __________________________________________________________ Stand surety for an amount of Rs. ________________________________ (Rupees ________________________________) towards the advance to be taken by Shri/Smt/Miss ____________________________________________ for purchase of bicycle.

SIGNATURE OF
BORROWER ________________________
NAME ____________________________
DESIGNATION ______________________
DATE _____________________________

SIGNATURE OF
SURETY ________________________
NAME ____________________________
DESIGNATION ______________________
DATE _____________________________
ANNEXURE-II

APPLICATION FORM FOR ADVANCE FOR PURCHASE OF BICYCLE

(To be submitted to SANCTIONING AUTHORITY through proper channel
duly completed in all respects. Incomplete application will not be considered).

1. (a) Full name (in block letters) : 
   (b) Employee No. : 
2. Designation, Dept. & Section : 
3. Date of joining in the Company : 
4. Whether appointed on regular
   basis/on temporary basis/
   as trainee ? : 
5. Local Address : 
6. Basic Pay : 
7. Amount of advance applied
   (in figures and words) : 
8. No. of monthly instalments
   for recovery of advance : 
9. Details of vehicle to be
   purchased : 
10. (i) New or used vehicle : 
    (ii) Make : 
    (iii) Model : 
    (iv) Price of Vehicle : 
    (v) Year of manufacture : 
    (vi) Name & Address of
       dealer/seller : 
11. Date when vehicle will be
    available/delivered : 
12. If advance for purchase of
    bicycle drawn earlier : 

DATE : 
Amount : 

Encl. _________________ Nos. Signature of the applicant:
Place: 
Date :
GRANT OF ADVANCE FOR MEDICAL ATTENDANCE AND TREATMENT

1.0 OBJECTIVE
2.0 SCOPE
3.0 DEFINITIONS
4.0 TERMS AND CONDITIONS FOR GRANT OF ADVANCE
5.0 MAXIMUM LIMIT OF ADVANCE ALLOWED
6.0 PROCEDURE FOR GRANT OF ADVANCE
7.0 ADJUSTMENT OF ADVANCE GRANTED
8.0 TENURE

ANNEXURE I: APPLICATION FOR GRANT OF ADVANCE FOR MEDICAL TREATMENT
GRANT OF ADVANCE FOR
MEDICAL ATTENDANCE AND TREATMENT

1.0 OBJECTIVE:

To assist the employees to meet expenditure for medical attendance and treatment for themselves and the entitled members of their families.

2.0 SCOPE :

2.1 These Rules shall apply to:

a. All regular employees of the Company (both Executives and Non-Executives);

b. All departmental candidates selected as trainees such as MTs /Jr.Trainees /Sr.Trainees /ATTs /Asst (S/T) Trainees / Special Trainees /ASK Trainees and any other category of trainees;

c. Jr. Trainees/Sr.Trainees/ATTs/Special Trainees, Asst S/T Trainees/ASK Trainees and any other category of trainees in the non-executive cadre for self only.

2.2 These Rules shall not apply to:

a. Persons in casual/daily-rated/part-time employments and those engaged on contract after superannuation;

b. Persons employed on work-charged establishment;

c. Temporary employees.

3.0 DEFINITIONS :

3.1 In these Rules, unless the context otherwise requires -

a. ‘Company’ means the Rashtriya Ispat Nigam Limited and the Units/Offices under its charge.

b. ‘Sanctioning Authority’ means the authority to whom powers have been delegated in this regard.

4.0 TERMS AND CONDITIONS FOR GRANT OF ADVANCE :

4.1 The advance would be admissible when an employee or an entitled member of his family is being treated on a reference by Head of Medical Department of the Company -

a. As an in-patient in a hospital;

b. As an out-patient in case of T.B. in a Government Hospital or T.B. Institution recognised by the Central Government, or at the consulting room of a Specialist in Tubercular disease, recognised as such by the respective State Government;

c. As an out-patient in cases like Cancer, Leprosy, Polio, Epilepsy etc;

d. To meet expenses for special tests like Scanning etc.

4.2 An advance may also be allowed to the employees for purchase of Orthopaedic appliances, life saving devices like pace-maker/ aortic valve, which are reimbursable in case the Company cannot buy the appliances for any reason.

Approved by the Board of Directors of RINL in their first meeting held on 8.4.82.
5.0 MAXIMUM LIMIT OF ADVANCE ALLOWED:

5.1 The amount of advance in each case be limited to Rs.1,000/- as recommended by the Head of Medical Department except in case of 4.2 where advance may be sanctioned upto the extent of estimated cost of appliances.

5.2 In exceptional circumstances, a higher amount may be allowed on specific recommendations of Head of Medical Department on the basis of estimated medical expenses. Such higher amount as prescribed in each case may be allowed with the approval of concerned Director/Executive Director in the case of Commercial Department. Medical advance beyond the amount as prescribed under Delegation of Powers, may be allowed with the approval of Chief Executive.

5.3 NON-ADMISSIBILITY OF MORE THAN ONE ADVANCE FOR THE SAME ILLNESS:

Ordinarily not more than one advance shall be granted in respect of the same illness or injury. If, however, the Head of the Medical Department certifies that the estimated cost of the treatment is likely to be more than previously certified by him either due to longer duration of the treatment than previously anticipated or due to the fact that the patient requires costly treatment which was not in view at the time of issuing the original certificate, a second advance may be granted by the Sanctioning Authority.

6.0 PROCEDURE FOR GRANT OF ADVANCE:

6.1 The application should be submitted in the prescribed form as at Annexure-I by the employee or any other employee on his behalf depending on the circumstances. The advance will be booked in the name of the applicant and it will be the responsibility of the applicant to arrange for adjustment of advance. In cases where the employee himself is seriously ill and is not in a position to give the details against Column-12 of the application form, the advance may be granted on the recommendation of the Head of Medical Department.

6.2 The application for advance should be supported by a Certificate from the Head of Medical Department giving the following details:

i. the nature of disease;

ii. the likely duration of such treatment; and

iii. the anticipated cost.

7.0 ADJUSTMENT OF ADVANCE GRANTED:

7.1 The responsibility for getting the advance adjusted will be on the employee concerned. He shall submit the bill for adjustment of the expenditure incurred against the advance drawn as admissible under the Medical Attendance and Treatment Rules within one month from the date of drawal of advance. The amount of advance shall be adjusted against the amount passed for reimbursement under the Medical Attendance and Treatment Rules and the balance of advance, if any, shall be recovered from the pay of the employee concerned. If the employee fails to submit the claim for reimbursement of expenditure within one month from the date of drawal of advance, the entire amount of advance shall be recovered from the Pay of the employee concerned.

7.2 i. In cases requiring prolonged treatment, reimbursement of medical expenses may continue to be allowed to employees to the extent otherwise admissible under the Rules.

ii. Advance(s) already sanctioned in such cases, should not be adjusted so long as the employee produces a Certificate from Head of Medical Department to the effect that the patient is required to continue
the treatment and the anticipated cost of future treatment will not be less than the amount of the advance already granted to him/her.

iii. In case, however, where the anticipated cost of further treatment as certified by the Medical Officer/T.B. Specialist-in-Charge of the patient, falls short of the amount of the advance, adjustment of advance to the extent of the difference between the amount of the advance and the anticipated cost of further treatment may be effected from the reimbursement claim of the employee. The balance amount, if any, may be recovered as at 7.1 above.

8.0 TENURE:

8.1 The Rules shall come into force with immediate effect.

8.2 The Company reserves to itself the right to modify, cancel or amend any of the Rules without prior notice.

* * * * * *
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<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Name :</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Employee No. :</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Designation :</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Department :</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Present Address :</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Name and relationship with the person for whom advance required :</td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Name of hospital in which admitted/ to be admitted :</td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>Date of admission :</td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td>Amount of advance required : Rs.</td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Whether any advance for medical treatment taken in past ? If so, whether the entire amount adjusted by submission of bills. :</td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>Whether advance was taken earlier for the same person/ disease ? :</td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td>If the last advance not yet adjusted</td>
</tr>
<tr>
<td>i)</td>
<td>Date on which advance taken :</td>
</tr>
<tr>
<td>ii)</td>
<td>Amount of advance :</td>
</tr>
<tr>
<td>iii)</td>
<td>Reason for non-adjustment :</td>
</tr>
<tr>
<td><strong>13.</strong></td>
<td>Details of medical advances drawn by the employee during the past 12 months, indicating the name of the patient, disease, institution where treatment was taken, amount of advance, date of drawal of advance and date of adjustment :</td>
</tr>
</tbody>
</table>
Certificate from the Head of Medical Department in terms of Rule 6.2 enclosed.

I am aware of my responsibility to get the advance adjusted within one month of drawal of advance as stipulated in Clause 6.1 and 7.1 of the Rules. In the event of my failure to do so, I hereby give my consent to recover the entire amount of outstanding advance from my pay.

Sanctioning Authority
Date:

Signature:
Name:
FESTIVAL ADVANCE

1.0 SCOPE
2.0 ELIGIBILITY
3.0 RECOVERY AND OTHER CONDITIONS
4.0 TENURE

ANNEXURE I: APPLICATION FOR FESTIVAL ADVANCE
FESTIVAL ADVANCE*

1.0* SCOPE :

These Rules will be applicable to all employees including Departmental Candidates selected as Trainees.

2.0 ELIGIBILITY :

2.1* The amount of advance shall be Rs.5000/-

3.0 RECOVERY AND OTHER CONDITIONS :

3.1* The advance shall be recovered in not more than 10 equal monthly instalments.

3.2 The advance can be drawn for any of the occasions on which closed/optional holidays have been declared by the Company and shall be drawn before the date of the concerned Festival.

3.3 Only one advance shall be admissible to an employee in the calendar year.

3.4 Employees who have not completed one year of service, shall be required to produce a Surety from another employee who has completed one year of service.

3.5* The Festival Advance will not be granted in any calendar year where the advance drawn during the previous calendar year is outstanding in the name of the employee.

NOTE:
Employees may apply directly to Manager (Fin)-Pay in the proforma given at Annexure I through their Controlling Officers at least 30 days before the date of the festival for which the advance is applied (Vide Personnel Policy Circular No.12/88, dt.20.7.88)

4.0 TENURE :

4.1 The Rules shall come into force with immediate effect.

4.2 The Company reserves to itself the right to modify, cancel or amend any of the Rules without prior notice.

* * * * *

✔ Approved by the Board of Directors of RINL in their First Meeting held on 8.4.82
◆ Amended vide PP Circular No. 13/90 dt. 08.05.90, No. PL/W/I(4B)
⭕ Amended vide Circular No.PER/RR/06/05/02, dt.02.12.86
◼ Incorporated vide Circular No.PL/RR/06/05, dt.02.12.86
APPLICATION FOR FESTIVAL ADVANCE

To

The Manager (Fin-Pay)
Visakhapatnam Steel Plant
VISAKHAPATNAM - 530 031

Through: Controlling Officer

Kindly release an amount of Rs. ________________________________

(Rupees ______________________________________only) towards Festival Advance and include the same in my salary for the month of ___________. This may be recovered from my salary as per rules.

Certified that I have not drawn Festival Advance during the current calendar year.

Signature : 
Name : 
Emp. No. : 
Designation : 
Date : 
Department :
## Chapters

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INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL QUALIFICATIONS

RINL Incentive Scheme for Acquiring Professional Qualifications, w.r.t. executives including non-unionised supervisors will be regulated w.e.f. 26.11.2008, in terms of PP Circular No. 18/2010 dt 22.11.10

1.0 OBJECTIVE
2.0 POLICY
3.0 SCOPE
4.0 SANCTIONING AUTHORITY
5.0 ENTITLEMENT
6.0 ELIGIBILITY
7.0 PROCEDURE
8.0 TENURE

ANNEXURE I: APPROVED PROFESSIONAL QUALIFICATIONS
ANNEXURE II: APPLICATION FOR GRANT OF INCREMENTS
1.0 OBJECTIVE:
To encourage employees to improve their knowledge and professional competence by undertaking advance studies relevant to their function in the Company.

2.0 POLICY:
Employees shall be given increments when they acquire additional qualifications, as specified and relevant to the area of responsibility, during their service in the Company.

3.0 SCOPE**:
This Scheme shall cover all employees of the Company below the Board level including Management Trainees.

4.0 SANCTIONING AUTHORITY:
The Chairman-cum-Managing Director or such other authorities to whom these powers may be sub-delegated by the Chairman-cum- Managing Director shall be the competent authority for grant of this incentive to employees.

5.0 ENTITLEMENT:
5.1 The number of increments admissible for acquiring different professional qualifications is given at Annexure-A.
5.2.1 Increments under this Scheme shall be granted not more than twice during the tenure of service of an employee.
5.2.2** DELETED.

atical: The increments will not be admissible for a second time if the post-graduate Degree is acquired in the same field or discipline.

5.3 The advance increments granted under this Scheme shall in no way affect the annual increment and due date.

CLARIFICATION**:
1* Increments granted to executives and non-executives cadre as incentive for acquiring professional qualifications w.e.f. 01.01.92 onwards shall be treated as personal pay and will be paid seperately and will not be adjusted either on promotion or on revision of pay.

2* Increments granted to non-executive employees, after the revision of wage structure and other benefits as per Memorandum of Settlement dated 10.04.1990, under this Scheme will be kept separately as personal pay.

Approved by Board of Directors in their First Meeting held on 08.04.82.
Amended vide Circular No.PL/W/1(2)/PR/95, dt. 7.12.95.
Incorporated vide Clause 2.7.3 of Memorandum of Settlement dt. 10.4.90.
RINL Incentive Scheme for Acquiring Professional Qualifications, w.r.t. executives including non-unionised supervisors will be regulated w.e.f. 26.11.2008, in terms of PP Circular No. 18/2010 dt 22.11.10.
6.0 ELIGIBILITY**:

6.1 Employees in the Company below the Board level who qualify in the final examination as in Annexure-A shall be eligible for the incentive with effect from the date the final result of the examination is declared and the prescribed training, if any, is completed.

CLARIFICATIONS**:

1* The date of the issue of the Provisional Certificate will be considered as the date of declaration of the results.

2. The employee shall have to submit the Final Certificate confirming the Provisional Certificate within a period of one year or the holding of the convocation whichever is earlier.

3. If for any reason the employee cannot submit the final certificate, he must seek extension showing specific reasons.

4. If on any date it is found that employee cannot submit the final certificate as a conclusive confirmation of the earlier provisional certificate, the increment granted will be withdrawn retrospectively.

5. The incentive under this scheme will be admissible if the employee (including trainee) has written at least the final examination of a particular course as mentioned in Annexure ‘A’ while in the service of the company and passed the examination while he is in the service of the company.

6. The trainees (Senior Trainees, Junior Trainees, Assistant Technician Trainees) of the company engaged on monthly stipend and who have acquired professional qualifications as per this scheme during their training period, will be allowed increment only after their placement in regular grade and on fulfilling other formalities. The increment will be effective from the date of regularisation or the date of issue of the provisional certificate whichever is later.

** In all cases where Management Trainees acquire during their Training Period Professional Qualifications recognised under the incentive scheme, the incentive increments may be granted with effect from the date of their placement in E-1 Scale, subject to satisfying the terms and conditions mentioned in the scheme.

*In all cases where an employee acquires a Professional Qualification related to the area of his/her responsibility while in service but the same qualification is included in the list of professional qualification eligible for incentives subsequently, the incentive increment will be granted with effect from the date of issue of the circular notifying the qualification as eligible for incentive increment under the Scheme.

6.2 Exchange/Service certificate may also be treated as on par with the corresponding direct certificates for the purpose of the Scheme in the following cases:

i) Mines Foreman’s Exchange Certificate of Competency under the Proviso to Regulation 22(2) of the Metalliferous Mines Regulation, 1961 issued by the Chairman, Board of Mining Examinations.

• Amended vide Circular No.PL/W/1(2)/PR/95, dt. 7.12.95.
• Incorporated vide Clause 2.7.3 of Memorandum of Settlement dt. 10.4.90.
* Clarified vide Circular No.3(14)/02, dt. 6.8.85.
** Incorporated vide Personnel Policy Circular No.9/91, dated 27.5.91.
** RINL Incentive Scheme for Acquiring Professional Qualifications, w.r.t executives including non-unionised supervisors will be regulated w.e.f. 26.11.2008, in terms of PP Circular No. 18/2010 dt 22.11.10
ii) Mines Foreman’s Service Certificate of Competency (under Metalliferous Mines Regulation, 1961) restricted to Metalliferous Mines having open cast working only issued by Chairman, Board of Mining Examinations.

iii) Mining Mate’s Exchange Certificate of Competency (under Metalliferous Mines Regulations, 1961) restricted to Metalliferous Mines having open cast working only.

6.3 The grant of incentive shall be subject to production of official proof in support of acquisition of the prescribed qualifications.

6.4 The grant of leave, if required for prosecuting studies or for appearing at the examination shall be subject to the normal Leave Rules of the Company.

6.5 The Company may utilise the services of an employee in a department/function in which the professional qualification acquired by him could be relevant or more advantageously utilised.

6.6 Grant of incentive under the Scheme shall not entitle an employee to any specific claim for promotion which shall be as per normal prescribed rules.

6.7* The employees in common channel for consideration to a higher post, are eligible for incentive under this Scheme, if the qualification acquired is relevant to the function covered by higher post. In other words, if a person is eligible for promotion to a post, the acquisition of qualification which is relevant for the higher post will entitle the employees to be covered under this Scheme.

CLARIFICATION :

i) This provision will be applicable only to the main / principal channel of promotion and not to additional channels of promotion which might have been provided to individual employees or to specific categories of employees.

ii) The logic of this clause can be extended to cover those employees who are in common channel and are in the same cadre with liability for inter-departmental or inter-directorate transfer and such employees can be given the benefit of the Scheme without regard to the actual place of posting at the time they acquire the qualification or apply for increment under the Scheme.

6.8 Employees shall not be eligible for the incentive under this scheme in the following circumstances:

i) If they are sponsored at the expense of the company for the examination/training to acquire the qualification.

ii)* If the appraisal reports are not of the same standard as prescribed in the Promotion Policy for Vacancy Promotion System.

7.0 PROCEDEURE :

7.1 An eligible employee may apply for the incentive under the Scheme through proper channel in the prescribed form (Annexure-B).

8.0 TENURE :

8.1* These rules shall come into force with immediate effect.

8.2 The company reserves to itself the right to modify, cancel or amend any of the rules without prior notice.


♦ Vide approval of Board of Directors in their First Meeting held on 08th April, 1982.
### APPROVED PROFESSIONAL QUALIFICATIONS
(Ref Rule 5.1)

**INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Specified qualifications</th>
<th>Eligible Employees subject to Clause 2.0</th>
<th>No. of Increment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Section A &amp; B of Associate Membership Examination of Institute of Engineers (India) or Section A &amp; B of the Institution Examination of the Institution of Engineers (India).</td>
<td>Employees other than graduates in Engineering working in technical disciplines.</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Associateship of the Indian Institute of Chemical Engineers.</td>
<td>Employees other than Graduates in Engineering working in Technical disciplines.</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Recognised Diploma in different branches of Engineering such as Automobile/Electronics/LEE/LCE/LME etc.</td>
<td>Employees other than Graduates in Engineering working in technical disciplines.</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Recognised Degree/Post-graduate Degree/Post-graduate Diploma in Statistics of not less than two years duration.</td>
<td>Eligible employees working in Statistics and Statistical Quality Control Section.</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Post-graduate degree in any branch of Engineering of not less than 1 1/2 years duration or 3 semesters duration from a recognised University or Institute.</td>
<td>Employees who are graduates in Engineering working in Technical discipline.</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Degree or equivalent qualification in Town Planning and/or Architecture recognised by All India Council for Technical Education or under Architects Act 1972.</td>
<td>Employees in Town/ City Planning Department, not holding equivalent qualifications.</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Post-graduate Diploma or Degree in Architecture City Planning or Landscape Architecture of not less than two years duration from a Recognised Institution.</td>
<td>All Graduate Architects or City Planners including holders of Diploma or Degree in Architecture recognised by IIA or in Planning recognised by ITP working in Town Planning Department.</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Post-graduate Diploma or Degree in Architecture City Planning or Land-</td>
<td>All graduate Architects or City Planners including Holders</td>
<td>1</td>
</tr>
</tbody>
</table>
Incentive Scheme For Acquiring Professional Qualifications

Incentive Scheme For Acquiring Professional Qualifications

scape Architecture of less than two years duration from a recognised Institution.


12. 2nd Class Mines Manager’s Certificate/Mines Foreman certificate/Overman /Surveyor/ Mate and Blaster Certificate. In Mines Organisations in statutory posts only.

13. Recognised Graduate Examination or recognised Post-graduate Diploma/Degree in Industrial Engineering/Operation Research. All employees working in Technical Discipline (One increment if the duration is less than 1 1/2 Yrs).

If not less than 1 1/2 Yrs duration or 3 semesters duration from a recognised University/ Institute

14. Associate membership of the Institute of Chemists (India). Employees holding posts in Water Supply Section, the Chemical Wing of Research & Control Laboratory, TPP & TBS. Laboratory, Oxygen and Acetylen Plant Laboratory, Refractory Material Plant Laboratory & any other Laboratory engaged in Chemical testing for which B.Sc. degree is the minimum qualification.

15*. Recognised Post-graduate Diploma or Degree in Labour Welfare/ Social Work of not less than two years’ duration. Employees in Personnel (including Industrial Relations) Dep�s. and Company Affairs Dept. who do not possess equivalent qualification.

16. Recognised Post-graduate Diploma in Labour/Social work of not less than nine months duration or the Factories Welfare Officers Examinations conducted by the State Governments. Employees in Personnel (including Industrial Relations) Dep�s. who do not possess equivalent qualification.

* Amended vide PP Circular No.10/96, dated 1.7.96.
<table>
<thead>
<tr>
<th>No.</th>
<th>Incentive Scheme Description</th>
<th>Eligible Employees</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Recognised Post-graduate Degree or Diploma in Business Management of not less than two years duration.</td>
<td>All Employees working in any Department.</td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>Final Examination for the Management Accountancy conducted by the Institute of Cost and Works Accountants/Chartered Accounts of India or U.K.</td>
<td>Employees in Accounts Deptt.</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Final Examination of the Institute of Cost and Works Accountants/Chartered Accountants of India /U.K.</td>
<td>Employees in i. Accounts Deptt. ii. Board &amp; Company Affairs Deptt.</td>
<td>2</td>
</tr>
<tr>
<td>20</td>
<td>Final Examination of the Institute of Company Secretaries of India or Chartered Secretaries of U.K.</td>
<td>Employees working in i. Board and Company Affairs, ii. Law, and iii. Finance &amp; Accounts Deptt.</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>Diploma in Journalism of recognised professional body/institute</td>
<td>Employees in Public Relations Department</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>Post-graduate Degree in Arts/Science or Commerce from recognised University.</td>
<td>Teaching staff in the Education Deptt. who do not already hold a Post-graduate Degree in any subject.</td>
<td>2</td>
</tr>
<tr>
<td>23</td>
<td>Bachelors Degree in Education from a recognised University.</td>
<td>Teaching staff in the Education Deptt. for whom B.Ed. is not the minimum prescribed qualification for rectt./promotion.</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>Master’s Degree in Education from a recognised University.</td>
<td>Teaching staff in the Education Department.</td>
<td>2</td>
</tr>
<tr>
<td>25</td>
<td>Post-graduate Diploma in concerned Medical, branch/speciality recognised under the CHS Scheme.</td>
<td>Medical Executives</td>
<td>2</td>
</tr>
<tr>
<td>26</td>
<td>Post-graduate degree in concerned medical branch/speciality recognised under the CHS Scheme.</td>
<td>-do-</td>
<td>2</td>
</tr>
<tr>
<td>27</td>
<td>Examination for award of Certificate of Proficiency for Boiler Operation Engineering conducted by a recognised Body/Institution of the Govt. Including First Class Boiler Attendant Certificate of Competency.</td>
<td>Employees working in Boiler operation. Employees other than graduates in Engg. working in Boiler operation.</td>
<td>2</td>
</tr>
<tr>
<td>28</td>
<td>The qualification acquired by passing the examination conducted by Institution of Fire Engineers (UK).</td>
<td>Employees of Fire Dept.</td>
<td>1</td>
</tr>
<tr>
<td>29</td>
<td>Degree or Post-graduate Diploma of not less than 2 years duration in Horticulture from a recognised Institution.</td>
<td>Employees of Horticulture Department.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Incentive Scheme For Acquiring Professional Qualifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>30.</td>
<td>Recognised Diploma in Industrial Purchasing &amp; Materials Management.</td>
<td>Employees of Stores and Purchase Departments.</td>
<td>1</td>
</tr>
<tr>
<td>31.</td>
<td>Degree/Diploma in Criminology acquired from a recognised Institution of not less than two years duration.</td>
<td>Employees of Vigilance/Security/Intelligence Depts.</td>
<td>2</td>
</tr>
<tr>
<td>32.</td>
<td>Bachelor’s Degree in Library and Information Science from a recognised Institution.</td>
<td>Employees working in Libraries and Technical documentation and information Section.</td>
<td>1</td>
</tr>
<tr>
<td>33.</td>
<td>Recognised Post-graduate Degree/Diploma in Industrial Psychology of minimum two years duration.</td>
<td>Employees in Personnel and Training.</td>
<td>2</td>
</tr>
<tr>
<td>34.</td>
<td>Degree in Law (LLB) from a recognised University/Institution. Marketing and Commercial Deptt.</td>
<td>Employees in Law, Vigilance, Personnel, Town Administration,</td>
<td>2</td>
</tr>
<tr>
<td>35.</td>
<td>Diploma in Management of the All India Management Association (Correspondence course) of not less than two years’ duration.</td>
<td>All Employees working in any Deptt.</td>
<td>2</td>
</tr>
<tr>
<td>36.</td>
<td>M.A. in Public Administration from a recognised University/Institute</td>
<td>Employees in General Admn, Town Admn, Personnel and Marketing Departments.</td>
<td>2</td>
</tr>
</tbody>
</table>
**FURTHER ADDITIONS:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Eligibility</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.</td>
<td>Recognised Post-Graduate Degree/Diploma including Doctorate in any discipline which is already covered under the Scheme.</td>
<td>Employees who are Graduates in the concerned disciplines.</td>
<td>For course of two years’ duration two increments, and for course of less than two years duration one increment.</td>
</tr>
<tr>
<td>38.</td>
<td>Recognised Post-graduate Diploma in Tourism and Hotel Management.</td>
<td>Employees of Canteen/Guest House and Catering Departments.</td>
<td>For course of two years’ duration two increments, and for course of less than two years’ duration one increment.</td>
</tr>
<tr>
<td>39.</td>
<td>Recognised Diploma in Public Relations.</td>
<td>Employees in Public Relations Department.</td>
<td>For course of two years’ duration two increments, and for course of less than two years’ duration one increment.</td>
</tr>
<tr>
<td>40.</td>
<td>Recognised Diploma in Marketing &amp; Sales Management.</td>
<td>Employees in Marketing including Transport &amp; Shipping &amp; Commercial Departments.</td>
<td>For course of two years’ duration two increments, and for course of less than two years’ duration one increment.</td>
</tr>
<tr>
<td>41.</td>
<td>Recognised Post-graduate Degree/Diploma in Computer Sciences of not less than 1 1/2 years duration or 3 semesters duration from a recognised University/Institution/ <strong>Recognised Post Graduate Diploma in Computer Applications</strong></td>
<td>All employees** of VSP other who already possess BE/ B.Tech/ M.Tech in Computer Science /IT/ MCA</td>
<td>For course of 1 1/2 years’ duration two increments and for course of less than 1 1/2 years’ duration one increment.</td>
</tr>
<tr>
<td>42.</td>
<td>Recognised two year graduate Diploma in Materials Management awarded by the Indian Institute of Materials Management.</td>
<td>Employees in Materials Management Department</td>
<td>2</td>
</tr>
<tr>
<td>43.*</td>
<td>DELETED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44.*</td>
<td>DELETED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45.*</td>
<td>M.A.(Hindi) from UGC recognised University</td>
<td>All employees</td>
<td>2</td>
</tr>
</tbody>
</table>

*Amended vide Misc.Circular No.14/99, dated 08.10.99. Modifications are w.e.f. 30.09.99.*

**Amended vide PP Circular No. 1/2009, dated 4.02.2009**
46.* Doctorate in Hindi from a University recognised by UGC.

47.* Associate Membership Examination in Ceramic (AMIIC) conducted by the Indian Institute of Ceramics, Calcutta

48. Diploma in Training & Development offered by the Indian Society for Training & Development (ISTD)

49.* Associate Membership Examination in Welding (AMIWW) conducted by the Indian Institute of Welding, Calcutta

** Clarified vide IOM No. PL/RR/7(1)/2002/81, dated 22.3.2002.
ANNEXURE-II

To
SANCTIONING AUTHORITY

Through:
Signature and Designation
of Head of the Department

PARTICULARS OF EMPLOYEE:

1. NAME:
2. EMPLOYEE NO.:
3. DESIGNATION:
4. DEPARTMENT:

PARTICULARS OF QUALIFICATIONS ACQUIRED:

1. Name of the Degree/Diploma:
2. Name of the Institution:
3. Duration of the course:
4. Year of passing the Final Examination:
5. Date of declaration of Final Results:

(Enclose Documentary Proof of passing the Examination and date of passing Final Examination)

NO. OF INCREMENTS CLAIMED:

SIGNATURE OF
THE EMPLOYEE:

FOR OFFICE USE ONLY:

VERIFIED AND FOUND that
(a) The employee is eligible for grant of incentive with reference to his Department/ LOP
(b) The above Degree/Diploma is a recognised qualification for the purpose of granting incentive under the Scheme.
(c) The duration of the course is _________ years.
(d) The employee has acquired the Qualification during his service in the Company.
(e) The employee has not been granted advance increments earlier under the Scheme more than once during his service in VSP and SAIL put together.
(f) The Appraisal Reports of the employee are of required standard under the Scheme.

RECOMMENDED that:
Shri __________________________________________________ Emp. No._______________ may be granted _____________________________ (No.____________________) advance increments under the Incentive Scheme for Acquiring Professional Qualifications.
JAWAHARLAL NEHRU AWARD SCHEME FOR EXECUTIVES

*Introduced vide Circular No.PL/RR/7(19), dtd. 24.10.1988 and amended from time to time*

1.0 OBJECTIVE
2.0 SCOPE
3.0 ELIGIBILITY CRITERIA
4.0 AWARD
5.0 METHODOLOGY
6.0 GENERAL

ANNEXURE I: NOMINATION FOR CONSIDERATION OF JAWAHARLAL NEHRU AWARD (FOR EXECUTIVES)
JAWAHARLAL NEHRU AWARD SCHEME FOR EXECUTIVES*

*Introduced vide Circular No.PL/RR/7(19), dtd. 24.10.1988. and amended from time to time

1.0 OBJECTIVE:

This Award Scheme aims at creating a climate in the Organisation wherein Executives would be encouraged to understand, practise and enforce the essentials of a productive work culture and achieve consistently good performance levels in VSP. These awards are only for individual contributions as different from group contributions.

2.0 SCOPE:

All regular executives of VSP, including those working in Mines and Out Station Offices, who have put in a minimum of three years service, will be covered under the scheme.

3.0 ELIGIBILITY CRITERIA:

In order to be considered for this Award, the executive:

i) Should have the Performance Rating of at least 'A' consecutively in the last 3 (Three) assessment years.

ii) Should have made noteworthy personal contribution towards understanding and practising the essentials of productive work culture, which, inter alia include:
   a. Self-discipline and strict enforcement of discipline amongst the subordinates,
   b. Ensuring of full 8 hours of productive work,
   c. Implementing job enrichment wherever required,
   d. Maintaining high levels of cleanliness and safety,
   e. Taking decisions and actions in tune with the Mission and objectives of the Company.

iii) Should have achieved, particularly outstanding/unique/exemplary results well beyond the call of his ordinary duty by displaying extraordinary innovativeness and creativity, during the last assessment year.

4.0 AWARD:

Each Award winner will receive an amount of Rs.3,000/- *and a Certificate of Recognition.

5.0 METHODOLOGY:

5.1 Every year, a circular will be issued by Personnel Department to all Heads of Department, who will recommend suitable executives for the Award in their respective areas in the proforma given at Annexure-I.

5.2 The forwarding authority will invariably fill in the items like Date of Joining VSP, Attendance etc. While signing on the proforma, the official must invariably put his stamp or write his Name, Emp. No and Phone No. Otherwise the nomination will be considered invalid.

* Amended with the approval of CMD vide Note dated 7th February, 2005.

5.3 The above recommendations will be carefully screened by the Executive Director/General Manager concerned and will be sent to the designated officer of the Personnel Department.

5.4 The recommendations will be put up by the General Manager (Per.) to a Screening Committee consisting of the following:
   a. Director (Personnel)
   b. Director (Commercial)
   c. Director (Finance)
   d. Director (Operations)
   e. Director (Projects)

5.4 The Screening Committee will evaluate the nominations and send their recommendations to CMD for approval.

5.5 The number of awards each year will be determined by the Screening Committee.

5.6 The awards will ordinarily be given on 18th February every year.

6.0 GENERAL:

6.1 The scheme shall come into effect from 24.10.88.

6.2 The scheme can be cancelled, amended or altered as deemed fit without prior notice at the discretion of the Chairman-cum-Managing Director.

* * * * * *
ANNEXURE-I
(For Executives)

VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

NOMINATION FOR CONSIDERATION OF JAWAHARLAL NEHRU
AWARD FOR OUTSTANDING PERFORMANCE DURING THE YEAR

1. Name of the Executive nominated : 

2. Designation & Employee No. : 

3. Section and Department : 

4. Date of joining VSP : 

5. Specific personal contribution
   made by the executive towards
   understanding and practising
   the essentials of productive
   work culture as stipulated in
   para 3.0 (ii) of the Scheme
   (Separate sheet to be enclosed) : 

6. Specific outstanding/unique/
   exemplary results achieved by
   the executive beyond the
   call of his ordinary duty by
   displaying extraordinary innovativeness
   and creativity as stipulated in para 3.0
   (iii) of the Scheme.
   (Separate sheet to be enclosed) : 

7. No. of days of actual attendance put
   in by the executive during the last
   assessment year : 


SIGNATURE
Name and designation of the
recommending authority not
below the rank of Head of the
Department
8. Recommendation of G M/ DGM concerned:

Signature of ED/ G M
Name and Designation

9. Appraisal Ratings for the last 3 years
   (Performance gradings only):

<table>
<thead>
<tr>
<th>Last Year</th>
<th>Last Year</th>
<th>Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Disciplinary/Vigilance Cases/
    Investigations, if any, pending:

11. Punishments, if any, awarded to
    him during his career in VSP:

(Sl. Nos. 9, 10 and 11 to be filled by Personnel Department)
JAWAHARLAL NEHRU AWARD SCHEME FOR NON-EXECUTIVES

1.0 OBJECTIVE
2.0 SCOPE
3.0 ELIGIBILITY CRITERIA
4.0 AWARD
5.0 METHODOLOGY
6.0 GENERAL

ANNEXURE I: NOMINATION FOR CONSIDERATION OF JAWAHARLAL NEHRU AWARD (FOR NON-EXECUTIVES)
**JAWAHARLAL NEHRU AWARD SCHEME FOR NON-EXECUTIVES**

**1.0 OBJECTIVE:**

This Award Scheme aims at creating climate in the Organisation wherein employees would be encouraged to understand and practise the essentials of a productive work culture and achieve consistently good performance levels. These awards are only for individual contribution as different from group contributions.

**2.0 SCOPE:**

All regular non-executive employees of VSP, including those working in Mines and out-station offices, who have put in a minimum of three years service in VSP will be covered under the Scheme.

**3.0 ELIGIBILITY CRITERIA:**

In order to be considered for this Award, the employees:

i) Should have overall Appraisal Ratings of minimum "Good" consecutively in the last 3 (Three) assessment years.

ii) Should have put in not less than 280 days of actual attendance during the last assessment year.

iii) Should understand and practise the essentials of productive work culture, which, inter alia include:

   a) Diligent and honest work for full 8 hours everyday.
   b) Doing any work assigned to him and having flexibility to learn and work more than one skill/trade.
   c) Having high degree of safety consciousness and maintaining cleanliness.
   d) Initiative and achievement of targets/tasks without much of supervision.
   e) Productive utilisation of Company’s time and money.
   f) An attitudinal disposition of placing the Company’s interests above self.

iv) Should have rendered specific exemplary work well beyond the call of his ordinary duties during the last assessment year.

**4.0 AWARD :**

Each Award winner will receive an amount of *Rs.2,000/- and a Certificate of Recognition.

**5.0 METHODOLOGY :**

5.1 Every year, a circular will be issued by Personnel Department to all Heads of Department, who will recommend suitable employees for the Award in their respective areas in the proforma given at Annexure-I.

5.2 The forwarding authority will invariably fill in the items like **Date of Joining VSP, Attendance** etc. While signing on the proforma, the official must invariably put his stamp or write his **Name, Emp. No** and **Phone No.** Otherwise the nomination will be considered invalid.

*Approved by Chairman-cum-Managing Director on 22.10.88. & Introduced vide Circular No.PL/RR/7(19), dt. 24.10.88. *

*Approved by CMD vide Note dated 7th February, 2005.*

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**Jawaharlal Nehru Award Scheme For Non-Executives**

437
5.3 The above recommendations will be carefully screened by the Executive Director / General Manager concerned and will be sent to the designated officer of the Personnel Department.

5.4 The recommendations will be put up by the General Manager (Personnel) to a Screening Committee consisting of the following:
   a) Director (Personnel)
   b) Director (Commercial)
   c) Director (Finance)
   d) Director (Operations)
   e) Director (Projects)

5.5 The Screening Committee will evaluate the nominations and send their recommendations to CMD for approval.

5.5 The number of awards each year will be determined by the Screening Committee.

5.6 The Awards will ordinarily be given on 18th February every year.

6.0 GENERAL:

6.1 The Scheme shall come into effect from 24.10.88.

6.2 The Scheme can be cancelled, amended or altered as deemed fit without prior notice at the discretion of the Chairman-cum-Managing Director.

* * * * * *
ANNEXURE-I
(for Non-executives)

VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

NOMINATION FOR CONSIDERATION OF JAWAHARLAL NEHRU AWARD FOR OUTSTANDING PERFORMANCE DURING THE YEAR

1. Name of the Employee nominated : 
2. Designation and Employee Number : 
3. Section and Department : 
4. Date of joining VSP : 
5. Whether the employee has put in not less than 280 days of actual attendance during the last assessment year. If so, please indicate the number of days of actual attendance month-wise during the last assessment year.

6. Specific details of the work done by the employee in understanding & practising the essentials of productive work culture as stipulated in para 3.0 (iii) of the Scheme.
   (Separate sheet to be enclosed)

7. Specific exemplary work done by the employee well beyond the call of his ordinary duties as stipulated in para 3.0 (iv) of the Scheme
   (Separate sheet to be enclosed)

8. Whether the employee participated in any illegal work-stoppage/strike

SIGNATURE
Name and designation of the recommending authority not below the rank of Head of the Department.

9. Recommendations of GM/Deputy GM concerned

Signature of GM/DGM
Name & Designation :

10. Appraisal Ratings for the last 3 years (overall gradings only) :

<table>
<thead>
<tr>
<th>Last Year</th>
<th>Last Year</th>
<th>Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Disciplinary/Vigilance Cases/ investigations, if any, pending :

12. Punishment, if any, awarded to him during his career in VSP :

(Sl. Nos. 10, 11 and 12 to be filled by Personnel Department)
LONG SERVICE AWARD SCHEME*

1.0 OBJECTIVE

1.1 To recognize the long services rendered by employee and give them suitable gifts as a token of appreciation of their services.

2.0 SCOPE

2.1 The Scheme will be applicable to all regular employees of the Company.

3.0 DEFINITIONS

3.1 ‘Company’ means the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant.

3.2 ‘Continuous Services’ shall mean uninterrupted service under the Company and includes service which is interrupted by authorised leave and cessation of work not due to the employee’s fault.

4.0 ELIGIBILITY

4.1 An employee who completes 25 years of continuous service in the Company will be eligible for the award under this Scheme.

4.1.1 For the purpose of grant of Long Service Award, only services in the regular establishment will be taken into account.

4.1.2 The period of training/service of Artisan Trainee/Skilled worker trainee, will be taken into account for the purpose of Long Service Award provided they have been absorbed in the regular establishment without any break.

4.1.3 If service in the temporary/NMR establishment is followed by service in the regular establishment continuously and without break, then the former period may be counted.

4.2 The award will be further subject to the condition that the service record of the employee is satisfactory to be so certified by the concerned Head of the Department concerned.

4.3 Periods of deputation of employees to other organizations are recognized for the purpose of the award. Deputation period in RINL shall count provided absorption takes place in RINL without any break.

4.4 In the case of Graduate Engineers/Management Trainees/Junior/Senior Operative Trainees, the period of training will also be taken into account as service for the purpose of the award.

* Introduced the revised scheme with approval of Board of Directors vide PP circular 13/2006, dt. 20.12.2006

**Note : “Satisfactory service” shall mean 25 years of continuous service. There shall be no departmental / Vigilance enquiry pending against the employee at the time of considering his/ her case for award.
5.0 THE AWARD

5.1 The award would be a silver medallion weighing 150g with the emblem of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant embossed on one side and “Long Service Award” on the other side.

5.2 The award will be presented every year to the eligible employees on 18th February which is the date of incorporation of Rashtriya Ispat Nigam Limited on a special function to be organized for the purpose. Employees who complete 25 years of service till 31st December of the preceding calendar year will be considered for the award.

5.3 The employees will also be presented a certificate on the occasion suitably commending their long service to the organization.

5.4 After the presentation of awards, high tea will be hosted by the Company to the award winners and there will also be a group photograph.

5.5 One copy of the photograph, properly mounted will be given to each of the award winners.

5.6 In the case of those who have been separated from the Company on account of attaining the age of superannuation and/or discharge on medical grounds before the actual date of function and are stationed outside, they will be invited by the Company to participate in the function as official guests.

6.0 TENURE

6.1 This Scheme shall come into force with immediate effect.

6.2 The Company reserves to itself the right to amend/modify/alter or cancel the Scheme at its discretion without any prior notice.

* * * * *

GUIDELINES FOR PRESENTATION OF THE AWARDS*

(i) In case of non-executives, a function will be organized in the concerned department. Concerned Zonal Personnel Executive will coordinate. The function will be presided over by the concerned HOD and attended by a few executives and non-executives belonging to the department, not exceeding 30 to 40.

(ii) In case of executive employees upto E-5 grade including non-unionized supervisors, the function will be organized by the concerned department. The Head of the Department/Division will grace the occasion. Executive Section of Personnel Department will coordinate.

(iii) In case of executives in E-6 grade and above, the function will be organized in the Main Conference Hall of the Administrative Building. The function for executives in E-6 and E-7 will be presided over by the concerned Director. CMD will preside over the function for executives of E-8 and above level. Executive Section of Personnel Department will coordinate.

* Incorporated vide PP Circular No. 6/2007 dt. 21.03.07
EMPLOYEE INSTANTANEOUS RECOGNITION SCHEME

1.0 OBJECTIVE

2.0 SCOPE

3.0 ELIGIBILITY CRITERIA

4.0 RECOGNITION

5.0 GENERAL

ANNEXURE I: COMMENDATION LETTER

ANNEXURE II: PROFORMA OF REPORT
**EMPLOYEE INSTANTANEOUS RECOGNITION SCHEME**

1.0 **OBJECTIVE**

1.1 To provide instant recognition and encouragement to employees for achieving outstanding performance and showing individual initiative.

1.2 To empower Head of the Departments (HODs) to give recognition to such employees as at 1.1.

2.0 **SCOPE**

2.1** The Employee Instantaneous Recognition Scheme’ (EIRS) shall cover Executives upto E-7 grade and all regular Non-executive employees.

3.0 **ELIGIBILITY**

3.1 The eligibility criteria for determining the cases for recognition under the scheme are given below:

a) Any cost saving to the Company because of the individual initiative taken by the employee.

b) An innovative work /modification carried out at the instance of the employee resulting in improvement of processes or equipment availability.

c) Enhanced output in quantifiable terms in a single shift because of the individual effort.

d) Any other commendable job, even on one time basis, setting new trends in performance.

e) Any individual initiative shown by the employee which has proved crucial to resolving a crisis situation.

f) Achievements under Suggestion Reward Scheme, Quality Circles, Quality Improvement Projects etc., are excluded from the purview of this scheme.

4.0 **RECOGNITION**

4.1** The HODs not below E-8 grade shall have the discretion to decide individual cases of employees for giving recognition. In general, the recognition shall be extended to the good performer within the shortest possible time after the performance, that is, on the same day or the following day. In any case, the time of grant of actual reward shall be within 10 days from the date of such performance. The departments not having HOD in E-8 grade will take approval of Divisional Head of E-8 grade and above.

4.2 The recognition shall be in the form of a commendation letter as per the proforma given at Annexure-I along with a ‘Corporate gift’ with VSP logo. A copy of the Commendation letter will also be placed in the personal file of the employee. The Corporate gift along with the Commendation letter may be awarded to the employee during a departmental function with due coverage.

* Introduced with approval of Chairman – Cum – Managing Director vide PP Circular 6/2003 dt 29.07.2003, w.e.f. 01.08.2003

** Amended vide PP Circular 1/2010 dt 01.01.2010, w.e.f. 01.01.2010
4.3 Corporate Communications Department shall procure and shall be responsible for issue of a corporate gift to the concerned departments.

HOD shall arrange to collect required number of corporate gifts from the Corporate Communications Department. Corporate Communications Department shall maintain an account of corporate gifts issued to each department.

4.4 The HODs shall maintain a register containing the details viz., name of the employee to whom the gift is awarded, the date of award, signature of the recipient and particulars of performance.

4.5 The employees who have been recognized shall be honored by having their photographs and a gist of their achievement published in Ukkuvani, covered in Ukkuchannel & newspapers etc. This shall be carried out by HOD with the help of Corporate Communications Department.

4.6 The awarded cases with details of employees and brief description of the job carried out highlighting the benefits shall be forwarded to the Management Services Department at the end of every month as per the Annexure-II.

MS Department shall consolidate the reports received from different departments and the same shall be put up to Directors and CMD on quarterly basis for information.

5.0 GENERAL

5.2 Suitable cases of outstanding achievements may also be recommended for national awards like Shram Shri, Shram Vir etc.

5.2 The Company reserves the right to amend in such manner as it may deem fit or suspend the scheme in part or full.

* * * * * *
ANNEXURE-I

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT

No:  Date:

COMMENDATION LETTER

It gives me a great pleasure to issue this commendation letter to you as a morale of recognition of your Excellent Performance and Exemplary Initiative shown in your work viz.

RINL/VSP is proud of your achievement and we, the collective of __________ Dept wish you many more such achievements in future.

On behalf of __________ Department, I congratulate you on the occasion.

For RASHTRIYA ISPAT NIGAM LTD.,
VISAKHAPATNAM STEEL PLANT

(Signature of the HOD)

To

Mr/Ms.
Emp.No:
Designation:
Department:
ANNEXURE-II

EMPLOYEE INSTANTANEOUS RECOGNITION SCHEME

PROFORMA OF REPORT

DEPARTMENT:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the employee</th>
<th>Emp. No.</th>
<th>Designation</th>
<th>Brief Description of the job</th>
<th>Tangible/Intangible benefits if any</th>
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Signature of HOD

To,
HOD of MS Dept
INCENTIVE SCHEME FOR PROMOTING
SMALL FAMILY NORMS AMONG EMPLOYEES

1.0 OBJECTIVE
2.0 SCOPE
3.0 ELIGIBILITY
4.0 INCENTIVE
5.0 PROCEDURE
6.0 OTHER BENEFITS
7.0 TENURE

ANNEXURE A: APPLICATION FORM FOR SANCTION OF INCENTIVE
ANNEXURE B1: OFFICE ORDER: GRANT OF SPECIAL CASUAL LEAVE
ANNEXURE B2: OFFICE ORDER: GRANT OF INCENTIVE
ANNEXURE C: DOCTOR CERTIFICATE - VASECTOMY/ TUBECTOMY OPERATION SUCCESSFUL
ANNEXURE D: UNDERTAKING
ANNEXURE E: CERTIFICATE
INCENTIVE SCHEME FOR PROMOTING
SMALL FAMILY NORMS AMONG EMPLOYEES

1.0 OBJECTIVE:

To promote small family norms amongst the employees of the Company.

2.0 SCOPE:

2.1 The Scheme shall apply to all regular / permanent employees of the Company, excluding deputationists.

2.2 The scheme shall also apply to the Trainees (excluding those under the Apprentice Act) and Casual Khalasis of the Company. However, if a Trainee or a Casual Khalasi or the spouse of the Trainee/Casual Khalasi undergoes sterilisation operation during the training period, casual employment, the trainee/casual khalasi shall be entitled for incentive under clause 4.1 of the scheme only on his appointment in the Company against a regular post after successful completion of training/casual employment as the case may be.

3.0 ELIGIBILITY:

3.1 The Scheme is applicable to those employees who (or whose spouse) undergo sterilisation operation after having one or more surviving children including step-children, if any.

NOTE:

1. Incentive to employees who have one surviving child will be admissible if the sterilisation operation has been conducted on or after 06.12.1985.
2. Sterilisation operation (Tubectomy/Vasectomy) also includes Laproscopic sterilisation.
3.2 The employees must be within the reproductive age group. In the case of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be above 45 years and her husband must not be over 50 years of age.
3.3 The sterilisation operation must be conducted at the Company’s Hospital/Recognised Central /State Government Hospital / a Recognised Family Planning Centre. Where the sterilisation operation was conducted at a Recognised Family Planning Centre, the certificate will be countersigned either by the Medical Officer-in-Charge of the Company’s Hospital in the area or by a District Family Welfare Officer or District Medical & Health Officer for grant of incentive.
3.4 If any employee (or his/her spouse) undergoes sterilisation operation during the period of suspension, he/she will be eligible for incentive only after he has been reinstated in the service.

4.0 INCENTIVE:

4.1 A one-time incentive of Rs.2,000/- will be paid to every employee who (or whose spouse) undergoes sterilisation operation after having 1, or 2 surviving children. The amount will be paid in cash through the salary of the employee.

Amended vide Miscellaneous Circular No.8/95 dated 17.8.95.
Amended vide Miscellaneous Circular No.12/95 dated 19.10.95.
4.1.2 Those employees (or their spouse) who undergo the sterilisation operation after having more than two living children may be allowed cash incentive of Rs.200/- (Rupees two hundred only).

4.2 The sterilisation operation can be undergone either by the company employee or his/her spouse provided the conditions in Clauses 3.1, 3.2 and 3.3 above are fulfilled.

NOTE:

i) The employees who have already been extended the special increment benefit under the earlier SAIL Scheme, shall continue to enjoy the benefit of special increment already granted to them and shall not be eligible for benefits under this Scheme.

ii) The incentive may be allowed in all cases of sterilisation where the couple had twins after the birth of their first child although the number of children becomes three.

iii) In case of employees joining the Company from Central/State Governments/other Public Sector Undertakings, special pay increment, if any, granted to them by their previous employers as incentive for undergoing sterilisation operation, shall be protected while fixing the pay in VSP, by granting personal pay equivalent to such incentive, which will not be absorbed in future pay revision, promotion etc. The applications for this purpose may be sent to Personnel Department along with a certificate from the previous employer as per the proforma given at ANNEXURE - E.

5.0 PROCEDURE:

The benefit will be claimed and sanctioned in the following manner:

5.1 An employee who becomes entitled to the benefit will apply in the format at ANNEXURE-A. He will also enclose the original certificate (Format at ANNEXURE-C) and an undertaking (Format at ANNEXURE-D).

5.2 The benefit will be sanctioned by the Personnel Department (not below the rank of AM(P) by issue of an order in the form as at ANNEXURE-B after due scrutiny of the particulars and after satisfying that the prescribed conditions have been fulfilled in all respects.

6.0 OTHER BENEFITS:

The special casual leave for employees undergoing sterilisation operation would be granted as under:

6.1 14 days special casual leave would be granted to female employees for undergoing Tubectomy operation. The male employees whose wives (whether or not Company employees) have undergone Tubectomy operations would be granted 7 days special casual leave.

6.2 2 days special casual leave would be granted to male employees for undergoing Vasectomy operation. The period can be extended up to 6 days if the competent authority recommends so.

6.3 The special casual leave of 2 days / 6 days for undergoing Vasectomy operation may also be granted for second time sterilisation operation, in case the first operation is not successful.

6.4 The special casual leave as above, would be exclusive of the intervening Sundays/Holidays.

6.5 One day’s special casual leave would be granted to female employees for IUCD insertions.

6.6 Combination of Special Casual Leave granted in connection with the Family Planning is permissible with other regular leave.

7.0 TENURE:

The Scheme shall come into force with immediate effect. The company also reserves to itself the right to modify/alter/amend the Scheme in any manner or to withdraw the scheme without any notice and without assigning reasons therefore

- Incorporated vide P P Circular No.4/87 dated 9.4.87.
- In terms of the Circular No.PL/RR/3(21) dated 13.10.83.
- Amended vide Circular No.PL/RR/3(21) dated 29.3.83.
APPLICATION FORM

ANNEXURE-A

To
The Sanctioning Authority

Sub: Incentive Scheme for Promoting Small Family Norms among employees.

Dear Sir,

1. I request that I may be sanctioned a cash benefit of Rs._______ under the Incentive Scheme for Promoting Small Family Norms.

2. I give here below the necessary particulars :
   i. Name of the employee :   
   ii. Name of the spouse of the employee :  
   iii. Whether the sterilisation has been undergone by the employee or his/her spouse : 
   iv. Date of birth of the employee : 
   v. Date of birth of the spouse of the employee : 
   vi. If the spouse is also a Company employee, his/her Designation, Employee No. & Department : 
   vii. Date of Sterilisation : 
   viii. Name of the hospital/family planning centre where the operation has been performed : 
   ix. No. of surviving children including step children if any of the employee on the date of operation either by the employee or his/her spouse : 

3. I declare that I have undergone the sterilisation on the date mentioned above for the first time and that my spouse has not undergone the sterilisation operation at any time earlier.

4. I declare that my spouse has undergone the sterilisation operation on the above mentioned date for the first time and that I have not undergone any such operation earlier.

5. I further declare that the above particulars are true and if any of these is found to be false, I shall be liable for such action as deemed fit by the Management.

\* Delete whichever is not applicable
6. I also undertake that if as a result of subsequent verification of the particulars, I become ineligible for the grant of benefit, the same shall be withdrawn and amount already paid to me recovered in lumpsum.

7. I enclose in original the certificate issued by the Authorised Medical Officer of the Company Hospital/Family Planning Centre where the operation has been performed.

Yours faithfully,

Name :

Design :

Emp.No.:

Dept. :

Date :

Section :
ANNEXURE - B1

VISAKHAPATNAM STEEL PLANT
PERSONNEL DEPARTMENT
VISAKHAPATNAM

No.          Date

OFFICE ORDER

Shri/Smt._______________________________________Emp.No._____Designation_________
Working in________________Department is hereby granted Rs.2,000/- (Rupees two thousand only) as an
incentive under Small Family Norms Scheme in terms of Circular No.PL/RR/3(21) dated 29.3.83.

Shri/Smt._________________________________________is hereby granted Special Casual Leave for_______   days
from_________________to___________________ (being Sunday/Holiday is excluded) in
connection with_________________________________________________________________.

Asst./Dy./Manager (Personnel)

Distribution :
1. Individual concerned - Thro’ Controlling Officer.
2. Department
3. Dy Manager (Fin-Pay)
4. Dy Manager (Per-HRIS)
5. Personal File
OFFICE ORDER

Shri/Smt. ___________________________ Designation________________________ working in ____________________________

Emp.No.__________________________ working in ____________________________

Department is hereby granted Rs.200/- (Rupees two hundred only) as an incentive under Small Family Norms Scheme in terms of Circular No.PL/RR/07(02) dated 9.4.87.

Shri/Smt ___________________________ is hereby granted Special Casual Leave for ____________________________ days from _________________ to _________________ (being Sunday/Holiday is excluded) in connection with ____________________________.

Asst./Dy./Manager (Personnel)

Distribution:

1. Individual concerned - Thro’ Controlling Officer
2. Department
3. Dy Manager (Fin-Pay)
4. Dy Manager (Per-HRIS)
5. Personal File
ANNEXURE – C

I, Dr. ____________________________________________________________________ hereby certify that I have conducted Vasectomy/ Tubectomy operation on Shri/ Smt. ____________________________________________________________________ employed as ____________________________________________________________________ in ____________________________________________________________________ at _______________________________ on _______________________________.

2. 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.

Date : Signature
Official Seal : Name :
ANNEXURE-D

UNDERTAKING

I/my spouse have/has undergone Vasectomy/Tubectomy 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 ____________________.

3. I also certify that my spouse who is employed in ___________________________________
_____________________________________________________ has not claimed/been granted any
benefit under this or any other Scheme covering this subject.

(Para 2 for male employees only)

Signature : 
Name : 
Designation : 
Employee No. : 
Department : 
Section : 

Incentive Scheme For Promoting Small Family Norms Among Employees 455
ANNEXURE - E

CERTIFICATE

This is to certify that Shri/Smt. ________________________________ , an ex-employee of this Organisation has been granted one increment as incentive for adopting small family norms, as per particulars given below.

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1. Name &amp; Designation</td>
<td>:</td>
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<tr>
<td>2. Sterilisation operation undergone by the employee/spouse of the employee</td>
<td>:</td>
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<tr>
<td>3. Date of operation and name of the Hospital/Clinic where the operation was performed</td>
<td>:</td>
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<tr>
<td>4. Scale of pay at the time of grant of incentive</td>
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<tr>
<td>5. Rate of increment (in Rupees)</td>
<td>:</td>
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</tbody>
</table>

Date : Signature and Designation
Official Seal : of Certifying Officer
ENCASHMENT OF LEAVE

1.0 OBJECTIVE

2.0 SCOPE

3.0 SANCTIONING AUTHORITY

4.0 ENCASHMENT BENEFITS

5.0 ELIGIBILITY

6.0 PROCEDURE

7.0 TENURE

ENCASHMENT OF HALF-PAY LEAVE
ENCASHMENT OF LEAVE

1.0 OBJECTIVE:

1.1 To have codified rules for encashment of leave, with a view to encourage employees to avail leave in a planned and systematic manner with necessary funds to meet their social obligations and their expenditure during the leave period and also to reduce long absenteeism with consequent load on the staff requirements

20 SCOPE:

2.1 The rules for encashment of leave shall cover all regular employees of the company, excluding those on deputation from Government / other organizations and company employees on deputation to others.

3.0 SANCTIONING AUTHORITY:

3.1 The authorities who are Competent to sanction leave shall be the sanctioning authority for approving encashment of leave under these rules.

4.0 ENCASHMENT BENEFITS:

4.1** The encashment of leave shall be regulated on the basis of the last pay drawn which includes basic pay, dearness allowance, personal pay, if any, * deputation allowance in respect of employees of the company on deputation, allowance admissible to EDP and other staff working in Finance & Accounts department.

4.2** The encashment benefit shall not be reckoned as Wage / Salary while working out overtime, Gratuity, Provident Fund, bonus under the Bonus Act, etc.

CLARIFICATION*

1. The leave to be encashment under these rules would be Earned Leave only and not any other kind of leave.

2. The encashment benefit will be regulated on the basis of the last pay drawn which should be the monthly rate of pay of the employee immediately before proceeding on leave. A month will generally a calendar month of 30 days.

Illustration: \[
\text{Last pay drawn} \times \text{no. of days for which encashment allowed} \div 30
\]

5.0 ELIGIBILITY:

5.1 WHILE IN SERVICE

a. Earned leave standing to the credit of an employee may be encashed at his option only once in a calendar year provided that the quantum of leave to be encashed in each case is not more than 50% of the Earned Leave at credit or 30 days earned leave whichever is less.

* Approved by Board of Directors of RINL in their first meeting held on 8.4.82.

** Amended vide Personnel Policy Circular No.15/87 dated 27.10.87.

* NPA removed vide Office Order No.PL/RR/W(01)/5100001730 dated 25.01.2010

● Clarified vide Personnel Policy Circular No.15/87 dated 29.10.87.
b. An employee who is released on acceptance of his/her resignation shall be allowed encashment of Earned Leave standing to his/her credit as on the date of release, after adjusting the notice period not served if any.

c. The trainees are allowed to encash unavailed Leave with Full Stipend at the time of completion of their training. In calculating the period of Leave with Full Stipend, all holidays and off-days whether occurring during or end of the period shall be excluded.

5.2 ON DISMISSAL OR REMOVAL:

The encashment of leave will not be admissible on dismissal or removal from service of an employee. In case of termination simplicitor, an employee will be eligible for encashment of earned leave as per rules above.

5.3 ON RETRENCHMENT:

The employee shall be paid leave salary in lieu of earned leave due to him.

5.4 ON RETIREMENT:

If any leave due to an employee is not utilised, he shall be allowed to encash the unavailed portion of the earned leave.

5.5 ON DEATH:

The leave salary in respect of earned leave standing to the credit shall be paid to the nominee(s) declared for receiving the Provident Fund and Gratuity or in the absence of nominee to his legal heir(s).

6.0 PROCEDURE:

6.1 For leave encashment under rule 5.1 while in service, an employee shall be required to apply in writing to the sanctioning authority. In all other cases it shall be settled by appropriate authority.

7.0 TENURE:

7.1 These rules shall come into force with immediate effect.

7.2 The Company reserves to itself the right to modify, cancel or amend any of the rules without prior notice.
ENCASHMENT OF HALF-PAY LEAVE *

Encashment of Half-Pay Leave by employees will be allowed on the conditions specified below:

a. Encashment of Half-Pay Leave will be allowed at the time of Superannuation / Voluntary Retirement of an employee. Such encashment will also be allowed on separation after putting in 20 years of continuous service.

CLARIFICATION*

With regard to the term “20 years of continuous service” the following is clarified.

1. In case an employee joins RINL/VSP from another Central Public Sector Enterprise (CPSE) with transfer of leave salary towards HPL, then the service in the pervious CPSE shall be added to the service in RINL for determining the period of continuous service for the purpose of encashment of HPL.

2. In case an employee has worked in more than one CPSE prior to joining RINL/VSP, the period of service in each such CPSE shall be added to the period of service in RINL, for determining the period of continuous service for the purpose of encashment of HPL, provided that leave salary towards HPL was transferred on the movement of the employee from each CPSE upto joining RINL. It will be the responsibility of the concerned employee to prove the continuity of service in the previous CPSEs for reckoning 20 years and successive of HPL salary.

b* In cases where the employee resigns before completing 20 years as above, then the amount calculated as under would be payable to the employee at the time of his/her separation:

Amount received from the previous organization
Less (-) Pro – rata amount equivalent to the HPL already availed in RINL in excess of the HPL credited in RINL

[ For eg., in case Rs. 50,000/- is received against 100 days of HPL transferred to RINL]

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<td>150 days of HPL availed in VSP</td>
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<td>Entitlement of leave (HPL) salary on separation</td>
<td>= Rs. 25,000/- (i.e. 50 days equivalent of the HPL received)</td>
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<th>100 days of HPL</th>
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<td>100 days accured in RINL</td>
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<td></td>
<td>50 days of HPL availed in VSP</td>
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<td>150 days balance at the time of exit</td>
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<td>Entitlement of leave (HPL) salary on separation</td>
<td>= Rs. 25,000/- (i.e. 50 days equivalent of the HPL received)</td>
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* Approved by Board of Directors of RINL in their 44th meeting held on 20.3.1990 & introduced vide PP Circular No.11/90 dated 10.5.1990.

* Clarified vide PP Circular No 9/2009 dated 11.07.09
c. Encashment of Half-Pay Leave shall also be allowed in case of death of an employee. In such cases, the stipulation about minimum period of service will not be applicable.

d. Encashment of Half-Pay Leave will not be allowed in case an employee is dismissed/removed from service as a disciplinary measure.

e. The maximum limit of encashment will be 480 days’ Half-Pay Leave commuted to 240 days with full pay.

Note:*** Pending final decision on the issue, leave encashment at the time of retirement will be restricted to 300 days (both EL and HPL taken together) as per DPE letter no. 2(14)/2012-DPE(WC), dtd.17th July, 2012. No commutation of Half Pay Leave would be permissible to make up the shortfall in Earned Leave.

f. All employees of the Company (i.e. both Executives and Non-Executives) will be entitled to the above facility.

g. Provision of encashment of Half-Pay Leave is effective from 1st April 1990.

h* Employees who put in 6 months' service or more than 6 months of qualifying service for the calendar year of superannuation, will be given credit for Half-Pay-Leave as if they worked for the whole calendar year, employees who put in less than 6 months of qualifying service, will get credit of Half-Pay-Leave on pro-rata basis.

* * * * * *

- Incorporated vide Circular No.PL/RR/WR/5(12)/95 dated 4.1.96.
- *** Amended vide Office Order No.PL/RR/2(1)/2322 Dt.30.12.2013

Encashment Of Leave
1.0 DEFINITIONS

2.0 MEDICAL TREATMENT

3.0 REIMBURSEMENT OF MEDICAL BILLS

4.0 HOSPITAL TREATMENT

5.0 CHARGES FOR PATHOLOGICAL AND OTHER EXAMINATIONS

6.0 REIMBURSEMENT FOR CONSULTATION/VISIT TO RESIDENCE

7.0 REIMBURSEMENT OF INJECTION CHARGES

8.0 GENERAL PROVISIONS

9.0 MEDICAL TREATMENT AND REIMBURSEMENT OF MEDICAL BILLS OF EMPLOYEES STAYING IN UKKUNAGARAM / TOWNSHIPS AT MINES

10.0 TENURE
MEDICAL ATTENDANCE AND TREATMENT RULES

(Approved by the Board of Directors of RINL in their 1st Meeting held on 08.04.1982. Nomenclature of the rules has been amended vide PP Circular No.14/2007(No.PL/RR/7(4)/376) dated 21.11.2007.)

1.0 DEFINITIONS:

1.1 'EMPLOYEE' means any person employed by the Company.

1.1.1 Trainees, during the period of training are eligible for Company’s medical facilities for self and in case of married Trainees the spouse and children will also be provided medical facilities at Company’s Hospital. (Amended vide Personnel Policy Circular No.14/91, dated 13.08.1991.)

1.1.2 Employees selected and joined as trainees in VSP, during the period of training, are entitled to medical facilities for self and family during the period of training. (Incorporated vide Personnel Policy Circular No.13/90, dated 8.5.1990.)

1.1.3 Casual Khalasis are also entitled to the medical facilities for self, spouse and children in the Company’s hospital. (Incorporated vide P P Circular No. 15/91, dated 7.08.91)

1.2 'FAMILY' means:

i) The employee’s wife or husband as the case may be;
ii) Legitimate children and step-children wholly dependent on the employee;
iii) Minor brothers and minor unmarried sisters or widowed sisters wholly dependent and residing with the employees, if the father is:
   a) not alive; or
   b) wholly dependent on and residing with the employee;
iv)* Major mentally retarded or physically challenged dependent brother / sister residing with the employee on the merit of each case, and with the approval of D(P) & D(F)**. (Incorporated vide PP Circular No 3/2009, dated 20.02.2009, **DoP amended vide Office Order No.CA-DoP/FDs/2011 Dt.12.01.2011)

v) Parents if they are wholly dependent on and residing with the employee.

NOTE (Incorporated vide Personnel Policy Circular No.14/07, dated 21.11.2007.):

Family members (other than parents) will be deemed to be dependent on the employee if the individual monthly income from all sources does not exceed Rs.3,000/- p.m. (Married son, widowed/divorced daughter and widowed sister are eligible to avail free medical facilities from Company’s hospital only and are not eligible for outside medical referral). (Reference- Personnel Policy Circular No.02/2008 Dt.25.02.2008.)

Parents of the employee will be deemed to be dependent on the employee if the combined income of parents from all sources does not exceed Rs.6,000/- per month including original basic pension at the time of retirement.

Whenever the combined monthly income of dependent parents excluding original monthly basic pension is below Rs.6,000/-, they will be allowed OPD treatment and Indoor facility in Visakha Steel General Hospital and its Health Centres including for parents of non-plant based employees. No referral will be allowed in such cases.

Dependent parents, currently availing medical facility from Central/State Govt./PSUs would be eligible for medical benefits from RINL/VSP, subject to an undertaking by the concerned employee that such facility is not being availed from any other source and that they are residing with the employee.)
1.3 'Authorised Medical Attendant' means any medical officer in the service of the Company or a duly qualified registered medical practitioner where a Medical Officer is not provided, or a Medical Officer of Government/Subsidiary Company.

1.4* 'Private Registered Medical Practitioner' means one qualified in the Western System of Medicine (Doctors having Degrees recognised by the Central/State Government) or in the Homoeopathic System of Medicine (Doctors having 4 years degree or diploma in Homoeopathy from recognised colleges) and registered in the appropriate Schedule of the State; and the term does not include a practitioner of Ayurvedic and Unani System of Medicine.

2.0 MEDICAL TREATMENT

2.1 Medical Treatment shall mean comprehensive medical cover, involving out-patient and specialised treatment, inclusive of all necessary pathological, radiological and other methods of diagnosis, free of any charge to the employee and his family as defined above. This will include free dental and ophthalmological services except provision of dentures and spectacles. Free medical treatment will also include:

2.1.1 Treatment at the consulting room of the authorised medical attendant.

2.1.2 Treatment at the residence of the employee or family. Treatment from private doctor is permitted only upto eight weeks for a disease, the maximum number of consultations in eight weeks should not exceed eight.

2.1.3 At the Out-Patient Department of a Government/Recognised hospital.

2.1.4 As an In-Patient in a Government/Recognised hospital.

3.0 Medicines prescribed by the Authorised Medical Attendants can be purchased by the employee and the cost reimbursed to him on the presentation of the bill together with the prescription. Proprietary preparation should, as far as possible, be avoided particularly when cheaper substitutes of equal therapeutic value are available. Preparations which are primarily foods, toilets or disinfectants, will not be paid for by the Company and the cost of these will be borne by the employee.

4.0 HOSPITAL TREATMENT:

4.1 Charges on account of treatment in hospital, private medical institutions and nursing homes are restricted to the rates charged by Government Hospitals/Specialists in the Government Hospitals. The claims are normally restricted to the rates of All India Institute of Medical Sciences, New Delhi or rates of any other Government Hospital, whichever are higher.

4.2* There are three categories for the purpose of reimbursement of cabin charges as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Maximum Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Non-Executives</td>
<td>Rs.125/- per day</td>
</tr>
<tr>
<td>ii) Executives upto E-4 including JO/JSO/AE</td>
<td>Rs.250/- per day</td>
</tr>
<tr>
<td>iii) Executives in E-5 and above</td>
<td>Rs.450/- per day</td>
</tr>
</tbody>
</table>

*Rates of reimbursement of room rent in respect of employees posted at outstation Marketing/Liaison offices in case of inpatient treatment in non-empanelled hospital (in all cities):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Maximum Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) All Employees upto E-3 grade</td>
<td>Rs.750/- per day</td>
</tr>
<tr>
<td>ii) All Employees in E-4 to E-8 grade</td>
<td>Rs.1000/- per day</td>
</tr>
</tbody>
</table>
Medical Attendance And Treatment Rules

Note:

a) Dependant family members will be entitled as per the entitlement of the employee.
b) In case RINL/VSP has MOU with the referred hospital, the entitlement will be governed by the provisions in the MOU.

4.3 Diet charges are not separately reimbursed. However, in case of delivery, 'Child Care Expenses' at the rate of Rs.5/- per day are reimbursed provided there is certificate of essentiality from the attending doctor. Diet charges in all other cases are to be excluded. For the purpose of reimbursement of expenses for 'Child Care', 'Per Day' will mean 'Per Shift' of 12 hours.

4.4 Special nursing/special attendant charges (including Ayah) as engaged during hospitalisation (including nursing home) for the recovery or for the prevention of serious deterioration in the condition of the patient having regard to the nature of the disease, may be allowed to the employee and/or entitled dependent family members. For this purpose, a certificate from the Medical Officer-in-charge of the hospital/nursing home should be produced. The amount towards charges for special nursing/attendant or Ayah to be reimbursed, shall be limited to the amount which is in excess of 25% of the pay (including NPP, PP, Special Pay) of the employee concerned, for the period for which special nursing/attendant is necessary for one spell of hospitalisation.

5.0 CHARGES FOR PATHOLOGICAL AND OTHER EXAMINATIONS :

5.1 Charges for pathological and other examinations for diagnosis shall be reimbursed to the employee on production of necessary bills as also the prescriptions asking for such examination by the Authorised Medical Attendant.

6.0 REIMBURSEMENT FOR CONSULTATION/VISIT TO RESIDENCE :

6.1 Reimbursement of charges for consultation and visit to residence by Authorised Medical Attendants will be admissible as follows:

6.1.1 The maximum rates for fees reimbursable in respect of consultation with medical practitioners and specialists are as follows:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>At doctor’s residence/consulting room (Rs. per visit)</th>
<th>At patient’s residence during day (Rs. per visit)</th>
<th>At patient’s residence during night (after 10 PM) (Rs. per visit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified Doctor (having Degrees Recognised by the Govt) and Registered Medical Practitioners</td>
<td>25/-</td>
<td>45/-</td>
<td>55/-</td>
</tr>
<tr>
<td>Specialists</td>
<td>75/- (At Clinic)</td>
<td>100/- (Hospital visit)</td>
<td></td>
</tr>
</tbody>
</table>

Incorporated vide CMD’s approval dated 27.5.98.


Rates of reimbursement for outpatient treatment at non-empanelled hospitals in respect of employees of outstation Marketing/Liaison offices:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Metro Cities</th>
<th>Non-Metro Cities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Specialist</td>
<td>Other Authorised Medical Attendant</td>
</tr>
<tr>
<td>1.</td>
<td>At the clinic of the Doctor</td>
<td>Rs.150/- per visit</td>
<td>Rs.50/- per visit</td>
</tr>
<tr>
<td>2.</td>
<td>Home visit during day time</td>
<td>Rs.175/- per visit</td>
<td>Rs.100/- per visit</td>
</tr>
<tr>
<td>3.</td>
<td>Home visit during night</td>
<td>Rs.225/- per visit</td>
<td>Rs.125/- per visit</td>
</tr>
<tr>
<td>4.</td>
<td>Doctor's visit during Hospitalisation (other than approved hospitals)</td>
<td>Rs.200/- per day (week days)</td>
<td>NIL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rs.225/- per day (Sundays)</td>
<td>NIL</td>
</tr>
</tbody>
</table>

The cost of Orthopaedic appliances will be reimbursed as per the Government Rules.

6.1.2 SPECIALISTS:

Employees can consult the Specialists directly without any reference from any doctor. The maximum fee reimbursable in respect of such consultation will be as in 6.1.1 above. Reimbursement in respect of expenditure incurred on this account will have to be approved by the competent authority before it is admitted.

6.1.3 Rates of consultation fee for visits of Specialist in Hospital/Nursing homes during hospitalisation shall be at par with the rates applicable to home visits of Specialists. Reimbursement of such visiting fee/consultation fee is normally admissible for one visit a day. However, where it is found to be absolutely necessary as in the case of very critical conditions of patient or for post operation visit in cases of serious operations, reimbursement of visiting fee/consultation fee for more than one visit a day could be made. The ceiling for reimbursement of fees for visits will be limited to Rs.90/- per day. The bills for Specialist consultation only forwarded by Controlling Officer after his signature on the prescribed proforma may be accepted for payment.

7.0 REIMBURSEMENT OF INJECTION CHARGES:

i) For State Government Medical Officers: Full reimbursement based on charges actually paid;

ii) For Private Medical Practitioners: Actual charges are admissible for intravenous, intramuscular and subcutaneous injections.
8.0 GENERAL PROVISIONS:

8.1 FAMILIES OF EMPLOYEES:
Where the families of the employees do not reside at the same place where the employees are posted, they may avail of medical treatment on the same lines as above and medical charges, cost of medicines, charges after specialised treatment, etc., as above will be reimbursed by the Company. Reimbursement for treatment of the dependents of the employee outside the place of posting is admissible only in case of employee’s wife or husband, as the case may be, legitimate children and step children wholly dependent on the employee. Reimbursement is not admissible in case of other dependent family members as specified in Clause 1.2 (iii) and (iv) for their treatment outside the place of posting of the employee.

Henceforth, in cases of employees on transfer, proposals relating to extension of medical benefits to the dependent family members viz., spouse, children and parents residing together outside the place of posting of employees, may be processed for approval of Director (Personnel) by respective HR establishment Section. (Amended vide IOM No.PL/RR/7(4)/608 Dt.02.09.2008)

NOTE*: In cases of employees desiring to avail medical treatment in respect of their children studying outside the place of posting of the employee, prior permission for reimbursement shall be obtained. On forwarding the application by the concerned HoD, Officer Order would be issued by the concerned HR establishment after due verification of dependency status and approval of executive of HR Dept. of E-8 and above grade. A copy of the Office Order will be endorsed to the Head of Medical Department. Such dependent children may avail treatment, in case of need, in the empanelled Hospitals/Nursing Homes at the place of study on production of a letter of identity issued by HR Department. The reimbursement in such cases will be made as per the approved rates of the empanelled hospitals. In case of treatment in hospitals other than empanelled ones, reimbursement would be limited to the approved VSP rates.

(Incorporated Vide Personnel Policy Circular No.3/2008(PL/RR/7(4)/893 dated 01.05.08.; Amended vide Misc Cir No.03/17 Dt.12.10.2017)

8.2** SICKNESS AT PLACES OTHER THAN HEADQUARTERS DURING LEAVE etc:

In case an employee falls sick at an outstation during leave or on official tour or the dependent members of the employees’ family fall ill at a place other than the place of his/her Headquarters during temporary absence, reimbursement of expenses incurred on treatment will be allowed as admissible under rules, provided the treatment has been done at a Government Hospital. However, for reasons to be accepted by the Head of Medical Department, if an employee or his dependent spouse and children are treated by a Medical Practitioner or a non-governmental Medical Institution, the reimbursement would be limited to the actual expenses to the extent certified by the Head of Medical Department or Rs.1000/- whichever is less. The reimbursement of medical expenses on the above basis is admissible only in such cases of illness which might have arisen, suddenly or unexpectedly at the outstation. Furthermore the reimbursement in such cases is admissible in case dependent spouse and dependent legitimate children/step-children only. (Amended Vide Personnel Policy Circular No.12/86, dated 08.05.1986.; Amended Vide Personnel Policy Circular No.07/2011, dated 08.07.2011.)

# Further, the reimbursement of the expenditure on account of child birth at a place outside the place of posting will be considered at VSP’s approved rates for employees of RINL-VSP posted at or outside the headquarters subject to the following conditions:

i. Employees will be required to inform his/her controlling officer before she/employees’ wife goes to such place for delivery of child which is outside his/her place of posting.

ii. If required, advance money on account of delivery of child may be drawn by following the existing system of drawal of medical advance.

iii. The claim for reimbursement of medical expenditure on account of delivery including pre-natal and post-natal treatment of mother and child as necessitated may be routed through Medical
Department. Medical Department will scrutinize the cases and accordingly process for the reimbursement of admissible items of treatment at VSP’s approved rates.

(# Amended vide HR Policy Circular No. 10/2014 dt. 3.12.2014)

8.3 When a patient is to be sent elsewhere for treatment an escort will be provided on the recommendation of the Authorised Medical Attendant.

8.4 MEDICAL FACILITIES TO RETIRED EMPLOYEES:

After retirement, an employee and his/her spouse shall continue to be eligible for treatment in the Company hospitals and dispensaries as and when they are established in case they present themselves for such treatment.

This facility will also be available to employees who cease to be in employment on account of permanent total disablement and to the spouse of an employee who dies while in service.

8.5 MEDICAL CLAIMS:

Employees preferring medical claims should submit all their claims only once in a month, instead of submitting a number of bills on frequent intervals during the month.

9.0 MEDICAL TREATMENT AND REIMBURSEMENT OF MEDICAL BILLS OF EMPLOYEES STAYING IN UKKUNAGARAM / TOWNSHIPS AT MINES:

a. The Visakha Steel General Hospital and its Health Centres would attend to the medical treatment of all employees who are staying in Ukkunagaram. The Head of Medical Department or in case of emergencies the attending Medical Officer at VSGH/ Health Centre will refer employees wherever specialist treatment/admission to Hospital, Nursing Home, etc., are required. Medical reimbursement claims of employees residing in Ukkunagaram will be admitted only in such cases which have been referred by the VSGH authorities.

b. While Submitting Medical Bills for reimbursement, employees may clearly state the place of stay i.e., Visakhapatnam City/Gajuwaka Area/Ukkunagaram.

c. Similarly, employees posted in Mines would be treated by the Company's Medical Officer at the respective Mines Hospital in the first instance. Where facilities for Medical treatment are not available in the Mines Hospital, the Medical Officer at his discretion would refer cases for medical treatment/Diagnostic examination depending on the nature of the cases and treatment required. In this connection the detailed Circular No. PL/RR/7 (4)/ dated 16.05.1994 may be referred to.

9.1 MEDICAL RECORD-CUM-IDENTITY BOOKS:

Employees or their entitled family members are required to produce Medical Record-cum-Identity Books to avail medical facilities and treatment in the Health Centre at Ukkunagaram.

9.2* MISCELLANEOUS:

It has been decided while the system of depositing advance may continue where the recovery of amount may be difficult after the discharge of patient, the requirement of depositing of advance by Senior Executives (GM & above) of RINL/VSP for treating of their non-entitled children/relatives may not be insisted upon as these executives are in senior level and are holding key positions and recovery may not be difficult.

As regards occasional treatment of non-entitled children of key executives (GM & above), it may be extended on payment of medicine charges only and the charges towards services and other infrastructural facilities etc. need not be levied in these cases as a gesture of goodwill and a measure of motivation for key executives.

10.0 TENURE:

10.1 These Rules shall come into force with immediate effect.
10.2 The Company reserves to itself the right to modify, cancel or amend any of these Rules without prior notice.

* * * * * *

GRANT OF ASSISTANCE TOWARDS FUNERAL EXPENSES OF EMPLOYEES WHO DIE WHILE IN SERVICE

1.0 OBJECTIVE

2.0 SCOPE

3.0 DEFINITIONS

4.0 PAYMENTS

5.0 ASSISTANCE TO WIDOW/NOMINEE OF THE EMPLOYEE FOR QUICK SETTLEMENT OF FINAL DUES

6.0 PROCEDURE OF PAYMENT

ANNEXURE I: APPLICATION FORM FOR GRANT OF ASSISTANCE TOWARDS FUNERAL EXPENSES OF EMPLOYEES WHO DIE WHILE IN SERVICE
GRANT OF ASSISTANCE TOWARDS FUNERAL
EXPENSES OF EMPLOYEES WHO DIE WHILE IN SERVICE

1.0 OBJECTIVE :

1.1 To establish a policy and frame Rules for granting assistance towards funeral expenses of employees who die while in service in the Company.

2.0 SCOPE :

2.1 The Rules shall cover all regular employees of the Company.

3.0 DEFINITIONS :

3.1 'Employee' means a person employed by the Company on regular basis including trainees and those on probation, but does not include a casual or part time employee or Act Apprentices.

3.2 'Competent Authority' would be the authority to whom powers have been specifically delegated in this regard.

4.0 PAYMENTS :

4.1 A sum of Rs.10,000/- shall be paid as ex-gratia assistance towards funeral expenses of employees who die while in service in the Company due to any reason whatsoever and irrespective of the place of death.

4.2 Payment will be made to the next of kin of the deceased employee on receipt of a written request. In case the next of kin is not available, friends or neighbours who are making the arrangements for the funeral can make the application on behalf of the next of kin.

4.3 Before making any payment, the competent authority should be satisfied in regard to the genuineness of the claim.

4.4 Free transport for the funeral will be provided by the Company within the same town or city.

4.5 In case of death of an employee while on duty, a representative of the Chairman-cum-Managing Director/Chief Executive will accompany the dead body for the funeral and will place a wreath of flowers on the body, on behalf of the Chairman-cum-Managing Director/Chief Executive.

5.0 Assistance will be provided to the Widow/Nominee of the employee for quick settlement of final dues. An Officer of the Personnel Department shall be deputed to make arrangements.

6.0 PROCEDURE OF PAYMENT :

6.1 A written application should be presented by the next of kin or the person who will be arranging the last rites of the deceased employee for availing the above facility. The amount would be paid to the applicant in the presence of a witness who shall be an employee of the Company in regular service. The application form is as given overleaf.

* * * * * *

Approved by Managing Director on 20.08.82 issued vide PL/RR/3(20), dtd.8.10.83
Amended vide PP Circular No.17/87, dtd. 9.11.87.
ANNEXURE I

APPLICATION FORM FOR GRANT OF ASSISTANCE TOWARDS FUNERAL EXPENSES OF EMPLOYEES WHO DIE WHILE IN SERVICE

1. Name of the deceased employee:

2. Emp.No. :

3. Designation and Department :

4. Name of the Applicant :

5. Relationship of the Applicant to the employee :

6. Amount : Rs.10,000/-

7. Date of death :

8. Whether the death took place on duty or otherwise :

Signature of the Applicant
DEATH RELIEF SCHEME

1.0 OBJECTIVE

2.0 SCOPE

3.0 HOW TO BECOME MEMBER

4.0 CESSATION OF MEMBERSHIP

5.0 EXTENT OF RELIEF

6.0 PAYMENT

7.0 MANAGEMENT OF THE SCHEME

ANNEXURE A: FORM OF APPLICATION
DEATH RELIEF SCHEME*

1.0 OBJECTIVE:

The "Visakhapatnam Steel Plant Employees' Death Relief Scheme" is designed to give monetary assistance to the families of the members who die while in service or to the employee separated from the Company due to permanent total disablement due to accident arising out of and in course of employment or permanent medical unfitness while in service. The Fund is collected @ Rs.20/-* per member at the time of the death of any constituent member and given to the next of the kin of the deceased employee. In cases of permanent total disablement due to accident arising out of and in course of employment or permanent medical unfitness while in service, fund collected as above will be given to the separated employee.

2.0 SCOPE:

The Scheme will cover all the employees including all Trainees of RINL, VSP irrespective of pay scale or rank who have enrolled themselves as members of this Scheme.

3.0 HOW TO BECOME MEMBER:

The membership shall be acquired by filling in the prescribed form in triplicate. ('Annexure-A'). One copy of the same will be treated as an authorisation to recover the contribution from his/her salary by the Finance & Accounts Deptt and the other two copies will be kept as a record of the membership in Welfare Section of Personnel Deptt., and the personal file of the employee respectively.

4.0 CESSATION OF MEMBERSHIP:

The membership will cease as soon as the employee ceases to be an employee of Visakhapatnam Steel Plant.

5.0 EXTENT OF RELIEF:

5.1 Members will pay Rs.20/-* as contribution on the death of a constituent member. Money as collected will be given to the next of kin of the deceased, as nominated by him/her for the purpose of payment of the Provident Fund. If no such nominee has been declared, the benefit will go to the family member in the order of preference given below:

(a) Widow/Husband;

(b) Children, whether married or unmarried and dependent parents of the member in equal shares;

(c) Brother/Sister dependent on the member.

5.2 In cases of permanent total disablement due to accident arising out of and in course of employment or permanent medical unfitness while in service, fund collected as above will be given to the separated employee.

* Amount revised w.e.f. 25.10.10, vide PP Circular 15/2010, dt 28.10.2010

6.0  PAYMENT :

Death of the member/permanent total disablement of the member due to accident arising out of and in course of employment/permanent medical unfitness of the member while in service will be notified by the Personnel Department. The payment of relief will be made as early as possible.

In case of death of a member, a sum of Rs.10,000/- (Rupees ten thousand only) will be released to the family of the deceased employee within 48 hours of the intimation of death. This amount will be adjusted while making the final payment.

7.0  MANAGEMENT OF THE SCHEME:

The Scheme shall be administered by a Committee appointed by the Chairman-cum-Managing Director.

* * * * * * *
FORM OF APPLICATION
(To be filled in triplicate)

To
Manager (Personnel) - Establishment
Visakhapatnam Steel Plant
VISAKHAPATNAM

Sir,

Please enrol me as a member of the Visakhapatnam Steel Plant Employees’ Death Relief Scheme. I hereby authorise you to collect an amount of Rs.20/- (Rupees Five Only) from me at the time of the death of any constituent member for being given to the next of the kin of the deceased member.

Signature : 
Name : 
Emp. No. : 
Designation : 
Department : 
Date :

Countersignature of
Controlling Officer
and Date.
HOUSE ALLOTMENT RULES

1.0 SHORT TITLE AND APPLICABILITY

2.0 DEFINITIONS

3.0 APPLICATION FOR ALLOTMENT

4.0 PREPARATION OF SENIORITY LIST

5.0 ALLOTMENT

6.0 LICENCE FEE

7.0 OUT OF TURN ALLOTMENT

8.0 TEMPORARY ACCOMMODATION

9.0 OCCUPATION

10.0 PROCEDURE FOR OCCUPATION OF QUARTERS

11.0 VACATION OF QUARTERS

12.0 NON-ACCEPTANCE OF ALLOTMENT OF HIGHER TYPE OF QUARTERS

13.0 CHANGE OF QUARTERS

14.0 IMPROPER USE

15.0 UNAUTHORISED USE

15.A RETENTION/ALLOTMENT OF COMPANY QUARTERS AFTER SEPERATION

16.0 GENERAL

17.0 INTERPRETATION/CLARIFICATION/MODIFICATION, ETC

ANNEXURE A: ELIGIBILITY SLABS FOR ALLOTMENT OF COMPANY'S QUARTERS

ANNEXURE B: GUIDELINES REGARDING ALLOTMENT OF ACCOMMODATION TO SC/ST EMPLOYEES

ANNEXURE C: RESERVATION IN ALLOTMENT OF ACCOMMODATION TO SC & ST EMPLOYEES
OFFICE MEMORANDUM, DATED 27TH BHADRA, 1897; ALLOTMENT OF GENERAL POOL ACCOMMODATION IN ADHOC BASIS OF SCHEDULED CASTE/ SCHEDULED TRIBE EMPLOYEES ENTITLED TO TYPES I TO IV AND WORKING IN ELIGIBLE OFFICES IN DELHI AND NEW DELHI.

ANNEXURE D: STANDARD LICENCE FEE RATES

ANNEXURE-E: TERMS AND CONDITIONS FOR RETENTION/ALLOTMENT OF COMPANY QUARTERS AFTER SEPERATION
HOUSE ALLOTMENT RULES

(Approved by Managing Director, Issued Vide AD/EST/V(i) dated 20.04.1983)

1.0 SHORT TITLE AND APPLICABILITY:

1.1 These rules shall be called the "House Allotment Rules".

1.2 These rules shall come into force with immediate effect subject to such alterations and additions as may be made, from time to time, by the Competent Authority.

1.3 These rules shall apply to all residential buildings and premises appurtenant thereto, allotted to the employees of the Company and to trainees and such outsiders as per the administrative decisions taken from time to time, to use the same as quarters, under the permission of the Company and in accordance with these rules.

The term building herein includes all constructions, permanent, temporary, semi-permanent, dormitory belonging to or otherwise secured by the Company for the purpose of housing their own regular employees, trainees, ex-employees/their dependents and such outsiders as per the administrative decisions taken from time to time.

1.4 No employee shall have any right to be provided with accommodation by the Company. Subject to the availability of such accommodation, the employees in accordance with these rules, may be permitted to stay in any of the quarters of the company for such periods as permitted, during and in course of their employment under the company. Allotment of quarters to employees shall be for beneficial working of the affairs of the company.

1.5 The quarters allotted to house the employee as aforesaid, at all times, before, during and after occupation of the employees shall continue to be in possession of the Company. The employees shall occupy the said quarters as licencees, without having any right or interest in the land and the building concerned.

2.0 DEFINITIONS:

In these rules, the following terms shall have the meaning as laid below:-

i. 'Allotment' means the grant of permission to employees, to use any quarters of the Company for residential purposes only for such periods as permitted, during and in course of their employment and subject to these Allotment Rules.

ii. 'CLASS OF QUARTERS' means classification of the quarters to be allotted to the employees as notified by the Estate Department.

iii. 'COMPANY' means Rashtriya Ispat Nigam Limited with respect to Visakhapatnam Steel Plant.

iv. 'ESTATE AUTHORITY' means any officer of the Estate Department.

v. 'IMPROPER USE' means without prejudice to the generality of the term it includes:

   a. use of the quarters or a portion thereof for any purpose other than the purposes for which it is allotted.

   b. putting up structures, either permanent, semi-permanent or temporary in the premises thereof, without prior permission.
c. permitting any person other than the members of the allottee’s family to use the whole or any portion of the quarter permanently or temporarily for consideration or otherwise.

d. tampering in any form, including alteration or extension of the electric lines, water connections, sewage pipes or any other service facilities, that may be in the premises.

e. keeping of cows, buffaloes, goats or any such other animals in the premises allotted.

f. keeping of any noxious, inflammable and dangerous articles in the premises or making the premises unclean, foul or insanitary.

g. carrying on illegal or immoral activities in the quarter or causing nuisance or annoyance to the neighbours or to the employees by the employee himself or any member of his family or any other person residing with him.

h. using Company’s house for any trade/business/office, by any employee or any of his family members or allowing any other person to so use it and applying for registration giving the house number as the official address of the firm, etc.

vi. ‘PAY’ means the basic pay of the employee including special pay, personal pay, deputation pay, non-practising allowance and such other emoluments of a substantive nature. (Amended vide Circular No.PL/RR/7(3) dt.9.11.92 (P.P.Circular No.17/92))

vii. ‘STANDARD LICENCE FEE’ means the pooled licence fee for any class of accommodation fixed by the competent authority from time to time.

viii. ‘TEMPORARY TRANSFER OF AN EMPLOYEE’ means a transfer of an employee which involves an absence for a period not exceeding four months.

ix. ‘TYPE’ in relation to an employee means a class of residence which may be allotted to an employee in accordance with classification of houses notified by Estate Department.

x. ‘LICENCE FEE’ means a sum payable per month or otherwise for the licence granted to an employee, to use particular quarters of the Company, in accordance with these rules or otherwise.

xi. ‘MARKET LICENCE FEE’ means the sum so determined by the Competent Authority to be collected as compensation from any employee for unauthorised use of the quarters of the Company.

xii. ‘EMPLOYEE’ means any person on the rolls of the Visakhapatnam Steel Plant in regular cadre.

xiii. ‘UNAUTHORISED USE’ means:

a. use of any quarter without any authority for such use and occupation.

b. continuance of use, after the authority under which an employee occupies the quarters under and in accordance with these rules, ceases.

xiv. ** ‘QUARTERS’ means quarters belonging to or secured by the Company including the premises appurtenant thereto with outhouses and garages, if any, maintained by the Company to house its own regular employees for efficient discharge of their duties, trainees, ex-employees/their dependents*** and such outsiders as per the terms & conditions as approved from time to time. (Amended vide Circular No. 02/16 Dt.14.01.2016; Incorporated vide HR Policy Circular No.06/17 Dt.23.05.2017)

xv. ‘COMPETENT AUTHORITY’ means Head of the Town Admn. Department of Visakhapatnam Steel Plant and any other officer specifically authorised by him in this behalf.
3.0 APPLICATION FOR ALLOTMENT:

3.1 The Company is not bound to provide residential accommodation to any employee but subject to availability of accommodation maintained by the Company to house its own employees. The employee may on application, be given quarters, for residence for such periods as may be directed by the Competent Authority subject to and in accordance with these rules. Any employee who desires to reside in any of the quarters of the Company in accordance with and under these rules, may apply to the Estate Department in the prescribed form for the purpose.

3.2 No employee shall be allotted a separate quarter under these rules, if the wife or husband, as the case may be, of the employee has already been allotted with quarters, unless such quarters are handed over to the Estate Deptt. in the first instance.

   a. Where two employees in occupation of separate quarters allotted under these rules marry each other, they shall within one month of the marriage, leave one of the quarters.

   b. If quarters are not vacated, as required as above, the allotment of the quarters of the lower type shall be deemed to have been cancelled on the expiry of the said period and if the quarters are of same type, the allotment of such one of them, as the Competent Authority may decide, shall be cancelled on the expiry of such period.

   c. Where both husband and wife are employed in the Company, allotment of quarters to them under these rules shall be considered independently. Whosoever is allotted quarters first, both shall occupy the same subject to allotment of a higher type of quarters to any one of them subsequently on seniority. The licence fee shall be payable for such quarters by the person in whose name the allotment shall stand.

   d. If the husband and the wife are found to be using separate quarters on allotments made previous or subsequent to their marriage, due to suppression of the said fact, the allotment of both quarters shall be deemed to be cancelled either from the date of marriage in case of previous allotments or from the date of allotment, subsequent to their marriage. They shall be deemed to be in unauthorised use of the said quarters with effect from the aforesaid dates.

3.3 The following categories of employees also are not eligible for allotment of Company quarters:

   a. An employee who is the owner of a house, in full or part, whether in his/her name or in the name of any other dependent member of his/her family, within 8 Kms radial distance from his/her place of posting.

   b. Since after the allotment of Company’s quarters, if the employee has become the owner of the house, in full or part, whether in his/her own name or in the name of other dependent members of his/her family, within 8 Kms. radial distance from his/her place of posting, on his/her so becoming the owner of a house, he/she shall be required to inform the position to the Estate Section within a period of 7 days. In case of his/her failure to do so, the allotment of the quarters is liable to be cancelled and he/she shall be treated as an unauthorised occupant of the quarter.

   c. An employee belonging to joint family or otherwise, whose land and/or house has been acquired for the Company and has been offered a plot in the Rehabilitation Centre.

# In partial and temporary relaxation of the above provisions, it has been decided to consider allotment of slow moving ‘A’/’A(M)’/’B’/’B(M)’ type quarters to employees owning house within 8 kms radial distance from his/her place of posting and to those belonging to Displaced category also.

# Incorporated vide (i) HR Policy Circular No.10/2016 Dt.28.10.2016 and (ii) CMD approval dt.15.05.2017
4.0 PREPARATION OF SENIORITY LIST:

4.1 Employees once having applied for accommodation or having accepted an allotment, shall be considered for allotment, of higher type of quarters subject to availability as and when due to increase in their pay, they can be allotted a higher class of quarters.

4.2 Seniority lists for different types of accommodation shall be prepared by the Estate Department on the basis of applications submitted by the employees and or persons already occupying Company’s quarters, on the basis of changes in their pay. The draft seniority lists shall be circulated giving specified time for the objections to be received and final seniority lists shall be published by the Estate Department thereafter.

4.3 Applications received for inclusion of names in the seniority lists after the seniority lists are published will be entered in supplementary lists and the original seniority lists shall accordingly be updated once in a year.

4.4* The seniority lists for allotment of different types of quarters shall be prepared taking into consideration the date from which the employee draws the requisite pay / enters the requisite grade so as to be permitted to use the particular type of quarters.

(i) Two or more employees, if found to be in the same position in the list for A(M)/ A/ B(M)/ B type quarters, inter-se seniority amongst them shall be determined taking into consideration:

a. their length of service;
b. the quantum of pay at the time of the seniority; and
c. their age.

(ii) Two or more employees, if found to be in the same position in the list for C/C-D/ D type quarters and ED Bungalows, inter-se seniority amongst them shall be determined taking into consideration:

a. present grade and grade entry date
b. grade entry date(s) in the below grade(s)
c. date of joining VSP
d. date of birth

4.5 The name of an employee coming on transfer from the other units of SAIL will be entered into the published seniority list on application within 30 days of joining his duties at Visakhapatnam, if not, his application and his name may be entered in the supplementary seniority list.

4.6 The name of a person who surrenders his accommodation while proceeding on leave may be entered in the published seniority list provided such an employee makes an application for inclusion of his name in the seniority list within 30 days of joining back his duties at Visakhapatnam. If not his application is to be treated as a fresh application and his name may be entered in the supplementary seniority list.

5.0 ALLOTMENT:

5.1 Save as otherwise provided in these rules, all allotments will be made by the Estate Authority according to seniority, in the published seniority list for such type of accommodation matched with chronological order or availability of quarters of that type.

5.2 Quarters of a higher type may be allotted to a person of lower pay only when no employee desirous of getting accommodation is in the seniority list for that type of quarter.

In such an event, the quarters shall be offered to the senior most employee in the seniority list of the lower type of quarters, who opts for allotment of the higher type of quarters.

A lower type of quarters, to an employee in the seniority list for higher type of quarters may not ordinarily be allotted under these rules.

* Amended vide Personnel Policy Circular 03/2011, dated 05.03.2011 effective from 02.03.2011
6.0 LICENCE FEE:

6.1 Save as otherwise provided, License fee for quarters allotted to the employees shall be collected on the following basis, subject to revision due to increase in pay of the employees.

a. 5% of the pay or standard license fee whichever is lower in case of employees drawing pay upto Rs.470/- pm.

b. 7 1/2 % of the pay or standard license fee whichever is lower in case of employees whose pay is Rs.471/- to Rs.770/- p.m.

c. 10% of the pay or standard license fee whichever is lower in case of employees drawing pay above Rs.770/-.

With respect to joint accommodation existing or if allowed, the license fee charged will be in case of the category as mentioned in clause (a) above 2 1/2% of the pay, in case of (b) above, 3 3/4% of the pay, and in case of (c) above, 5% of the pay or proportionate standard license fee whichever is lower, of each of the occupants.

Consequent to the revision of pay scales of Non-executive employees with effect from 1-1-89, recovery of House Rent shall continue to be on the pre-revised basic pay in respect of Plant-based Non-Executive employees posted at Visakhapatnam, Jaggayapeta and Madharam. The pre-revised basic pay for these purposes shall be calculated as given hereunder:

* For recovery of House Rent, the pre-revised basic pay will be calculated by subtracting Rs.970/- from the revised basic pay.

NOTE: The Standard Licence Fees for different categories of quarters in force from 1-4-90 are given at ANNEXURE - D

6.2 For unauthorised use of Company’s quarters, market licence fee shall be charged for the period of such unauthorised use.

6.3 The employees using quarters allotted to them shall be personally liable to pay licence fee. They shall also be liable to pay the service charge such as supply of electricity, water, conservancy etc., payable at such rates as shall be determined by the Competent Authority and notified generally. However, the licence fee and other service charges shall be deducted by the Company, month to month or otherwise from the pay of the employees. Such deductions shall be deemed to be authorised deductions. Beyond such deductions, if at any time, any arrear on one said count remains, the employees shall be liable to pay the same, and the same, if not otherwise satisfied, may be deducted from other dues of the employees, if available.

6.4 No reduction of charges or compensation shall be claimed by the employees for defects or temporary breakdown of electrical or irregular supply of water or conservancy services during the period of use of the quarters by the employees.

7.0 OUT OF TURN ALLOTMENT:

7.1 Out of turn allotment of quarters may be made by the Competent Authority in any one or more of the following circumstances.

Allotment of quarters on out of turn basis shall be ordinarily of the type of quarters commensurate with the pay of the individual employee in the latest quarter seniority list.*

a. If any employee expires or is declared permanently medically unfit and his/her son/daughter is either in employment or is taken in the employment of the Company on compassionate grounds and in case the deceased/ex-employee had been allotted quarters, the son/daughter may be allotted quarters.
In the event of the death, or removal on being declared permanently medically unfit of any employee, if his widow/wife is either in employment or is taken into employment on compassionate grounds, she may be allotted a house compatible with her pay even if the husband had not been allotted quarters.

Allotment of quarters out of turn to the son/daughter/widow/wife of a deceased employee or an employee removed from service on being declared permanently medically unfit will not be made if any of his sons or daughters or his wife has already been provided with quarters.

b. When some specialist in any field, is employed and if provision of quarters, is a precondition of his appointment, he may be allotted quarters.

c. If any employee is injured on duty, and on humanitarian grounds it is required to give him a comfortable accommodation on temporary basis, an out of turn allotment of quarters for a temporary period may be made in his favor. Such allotment shall not ordinarily exceed a period of one year.

d. In case of transfer of employees from any other unit of SAIL in the interest of the Company, and not on his own request, accommodation may be provided to him in case such accommodation was availed of by him in the other unit and he makes an application to the Estate Department within 30 days of his joining duties at Visakhapatnam. If accommodation of the type which could be allotted to him is not available he may be allotted a lower type of quarters till suitable quarters are made available for him.

e. In case of unattached women employees, dormitory type of accommodation may be allotted to them subject to availability.

f. Employees under deputation from other Government Organizations, Central or State, on the specific recommendation of the concerned Head of Department, may be given an out of turn allotment.

g. If an employee whose services were terminated, hands over the quarters allotted to him in due time, he may, if reappointed be allotted a quarters provided he applies for same within 30 days of his reappointment and if the house occupied earlier had been allotted on the basis of seniority.

**h.** In cases where both husband and wife are employees of the company and in occupation of company quarters, and the employee, in whose name the quarters was allotted, retires, the spouse continuing in service may be allotted quarters on out-of-turn basis as per his/her eligibility.

7.1.1 The Competent Authority as at Clause 7.1 above shall mean executive not below E-8 Grade in Town Administration Department or such authority to whom the power is delegated.*

7.1.2 Further to the guidelines at Clause 7.1, the guidelines as under will also be followed for out of turn allotment of quarters:

1. Allotment of quarters on out of turn may be considered in respect of self, spouse or dependant children (and not parents or other dependents) only on ‘medical’ grounds in cases involving:
   (a) Injury on duty causing loss of lower limbs  
   (b) Cancer  
   (c) Cardiac cases  
   (d) Paralysis  
   (e) Renal failure and  
   (f) Any other debilitating disease as may be specified by Medical Department

**Amended vide PP Circular 04/2013 dated 11.10.2013
2. The Medical Board after examination of each such case will give its recommendations within a fortnight of receipt of applications as to whether the case merits consideration for out of turn allotment of quarter and forward the same to HoD of Town Admn Deptt., through HoD, Medical Deptt.

3. A separate seniority list of ‘Out of turn Priority’ will be maintained by Estate Section for each type of quarters. While processing applications for allotment of quarters on out of turn basis, no preference for specific quarters, sector, etc. would be given and the first available quarter will be allotted to the first employee as per the seniority list of ‘Out of turn Priority’.

4. If an employee in the seniority list of ‘Out of turn Priority’ does not occupy the allotted quarter as per the above procedure, then his / her name will be deleted from the OOT priority list. However on receipt of a written request from the employee duly forwarded by HoD concerned/Executive in E-7 grade or above within 2 weeks of such allotment, with valid reasons to Estate Section/Town Admn Deptt., the employee’s name will be enrolled at the bottom of the seniority list of ‘Out of turn Priority’. In the event of failure to occupy the quarter on second allotment, the name of the employee would be deleted from the seniority list of ‘Out of turn Priority’. Any further request for out of turn allotment of quarter will only be considered afresh.

5. Normally, an employee may be allotted quarter on out of turn basis only once in his/her service period.

7.2* On administrative exigencies, out of turn allotment of quarters may be considered on the recommendations of concerned Functional Director and Director(Personnel) for approval of CMD.

7.3** (a) Persons with disability shall be given preference for allotment of ground floor quarters on an “out-of-turn” basis, whenever their turn comes in normal course. Disability considered for this purpose, shall be minimum degree of disability of 40%, as certified by the Medical Authority specified under the “The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995”.

(b) Persons recruited in the PWD category need not produce any further document for consideration as above. However, persons suffering disability after their employment, would have to produce Disability Certificate as specified at para(a) above.

The employees in PWD category presently staying in other than ground floor quarters, may be allotted ground floor quarters of same type where presently staying, subject to availability.

8.0 TEMPORARY ACCOMMODATION:

8.1 On request of an employee of the company provided with quarters, the Estate Authority may allot another quarters to him for a temporary period not exceeding seven days on emergencies or for social functions like marriage, thread ceremony etc., on payment of market licence fee for the period of such allotment in advance. In case the quarters is not vacated on the expiry of the period for which the quarters was allotted temporarily the earlier allotment of quarters to him shall be cancelled and he shall be treated to be in unauthorised use of both the quarters.

** Amended vide HRP Circular 12/2015 Dated.30.11.2015
8.2 The quarters so permitted to be used by the employee may be inspected by any officer of the Company Authority specifically or generally at all hours of the day. The officer may inspect, after due notice any part of the premises, to see as to whether the building and the premises, furniture and fittings etc., of the Company are kept in proper order or not and as to whether the building premises are put to any improper use by the employee. The employee shall be bound to allow the officers authorised to carry on such inspection.

While so inspecting, the officer concerned shall give opportunity and time to purdanashin ladies to be out of the rooms inspected.

Provided that the inspection unless urgently required and so permitted by the Estate Authority shall not be done at any time during the night time between 6 PM to 6 AM.

In case the employee obstructs such inspection, the officer concerned shall under his signature report the fact to the Competent Authority and the Competent Authority by notice may require the employee to vacate the quarters within 7 days from the date of notice. In case of non-vacation, the employee shall be treated to be in unauthorised use of the quarters.

9.0 OCCUPATION:

9.1 On allotment the employee has to occupy the quarters within seven days from the date of allotment. For double occupation of the quarters during this period he will be charged normal licence fee from the third day of the date of occupation of the newly allotted quarters. However, for double occupation of quarters after seven days from the date of allotment, the employee will be liable to pay market licence fee till the date of vacation of either of the quarters. In case he does not so occupy within the said time or within an extended period of not more than 3 days, if granted by the Estate Authority, the allotment shall stand cancelled and the name of the employee shall be removed from the seniority list to the supplementary list. Licence fee and other charges shall be paid for quarters from the date of actual occupation, or as stipulated in the allotment order.

9.2 Once quarters are allotted, ordinarily an employee is to remain in it subject to the conditions of these rules as long as he is in service and subject to the condition that if his pay goes up, he may be required to go into a higher type of quarter as has been provided in these rules. On any emergency or if so decided by the competent authority, an allottee may be asked to leave the quarter at any time with one month’s notice, and move to the alternative quarters allotted to him. However, if he does not leave the quarters within the said period he shall be deemed to be in unauthorised use of the quarters.

An employee, if he so desires, may at any time, inform the Company of his intention to leave and vacate the quarters. Once intimation to the Company is given, the employee has to leave the quarters on the day as communicated by him for such vacation. In case he continues thereafter in the quarters unless so permitted by the Estate Authority, it shall be deemed to be an unauthorised occupation.

In case anybody desires to vacate allotted house for a period exceeding one year, he may so communicate and vacate the house on the day intimated by him for such vacation. Only under such circumstances, he may be allotted another quarters after the expiry of the period for which he vacates the quarters.

9.3 Quarters allotted to an employee may be retained for such periods as are mentioned in Column 2 below on the happening of the events mentioned in Column 1, but the employee or his family members occupying the quarters on the happening of any event mentioned in Column 1 below shall inform the Estate Department about the happening of such event. Use of the quarters, beyond the periods mentioned in Column 2 for happenings in Column 1 shall be deemed to be unauthorised use of the quarters.
Under any reasonable circumstances, the Chairman-cum-Managing Director may extend the period mentioned in column 2 if and when any such occasion arises. In case of such extension the quarters shall be vacated at the end of such periods of extension and handed over to the Company. In case it is not so handed over the use of the quarters shall be deemed to be an unauthorised occupation. For the period authorised in column 2 below, the license fee payable shall be as was payable till the date of the happening of the event mentioned in column 1 and if any extension is sought and granted, the license fee for the said extended period for the quarters shall be payable at the market rates.

*Clarification:* Market license fee is chargeable in the following cases:

i. An employee in unauthorized occupation of company accommodation/leased accommodation.

ii. Former employees permitted by the Competent Authority to retain the quarters beyond the permissible period provided in the House Allotment Rules.

In case of authorized retention of house as under rules guidelines vide IOM No.PL/RR/5(5)/357 dt.25.4.1994 for the period of such authorised occupation, license fee payable shall be as was payable till the date of transfer. In case, an employee does not vacate the quarters even after expiry of the authorised period i.e. not exceeding six months, or such period as may be authorised by CMD, market license fee becomes chargeable.

In respect of former employees, only in suitable/deserving cases based on specific request of the employee, Competent Authority, may permit overstaying on normal license fee. Otherwise, in these cases, for the period of retention beyond the permissible retention period, Quarters Retention charges would be charged in addition to the Market License Fee as under:

### A. Retirement/Voluntary Retirement

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Quarters/charges (Amount in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D</td>
</tr>
<tr>
<td>1. Beyond two months</td>
<td>3179+</td>
</tr>
<tr>
<td>after retirement but</td>
<td>2000=</td>
</tr>
<tr>
<td>upto four months,</td>
<td>5179</td>
</tr>
<tr>
<td>Market Licence Fee</td>
<td>2000=</td>
</tr>
<tr>
<td>plus Quarters Retention</td>
<td>5179</td>
</tr>
<tr>
<td>charges on lower slab.</td>
<td></td>
</tr>
</tbody>
</table>

2. Beyond four months 
upto six months, 
Market Licence Fee 
plus Quarters Retention charges on higher slab.

| 3179+| 1504+ | 1100+ | 895+  |
| 3000=| 2500= | 300=  | 200=  |
| 6179 | 4004  | 1400  | 1095  |

3. Beyond six months 
Charges as at 2 above and initiation of eviction proceedings, disconnection of service facilities would be taken up.

### B. Resignation

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Quarters/charges (Amount in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>1. Beyond one month after resignation but upto three months, Market Licence Fee plus Quarters Retention charges on lower slab.</td>
<td>3179+</td>
</tr>
<tr>
<td></td>
<td>2000=</td>
</tr>
<tr>
<td></td>
<td>5179</td>
</tr>
<tr>
<td>2. Beyond three months upto five months, Market Licence Fee plus Quarters Retention charges on higher slab.</td>
<td>3179+</td>
</tr>
<tr>
<td></td>
<td>3000=</td>
</tr>
<tr>
<td></td>
<td>6179</td>
</tr>
<tr>
<td>3. Beyond five months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. Death

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Quarters/charges (Amount in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>1. Beyond two months but upto the end of the academic year, Market Licence Fee plus Quarters Retention charges on lower slab.</td>
<td>3179</td>
</tr>
</tbody>
</table>

In cases of separation on death, Competent Authority may permit retention of quarters beyond two months on normal licence fee, depending upon the criticality of the case/need of the members of deceased employee's family, in relaxation of the norms stated above, even after the end of the academic year on submission of proof relating to any of the members of the family prosecuting studies to the satisfaction of the competent authority.
<table>
<thead>
<tr>
<th>EVENTS</th>
<th>PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resignation, unauthorised absence, dismissal, removal, termination of service.</td>
<td>1 Month</td>
</tr>
<tr>
<td>2. Retirement including voluntary retirement</td>
<td>2 Months</td>
</tr>
<tr>
<td>3. Death of the allottee(retention by his family members)</td>
<td>2 Months</td>
</tr>
<tr>
<td>4. Transfer to a place outside Visakhapatnam</td>
<td>2 Months</td>
</tr>
<tr>
<td>5. On proceeding on deputation in India</td>
<td>2 Months</td>
</tr>
<tr>
<td>6. Temporary transfer in India or transfer to a place outside India</td>
<td>2 Months</td>
</tr>
<tr>
<td>7. Leave other than refused leave or study leave.</td>
<td>For period of leave but not exceeding 4 months.</td>
</tr>
<tr>
<td>8. Refused leave granted under Rules</td>
<td>For the entire period of leave on full pay subject to a maximum of 4 months inclusive of the period permissible in the case of retirement.</td>
</tr>
<tr>
<td>9. (i) Study leave in India or outside India.</td>
<td>For the period of entire study leave sanctioned.</td>
</tr>
<tr>
<td>(ii) Deputation outside India</td>
<td>For the period of deputation but not exceeding 6 months.</td>
</tr>
<tr>
<td>10. Leave on medical grounds</td>
<td>For the full period of leave.</td>
</tr>
<tr>
<td>11. On proceeding on training</td>
<td>For the full period of training.</td>
</tr>
</tbody>
</table>

The period permissible on transfer mentioned against item Nos. 4, 5 & 6 above shall count from the date of relinquishing charge plus the period of leave, if any sanctioned to and availed by the employee before joining duty at the new office. In case of S1.No. 4,5,6,9 & 11, such permission to retain the quarters for the period specified on payment of normal licence fee may be given only if the employee does not enjoy the facility of quarters provided by the Company or house rent allowance in lieu thereof at the other unit to which he is transferred or deputed or sent on training.

**6 Months under rules vide IOM No.PL/RR/5(5)/357 dated 25.4.94, subject to the employee retaining his family at previous place of posting and not occupying Company accommodation/lease accommodation at the place of transfer.

* Amended vide PP Circular No,9/93, dt.19.08.93.
**Amended vide IOM No.PL/RR/7(3)/2004/470, dt.3.5.2004 with approval of CMD
10.0 **PROCEDURE FOR OCCUPATION OF QUARTERS**:

10.1 On allotment, the employee concerned shall furnish a declaration in the prescribed form duly countersigned by his Head of Department or any Officer authorised for the purpose with the seal of his office.

On receipt of the said declaration, authorised representative of the Estate Department shall put the employee to the use of the quarters after obtaining the signature in occupation report wherein the details of movables, fittings, and fixtures shall be mentioned. The employee shall be responsible for proper keeping of the fittings, fixtures and other articles, if any, in the premises. The employee shall also be responsible for the proper upkeep of the buildings and premises of the Company. In case of damages to the building and premises of the quarters or damage or loss of any such articles of the Company, the employee shall be liable to compensate the same, on payment of a sum as shall be estimated to be the damages for the same by the Estate Authority. The said amount shall be realised as deduction from the salary of the person concerned or otherwise. Provided that the employee may not be responsible for any damages or loss caused due to any accident, or circumstances beyond the control of the employee. On such event, the employee shall report to the Estate Authority within 7 days from the date of such happening. The Estate Authority, if satisfied, shall issue a certificate to this effect.

In case any employee is dissatisfied with the assessment of damages by the Estate Authority, he may, by a petition, move the Competent Authority in the matter whose decision in the matter shall be final.

10.2 An employee shall be given a copy of the occupation report giving details of the fittings etc., in the quarters, signed by the employee and countersigned by the Estate Authority or his authorised representative. Unless the report is signed and given as aforesaid, the employee shall not be permitted use of the quarters. If he tries to remain in occupation without signing the report he shall be deemed to be in unauthorised use and occupation of the quarters.

11.0 **VACATION OF QUARTERS**:

11.1 When an employee vacates the quarter under any of the circumstances on intimation or otherwise, the Estate Authority or his authorised representative shall go to the quarters, in whose presence the quarters shall be vacated. The representative concerned shall make out a report which should be signed by the employee concerned or his authorised representative. At the time of vacation, the report shall be verified and in case any shortage or damage not accounted for otherwise as per these rules, is found, the same shall be entered in a report by the Estate Authority or any of his authorised representatives and the employee shall be required to give his signature on the said report. In case the employee refuses to sign the documents, the said fact shall be noted under the signature of representative concerned and on such a noting the employee or the members of his family shall be deemed to have concurred to the report so made.

12.0 **NON-ACCEPTANCE OF ALLOTMENT OF HIGHER TYPE OF QUARTERS**

12.1 An employee who is occupying a lower type of quarters, but due to the increase in his pay, is allotted a higher type of quarters, is to move to the new quarters within seven days from the date of such allotment. In case he does not so move within seven days or within such extended period of not more than 3 days specifically granted by the Estate Authority, he shall be debarred for allotment of the same type of quarters again for a period of one year.
13.0 CHANGE OF QUARTERS:

13.1 Change of quarters will not ordinarily be allowed. In exceptional cases, for reasons to be recorded in writing the competent authority may, at his discretion, allow a change of quarters. On such an order, within seven days of its communication, the employee is to move to the new quarters allotted and hand over the old quarters in which he was putting up previously.

13.2* The following guidelines would be followed for change of quarters on ‘medical’ or ‘other’ grounds:

1. ‘Medical’ grounds:
   a) Change of quarter may be considered in respect of self, spouse, dependant children and parents (and not other dependents) on ‘medical’ grounds in cases involving:
      i. Injury on duty causing loss of lower limbs
      ii. Cancer
      iii. Cardiac cases
      iv. Paralysis
      v. Renal failure and
      vi. Any other debilitating disease as may be specified by Medical Department
   
   b) Applications received by Estate Section from employees duly forwarded by HoD concerned/Executive in E-7 grade or above on ‘medical grounds’ in respect of self, spouse, dependant children, or parents (wholly dependent and residing with the employee) for change of quarters to ground floor or any other floor of same type of quarter where residing or lower type of quarter will be forwarded to HoD, Medical Department once in a month.

   c) The Medical Board after examination of each such case will give its recommendations within a fortnight of receipt of applications as to whether the case merits consideration for change of quarters to ground floor or any other floor on medical grounds and forward the same to HoD of Town Admn Deptt., through HoD, Medical Deptt.

   d) On receipt of the recommendations from Medical Deptt., two types of lists would be prepared from the entitled cases, separately for each type of quarter by Estate Section as per the inter-se-seniority of the employees in the recommended list, as under:
      i. those involving self, spouse or dependant children, to be enrolled in the seniority lists of ‘Medical Priority’
      ii. those involving parents (wholly dependent and residing with the employee), to be enrolled in the seniority lists of ‘Medical Priority for Parents’.

   e) *If an employee, whose name figures in the ‘Medical Priority’ list on health grounds of self, spouse or dependent children, requests for out of turn allotment of quarters, the procedure as under shall be followed:
      i. A Standing Committee of GMs/HODs or their representatives not below E-6 grade from Human Resources Dept, Town Administration Dept., Medical Dept, Operation Directorate and Projects Directorate, duly constituted for the purpose, would examine such requests.

ii. The Committee shall meet once in a quarter to scrutinize the applications made by employees already figuring in the Medical Priority list, with respect to the genuineness, urgency of requirement, etc.

iii. Based on the recommendations of the Standing Committee, approval for allotment of quarters, on out of turn basis on medical grounds will be allowed subject to clearance of Director (Personnel) and approval of CMD.

2. ‘Other’ grounds:

a) Applications received by Estate Section from employees duly forwarded by HoD concerned/Executive in E-7 grade or above on ‘other grounds’ will be enrolled in the seniority list of ‘General Priority’ to be maintained separately for each type of quarters by Estate Section as and when such applications are received.

b) All such applications received by Estate Section from employees on ‘other grounds’ prior to issue of these guidelines would be recast by Estate Section suitably under the seniority list of ‘General Priority’ and such of the employees would not be required to submit their applications afresh.

c) For change of quarters on other than medical grounds, the minimum period of stay in the quarter shall be a period of 3 years**.

3. Separate seniority lists will be maintained in the ratio of 10:9:1 [for general, medical cases of self, wife & dependent children and medical cases of parents (wholly dependent and residing with the employee) respectively] and allotments of the available quarters would be done, whenever the type of quarter requested for change falls vacant.

4.**While processing applications on medical grounds for change of quarters, option will be given either for change of floor or change of sector or both.

5. An employee permitted change of quarters on medical grounds once will not be permitted further change of quarters afterwards in the same category/type. Allotment of a ground floor or any other floor quarter on medical grounds or other grounds as per the above procedure will not automatically entitle the employee for allotment of ground floor or other floor quarters when the employee becomes eligible for higher type of quarters. In such case the need for allotment of a ground floor quarter/any other floor quarter will be evaluated afresh by following the aforesaid procedure.

6. If an employee in the seniority list of ‘General Priority’, ‘Medical Priority’ or ‘Medical Priority for Parents’ does not occupy the allotted quarter as per the above procedure, then his / her name will be deleted from the OOT priority list. However on receipt of a written request from the employee duly forwarded by HoD concerned/Executive in E-7 grade or above within 2 weeks of such allotment, with valid reasons to Estate Section/Town Admn Deptt., the employee’s name will be enrolled at the bottom of the seniority list of ‘Out of turn Priority’. In the event of failure to occupy the quarters on second allotment, the name of the employee would be deleted from the respective seniority list of ‘General Priority/ Medical Priority/ Medical Priority for Parents’.

* Incorporated vide HR Policy Circular No. 09/2014 dt.11.10.2014

** Amended vide PP Circular5/2010 dated22.03.2010
7. An employee can apply in only one of the aforementioned categories i.e. General, medical cases of self, wife & dependent children, or medical cases of parents (wholly dependent and residing with the employee).

13.3* The Competent Authority as at Clause 13.1 above shall mean executive not below E-8 Grade in Town Admin Department or such authority to whom the power is delegated.

14.0 IMPROPER USE:

14.1 In case of improper use, the allotment of quarters to an employee may be cancelled and on such cancellation, the employee shall be required to vacate the quarters and move out of it within 7 days from the date of cancellation of the order. In case he does not vacate or move out of the quarters, he shall be deemed to be in unauthorised use of the quarters.

Provided that the Competent Authority may on application that the improper use has been made without the knowledge or beyond the control of the employee himself, exonerate him on the condition of the employee abating the improper use within a period of 10 days.

15.0 UNAUTHORISED USE:

15.1 An employee who remains in unauthorised use of any quarters on any of the grounds as provided in these rules, may, at any time, be ejected from the quarters under the orders of the Estate Authority or by any officer of the Company so deputed for the purpose or otherwise. On such ejection, he shall be liable to compensate for the loss and damage caused to the quarters, fitting and fixtures therein and the premises appertinent thereto alongwith the furniture and fittings in the premises. He shall continue to remain liable for payment of the licence fee on such basis as would be provided for in the rules, including market licence fee for the period of unauthorised use. The loss and damage as fixed by the Estate Authority may be collected as deduction from his salary or otherwise.

15.2 Unauthorised use of the Company’s quarters as is provided for in these rules shall be deemed to be a grave misconduct. The employee concerned who remains or is found to be in unauthorised occupation/use of any of the Company's quarters and premises may be dealt with, through departmental disciplinary proceedings for such misconduct apart from the payment of market licence fee or otherwise for the period of unauthorised use.

15.A RETENTION / ALLOTMENT OF COMPANY QUARTERS TO VSP EMPLOYEES AFTER SEPARATION:

VSP employees residing in Company quarters in Ukkunagaram, and separating from services due to Superannuation/ Voluntary retirement/ Permanent Total Disablement/ Permanent Medical Unfitness, or the family member [spouse/son/daughter/parent] in case of separation of employee due to death, both hereinafter referred as ‘allottee’, may be allowed, subject to prescribed conditions:

(i) Retention of quarters: To be considered only in cases of employees who were residing in A, A(M), B, B(M) type quarters before separation.

(ii) Allotment of quarters: To be considered only in cases of employees who were residing in `C’ or `D’ type quarters before separation, and seeking allotment of A/A(M) and B/B(M) type quarters respectively.

Note: Terms and conditions of the clause are mentioned at Annexure –E.


** Incorporated vide HR Policy Circular No.06/17 Dt.23.05.2017
16.0 GENERAL :

16.1 No employee can, under any circumstances, use more than one quarters of the Company. If any employee due to misrepresentation or otherwise is found to be in possession of more than one quarters and that if he does not report the fact of such use of more than one quarters within 3 days of any such use, he shall be deemed to be in unauthorised use of both quarters. He may, by notice, be required to vacate both the quarters from the date of notice. His name, further, shall be cancelled from the seniority list and if he applies again for accommodation his name shall be entered in the supplementary list.

16.2 The quarters so permitted to be used by the employee may be inspected by any officer of the Company authorised for the purpose by the Estate Authority specifically or generally at all hours of the day. The officer may inspect, after due notice any part of the premises to see as to whether the building and the premises, furniture and fittings etc., of the Company are kept in proper order or not and as to whether the building premises are put to any improper use by the employee. The employee shall be bound to allow the officers authorised to carry out such inspection.

While so inspecting, the officer concerned shall give opportunity and time to purdanashin ladies to be out of the rooms inspected.

Provided that the inspection unless urgently required and so permitted by the Estate Authority shall not be done at any time during the night time between 6 PM to 6 AM.

In case the employee obstructs such inspection, the Officer concerned shall, under his signature report the fact to the Competent Authority and the Competent Authority, by notice, may require the employee to vacate the quarters within 7 days from the date of notice. In case of non-vacation, the employee shall be treated to be in unauthorised use of the quarters.

17.0 INTERPRETATION/CLARIFICATION/MODIFICATION, ETC. :

17.1 Interpretation/clarification/modification/amendment/special dispensation/formulation of House Allotment Rules etc., are to be processed by or through Policy & Rules Section and put up for approval of D(P)/CMD, as the case may be.

17.2 In case of any emergency or in any matter not covered by these rules, and if required for the beneficial enjoyment of the Company of the premises, Competent Authority may give necessary direction in the matter. On promulgation of the said direction, in general or specific, the said direction shall be binding on the employee.

At the time of acceptance of the allotment, the employee himself shall sign an endorsement that he has gone through these rules and he shall in all circumstances be bound by these rules. These rules shall be deemed to be a part of the Allotment Order.

* * * * * *

Amended vide IOM No,PL/RR/7(3)/2004/470, dt.3.5.2004 with approval of CMD.
# ANNEXURE-A

## ELIGIBILITY SLABS FOR ALLOTMENT OF COMPANY’S QUARTERS

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Type of Quarters</th>
<th>Eligibility Slabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>All employees with basic pay up to ₹10892/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-revised: Non-Executives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised: Executives incl. Non-unionised Supervisors*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic pay upto ₹19,979/-#</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised: Basic Pay of ₹12500/- and above. #</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>Employees with basic pay up of ₹10893/- and above</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-revised: Non-Executives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised: Executives incl. Non-unionised Supervisors*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic pay of ₹19980/- and above #</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised: Basic Pay of ₹12500/- and above. #</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>₹14400/- and above</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-revised: Executives in E-2 and above grades with preference to higher grades</td>
</tr>
<tr>
<td>4</td>
<td>CD’ (D Modified)</td>
<td>Executives in the scale of E-5 and above with a basic pay of ₹20300/- and above. Executives in the scale of E-6 and above will be given preference in order of grades.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-revised: Executives in E-6 grade with preference to higher grades.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised: Executives in E-6 grade with preference to higher grades.</td>
</tr>
<tr>
<td>5</td>
<td>D</td>
<td>Executives in the grade of E-6 and above and drawing a basic pay of ₹20800/- and above. Executives in the grade of E-7 and above will get preference in order of grades. Single D-type houses will be considered for allotment preferably to Executives in the scale of E-7 and above with preference to officers in higher grade. In case executives in E-7 &amp; above grade do not opt for a particular D-Type house, the same will be considered for allotment to officers of E-6 grade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-revised: Executives in E-6 grade with preference to higher grades.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised: Executives in E-6 grade with preference to higher grades.</td>
</tr>
<tr>
<td>6</td>
<td>ED Bungalow</td>
<td>Executives in the grade of E-8 and above</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-revised: Executives in E-9 grade**</td>
</tr>
<tr>
<td>7</td>
<td>LIG</td>
<td>Upto ₹6880/-</td>
</tr>
<tr>
<td>8</td>
<td>MIG</td>
<td>₹6881/- &amp; above</td>
</tr>
</tbody>
</table>

** applicable for future allotments only

* Revised vide Personnel Policy Circular 03/2011, dated 05.03.2011 effective from 02.03.2011
# Revised vide HR Policy Circular 05/2015, dated 25.05.2015
GUIDELINES REGARDING ALLOTMENT OF ACCOMMODATION TO SC/ST EMPLOYEES

1.0  The Board of Directors in their Twelfth Meeting held on 30th September 1983, decided that the guidelines issued by Bureau of Public Enterprises regarding reservation of allotment of accommodation to SC/ST employees be followed in Visakhapatnam Steel Plant.

2.0  Bureau of Public Enterprises guidelines are referred in the above paragraph are contained in BPE's Office Memorandum No. 6 (1)78 --BPE (GM-I) dated 20th December, 1978 and are reproduced at Annexure-C.
ANNEXURE-C

No. 6(1)/78-BPE (GM-I)
Government of India
Ministry of Finance
Bureau of Public Enterprises

Mayur Bhavan, Cannaught Circus
New Delhi, Dated 20th Dec. 1978

Sub : Reservation in allotment of accommodation to SC & ST employees.

The undersigned is directed to refer to BPE’s OM. No. F. 6 (7)73 - BPE (IC), dated the 10th April, 1974 on the subject mentioned above in which it was stated that reservation in the general pool accommodation for SC/ST employees entitled to Type I & II quarters was raised from 5% to 10% w.e.f. 24.9.1973 and the question whether similar reservation should also be made for accommodation in Type III and above was being considered by the Ministry of Works and Housing. Accordingly in view of this it would be appropriate for the Board of Directors of Public Enterprises to take note of these steps which Government have taken and to consider whether it would not be desirable to adopt similar measures for reserving a percentage of accommodation for the SC & ST officers in that townships.

The Bureau of Public Enterprises, for some time past, have been receiving queries from many Public Sector undertakings whether the question for reservation in the allotment of accommodation in Type III and above has since been taken by the Ministry of Works and Housing and whether similar provision for reservation is also applicable to the undertakings maintaining their townships. With reference to these queries it is now clarified that it has since been decided by the Ministry of Works and Housing that, till further orders, 5% clear vacancies in Types III & IV should be reserved for allotment to SC & ST employees entitled to these types. The present reservation of 10% in Types I & II will also continue vide Ministry of Works and Housing OM No.12035 (30)/74-POL.II dated 18th September, 1975 (copy enclosed for ready reference). As envisaged in the BPE’s OM dated the 10th April 1974, the Boards of Directors of Public Enterprises are also to consider whether it would not be desirable to adopt similar measures for reserving a percentage of accommodation in types III & IV also for Schedule Caste and Schedule Tribe employees in their townships, keeping in view the spirit of the instructions containing in the BPE’s OM dated the 10th April, 1974.

Ministry of Industrial Development etc., are requested to bring it to the notice of the Public Sector Enterprises under their administrative control.

Sd/- x x x
SS Samaddar
Under Secretary to the Govt. of India

To All Ministries/Deptts of the Govt. of India.
OFFICE MEMORANDUM

Sub: Allotment of general pool accommodation in adhoc basis of Scheduled Caste/ Scheduled Tribe employees entitled to types I to IV and working in eligible offices in Delhi and New Delhi.

The undersigned is directed to refer to this Ministry's OM No. 12035 (3)/73-Pol.II dated the 24th September 1973 and to say that the question of reserving certain percentage of vacancies in types III and IV for allotment to SC and ST employees entitled to those types has been decided that, till further orders, 5% clear vacancies in types III and IV should be reserved for allotment to SC and ST employees entitled to those types. The present reservation of 10% in types I and II will continue.

It has also been decided that the clear vacancies becoming available in the reserved quota referred to above, should be allotted in the ratio of 2:1 between Scheduled Caste and Scheduled Tribe employees respectively. In case, however, there is no Scheduled Tribe employees, the quota reserved for them may be allotted to SC employees. For this purpose separate waiting lists should be prepared for SC and ST employees.

The Ministry of Home Affairs, etc., are requested to forward applications, in the enclosed form, of eligible officers under their control including their attached and subordinate offices latest by 19.11.1975 to the waiting list section, Directorate of Estates, New Delhi.

This issues with the concurrence of the Ministry of Finance (W&E) vide their U.O. No. 6642-W&E/75 dated 15.09.1975.

Sd/- XXX
HR Goel
Deputy Director of Estates.

To All Ministries / Deptts of the G.O.I.
## ANNEXURE – D

<table>
<thead>
<tr>
<th>Category</th>
<th>* Revised Standard Licence Fee (Rs. per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Flats</td>
<td>50</td>
</tr>
<tr>
<td>A</td>
<td>50</td>
</tr>
<tr>
<td>B (without any garage)</td>
<td>77</td>
</tr>
<tr>
<td>B (with Scooter garage)</td>
<td>80</td>
</tr>
<tr>
<td>B (With Car garage)</td>
<td>86</td>
</tr>
<tr>
<td>C (without car garage)</td>
<td>117</td>
</tr>
<tr>
<td>C (with car garage)</td>
<td>125</td>
</tr>
<tr>
<td>D</td>
<td>215</td>
</tr>
<tr>
<td>DB-2</td>
<td>300</td>
</tr>
<tr>
<td>DB-1</td>
<td>344</td>
</tr>
<tr>
<td>MIG</td>
<td></td>
</tr>
<tr>
<td>a. HB Colony</td>
<td>99</td>
</tr>
<tr>
<td>b. Autonagar</td>
<td>103</td>
</tr>
<tr>
<td>LIG</td>
<td></td>
</tr>
<tr>
<td>a. HB Colony</td>
<td>45</td>
</tr>
<tr>
<td>b. Autonagar</td>
<td>50</td>
</tr>
</tbody>
</table>

The above rate of licence fee recovery is provisional and will be in force until further orders.

* Vide Circular No. Tn.A/EST(Rev)/XIII(1), dated 20.7.90.
ANNEXURE-E

Subject: Retention / Allotment of Company Quarters to VSP employees after separation.

Objective: To provide temporary housing facilities to separating employees on payment of Security Deposit and other provisions.

Scope: VSP employees residing in Company quarters in Ukkunagaram, and separating from services due to Superannuation/ Voluntary retirement/ Permanent Total Disablement/ Permanent Medical Unfitness, or the family member [spouse/son/daughter/parent] in case of separation of employee due to death, both hereinafter referred as ‘allottee’, may be allowed, subject to prescribed conditions:

(i) Retention of quarters: To be considered only in cases of employees who were residing in A, A(M), B, B(M) type quarters before separation.

(ii) Allotment of quarters: To be considered only in cases of employees who were residing in ‘C’ or ‘D’ type quarters before separation, and seeking allotment of A/A(M) and B/B(M) type quarters respectively.

Exclusion: Cases of termination, dismissal, resignation and transfer.

Date of applicability: Immediate effect

A. Permissible period for Retention of quarters (without security deposit):

The extant rules, vide Clause 9.3 of the House Allotment Rules, regarding retention of quarters by former employees and the permissible period for such retention, licence fees and retention fee to be charged during such period, in different situations, would continue. HoD, TA Deptt. is empowered to allow such retention.

B. Retention of quarters / Allotment of other quarters (with Security Deposit):

1. A separating employee may be allowed to retain the A/A(M), B/B(M) type quarters occupied by him immediately before separation, beyond the permissible period as envisaged in Clause 9.3, subject to the prescribed conditions and procedure as described in the following paras. The maximum permissible period for retention / allotment would be upto 2 years (excluding the permissible period for retention of quarters as at (A) above).

Note: Cases of employees who separated earlier and are already retaining the quarters as on the date of issue of circular, to be regulated subject to these guidelines payment of amount towards the security deposit, payment of House Rent, Electricity and water charges for the period already availed, giving surety and entering into an Agreement, as prescribed.
2. Employees occupying higher type of quarters before separation may also apply for allotment of A/A(M), B/B(M) type quarters as under:

<table>
<thead>
<tr>
<th>Quarters occupied/before separation</th>
<th>Type</th>
<th>Quarters Type &amp; no. that can be considered for allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>’C’ type</td>
<td></td>
<td>Two slow-moving A/A(M) type quarters (in one block)</td>
</tr>
<tr>
<td>’D’ type</td>
<td></td>
<td>Two slow-moving B/B(M) type quarters (in one block)</td>
</tr>
</tbody>
</table>

3. Such retention / allotment would be subject to the guidelines as under:

i. **Security deposit**
   12 months’ average rent, water and electricity charges of the respective type of quarters. Security deposit will be returned after adjustment of dues, if any, without any interest and only after final vacation of the retained / allotted quarters.

ii. **Grounds for retention / allotment**
   Ward’s education, medical grounds, ongoing construction/purchase of own house, anyother justifiable reason warranting necessity in retention / allotment of company quarters.

iii. **Delegation of powers for approving retention / allotment**

<table>
<thead>
<tr>
<th>SNo</th>
<th>Period of retention / allotment</th>
<th>Sanctioning Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upto12 months</td>
<td>HOD, TA</td>
</tr>
<tr>
<td>2</td>
<td>13 to 24 months</td>
<td>Next Higher Authority to HoD, TA</td>
</tr>
</tbody>
</table>

iv. **House Rent, Electricity & Water Charges**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House Rent per month</td>
<td>*Market Licence Fee plus Quarters Retention charges on higher slab</td>
<td></td>
</tr>
<tr>
<td>Electricity charges</td>
<td>APEPDCL rates on actual consumption</td>
<td></td>
</tr>
<tr>
<td>Water charges</td>
<td>Normal (as applicable to VSP executives)</td>
<td></td>
</tr>
</tbody>
</table>

*For retention of Ground Floor quarters, additional premium rent at the rate of two times the Quarters Retention charges on higher slab as applicable to superannuation cases, will be charged.
C. Procedure:

1. Employees occupying Company quarters in Ukkunagaram, on separation, have to vacate the same, on the day following the last day of the permissible period for retention of quarters as at (A) above.

2. Employees, separating on account of Superannuation/ Voluntary retirement/ Permanent Total Disablement/ Permanent Medical Unfitness and, their family members (spouse/sons/daughters/parents) in case of employees separating on death, desiring retention / allotment of quarters as per options at B(1) or B(2), need to apply for the same through the Zonal HR Estt. as per Annexure-1, clearly indicating the period of retention, and submit it to HoD, TA Deptt. within 2 (two) months of their separation. In such case, DD/Banker’s Cheque, for the differential amount between the prescribed Security Deposit [as at para 3(i) above] and the amount retained towards Estate Dues [as per Cl. 5.1 (b) Note(a) of the Rules on Final Settlement of Dues of retiring employees] along with Surety of another VSP employee (Annexure-II) who is having not less than 5 years of service remaining, shall also be submitted along with the application.

3. If no application (Annexure-I) is received by TA Deptt. from the separating employee/family member within 2 months of separation of the employee, it shall be deemed that the employee would vacate the quarters not later than the day following the last day of the permissible period for retention of quarters as at (A) above.

D. Agreement:

On approval for retention / allotment with payment of Security Deposit, the allottee will have to sign an agreement (Annexure-III) on a Rs.50/- non-judicial stamp paper.

E. Monthly bills:

The allottee is required to pay the monthly bills on a regular basis, failing which, they will be charged penal interest at market rates. Further, if any amount due to be paid is outstanding for 3 months, the retention / allotment will be terminated and immediate action will be taken for eviction.

F. Nomination:

All employees opting for retention / allotment of quarters are required to nominate a person from among the family members (spouse/sons/daughters/parents) to receive the Security Deposit after adjustments, if any, in case of any eventuality.

G. Failure to vacate the house after permitted period:

The allottee shall vacate the house on the last day of retention / allotment period or earlier. In case of failure to vacate the quarters on such day, the Security Deposit deposited will stand forfeited forthwith in addition to eviction action as per procedure under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971, and realisation of dues towards rentals, interest, penal charges, damages, etc. from allottee. A
communication to this effect, with a description of all the dues payable, will be sent to the allottee as well as to the surety.

H. Other conditions:

1. The quarters are being considered for retention / allotment as above, only for the residential purposes of the separating/separated employee or his family members. An Inspection Team comprising representatives from TA, Vigilance and HR Deptts. will conduct random inspections once in 2 months of these quarters, and submit its report to HoD, TA Deptt. In case it comes to the notice of the Management that the quarters are sub-let or are used for any other purpose other than residence, eviction action as per procedure under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971, will be taken immediately with the approval of HoD, TA Deptt., and Security Deposit stand forfeited.

2. In the case of death of the ex-employee during the period of retention/allotment, the nominee of the ex-employee shall inform HoD, TA Deptt. of the same in writing within 15 days of the date of demise, indicating whether he/she desires to continue occupation of the quarters till the end of the original allotment/retention period on the same terms and conditions. In case the nominee desires to do so, he/she shall submit an Application for the same to TA Deptt. through the Zonal HR Estt. of the ex-employee, along with a fresh Surety, and enter into a fresh Agreement, within two months from the date of demise, failing which, his/her continued occupation will be deemed as unauthorised occupation of the quarters. In such case, no additional amount would be charged towards Security Deposit.

3. In case the allottee desires to vacate the quarters before the expiry of the approved retention/allotment period, he/she shall be required to intimate the same to TA Deptt., at least one month before such date of vacation of quarters.

4. In all cases where the allottee fails to clear the outstanding dues within the stipulated period, the surety will be liable to pay the penalty and other outstanding dues including claims for damages, missing items, etc. The same would be deducted from his salary / amounts payable to him in one or more instalments, as needed, without any further notice / reference to him/her.

5. All other conditions of regular allotments, not specifically mentioned or modified above, shall also apply in cases of retention / allotment of quarters, to the extent applicable.

I. General:

1. In case of any dispute on any of the clauses of this circular, the decision of the HOD/TA Deptt. will be binding on all parties.

2. Management reserves the right to withdraw this scheme fully or partially without assigning any reason at any point of time. VSP also reserves the right to cancel any retention / allotment granted w.r.t. separated employee, if the quarters are required for further allotment.
APPLICATION FOR RETENTION/ALLOTMENT OF A/A(M) /B /B(M) QUARTERS AFTER SEPARATION
(Ref.: HR Policy Circular No.06/17 dt.23.05.2017)

To
HoD,
Town Admin. Deptt.
Visakhapatnam Steel Plant.

//Through: Zonal HR I/c.//
Sub: Request for retention beyond permissible period/ allotment of residential quarters in Ukkunagaram Township.

---

(1) I would like to retain the residential quarters for residence of self and my family members whose details are given below. I request that the same may be granted to me.

OR

(2) I would like to be allotted residential quarters for residence of self and my family members whose details are given below. I request that the same may be granted to me.

Family members:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Relationship with the employee (Spouse/Son/Daughter/Parent)</th>
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</tbody>
</table>

I shall abide by all the rules and regulations contained in the HR Policy Circular No.06/17 dt.23.05.2017. My particulars are given below:
(Particulars of ex-employee to be given by dependents, in the case of separation due to death).

1. Name of the employee: _________________________________
2. Employee Number: _________________________________
3. Department: _________________________________
4. Date of separation: _________________________________
5. Type of separation: Superannuation/Voluntary retirement/ Permanent Total Disablement/ Permanent Medical Unfitness/Death
6. Address of Quarters (presently occupying): Sector_____ Qr.No ____Type: ____________

7. Quarters sought for retention/allotment: Number of quarters: One/Two, Type: A/A(M)/B/B(M)
8. Retention / Allotment period: ________months or upto (date).
9. Reasons for seeking retention / allotment: ______________________________________

10. Security Deposit of Rs. _____ is enclosed: DD No. ________ dated ___________ (or)
    Banker’s Cheque No: _____________ dated _____

11. The following person is hereby nominated to receive the Security Deposit after adjustment of
    dues, if any, in case of my death or incapacity.

    Name: _________________________ Spouse/Son/Daughter/Parent of ________________
    Age ___________ Address: ________________________________
    __________________________________________________________________________

    Signature of the Employee or
    Signature of Dependant(in case of death of employee)
SURETY

I, Sri/Smt/Kum____________________ hereby state that I have agreed to stand surety for retention / allotment of the Company quarters in respect of Sri/Smt/Kum._____________________________________ under Quarters retention / allotment facility for ex-employees, vide HR Policy Circular No.06/17 dt.23.05.2017.

In case of non-vacation of the retained / allotted quarters before expiry of permitted period by Sri/Smt/Kum.______________________________, the quarters shall be treated as unauthorisedly occupied and I will be liable to pay the penal rent, electricity and water charges, and other outstanding dues on account of claims for damages, missing items, etc., as applicable. I also stand surety for adherence to the other terms and conditions of retention / allotment of quarters as mentioned in the HR Policy Circular No.06/17 dt.23.05.2017.

Particulars of Surety

Verified & certified.

Signature: .........................
Emp. No: .........................
Designation: ....................
Department: ......................
Date of superannuation: .........

HR Executive
AGREEMENT OF TEMPORARY RETENTION/ALLOTMENT OF COMPANY QUARTERS.
(Ref.: HR Policy Circular No.06/17 dt.23.05.2017)

An agreement made this ______day of ______ 20__ between RINL/VSP Limited,
Visakhapatnam Steel Plant (hereinafter called the management) and
Shri/Smt.___________________________aged _____years (ex-employee or his/her
family member viz. spouse/son/daughter/parent, hereinafter called the allottee).

Whereas the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant has permitted retention
/allotment of Quarters No.______________, Sector______, Visakhapatnam, in respect of
Shri/Smt.___________________________, for a period from _________________to___________ on the
terms and conditions mentioned below.

TERMS AND CONDITIONS
1. The allottee has agreed to pay the specified non-interest bearing Security Deposit of
Rs.____(Rupees _________________only). Unless forfeited in circumstances mentioned in the
above referred circular, Management will refund the Security Deposit on vacation of the
retained / allotted quarters at the end of the permitted period or earlier, after adjustment of house
rent/electricity and other charges, if any, pending for payment by the allottee.

2. The allottee will pay the monthly bills raised on account of house rent/electricity and other
charges each month.

3. The management is entitled to evict the allottee from the house, if three months bills have not
been paid consequitively.

4. The quarters shall be vacated by the allottee, on the last day of the permitted retention /
allotted period. If not vacated, the allottee is rendering himself liable for eviction from the
premises. In addition, the entire Security Deposit will be forfeited.

5. The house will be used strictly for residential purpose of the allottee and/or family members.

6. No sub-letting or commercial activities will be carried out.

7. The allottee is supposed to maintain social decorum in the allotted accommodation with
friendly and fraternal spirits. In the event of misbehaviour or immoral behaviour or social mal-
adjustment on the part of allottee or members of family, and complaints having been lodged, the
Management will investigate and enquire into the bonafides of such complaint, and if satisfied
thereafter, on administrative exigencies and in the interest of industrial and social harmony, may
cancel the retention / allotment facility.
8. The allottee shall maintain the premises of the retained / allotted quarters in clean and sanitary condition, without any improper use.

9. The allottee shall not keep any cows, buffaloes, goats, poultry, pigs, etc. in the premises (or on the land contiguous thereof) of the quarters retained / alloted. If any allottee is found to have committed this breach, notice shall be issued by the Estate section for removal of the breach within a period of 15 days. If the cause of action is still not removed at the end of the notice period, the retention / allotment shall be terminated.

10. The allottee shall not effect any addition or alteration to the retained / allotted quarters or put up any structure permanent or temporary within the quarters premises or around it. No additional construction or alteration is permitted. Damaging quarters while vacating the same shall be treated as violation of this rule.

11. The allottee and other occupants of the quarters shall permit, and extend cooperation to the authorized representatives of the Competent Authority / Town Services to enter the quarters or any part thereof at all reasonable hours of the day for inspection/enquiry, or repairs of the quarters or matters incidental thereto. Any obstruction to an authorized representative of Visakhapatnam Steel Plant to carry out such checks/repairs etc. will be deemed to be an act of misdemeanour.

12. The retention/allotment of these quarters would be subject to the rules in this regard prevailing from time to time.

13. In case of any dispute regarding interpretation of any of the terms and conditions of this agreement, the decision of the Management will be final and binding on the Licensee.

In witness whereof the parties hereto have signed this agreement hereunder:-

Signature of allottee:       For and on behalf of
Name & Address in full      Rashtriya Ispat Nigam Limited
Visakhapatnam Steel Plant

Witness:

1. Signature : 
   Name & address : 
2. Signature : 
   Name & address : 

House Allotment Rules
The policies / rules/ schemes pertaining to ‘Leave Travel Concession’ stand withdrawn / modified and would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

1.0 OBJECTIVE

2.0 DEFINITIONS

3.0 ELIGIBILITY

4.0 ENTITLEMENT

5.0 ADVANCE

6.0 COMBINATION OF LTC/LLTC WITH TRANSFER OR TOUR

7.0 LEAVE TRAVEL CONCESSION CLAIMS

LEAVE TRAVEL ASSISTANCE

ANNEXURE A: DECLARATION IN RESPECT OF DEPENDENT PARENTS FOR PURPOSE OF LEAVE TRAVEL CONCESSION

ANNEXURE B: CERTIFICATES TO BE SUBMITTED ON COMPLETION OF JOURNEY AFTER AVAILING LTC

ANNEXURE C: PROFORMA OF CERTIFICATE TO BE SUBMITTED BY AN EMPLOYEE ON COMPLETION OF JOURNEY AFTER AVAILING LLTC

ANNEXURE D: LTC/LLTC CERTIFICATE

ANNEXURE E: CLAIM FORM FOR DIFFERENTIAL FARE ON LTC

ANNEXURE F: APPLICATION FOR LLTC TO ANDAMAN & NICOBAR ISLANDS/LAKSHADWEEP ISLANDS (Executives and Non Supervisory Cadre)

ANNEXURE G: FINAL BILL FOR LLTC TO ANDAMAN & NICOBAR ISLANDS/LAKSHADWEEP ISLANDS (Executives and Non Supervisory Cadre)

ANNEXURE H: APPLICATION FOR LTA (Non – Executives)

ANNEXURE I: APPLICATION FOR LLTC TO ANDAMAN & NICOBAR ISLANDS/LAKSHADWEEP ISLANDS (Non – Executives)

ANNEXURE J: FINAL BILL FOR LLTC TO ANDAMAN & NICOBAR ISLANDS/LAKSHADWEEP ISLANDS (Non – Executives)

* Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010
LEAVE TRAVEL CONCESSION *

1.0 OBJECTIVE:

1.1 To provide, as a measure of welfare, travel assistance to the employees of the Company and the members of their families for visiting their home town/any place in India.

2.0 DEFINITIONS:

2.1 'Employees' mean those in the service of the Company including probationers and deputationists, but excluding:

i) Casual, part-time and temporary employees;

ii) Those entitled to railway privilege/retirement passes as personal concession to them.

2.2 Family:

'Family' means an employee’s (i) wife or husband, as the case may be, residing with him/her and (ii) legitimate children and step children residing with and wholly dependent upon him/her.

2.2.1 'CHILDREN': Also include major sons (18 years and above), married daughters (who have been divorced, abandoned or separated from their husbands) and widowed daughters so long as they are residing with and are wholly dependent on the employee.

2.2.2 'Legitimate Children' do not include adopted children except those adopted under the Hindu Law.

2.2.3 Not more than one wife is included in this definition.

2.2.4• Dependent parents, if not gainfully employed and wholly dependent upon and residing with the employee, are included in the definition of 'Family' only for the purpose of availing LTC to visit home-town or to any other place upto a distance of 750 Kms each way in lieu of home-town.

NOTE:

a)** Family Members' are deemed to be dependent on the employee if the monthly income of the member does not exceed Rs.1500/- from all sources including land and property, rent from houses/buildings, interest from bank deposits, dividend from investment, commuted pension and pensionary equivalent arising out of CPF and the like.

b)* Employees joining the Company on or after 26.08.95 will be entitled to claim LTC/ LLTC only for self, spouse and maximum two children. However, in case an employee after the birth of the first child, is blessed with twins or more children (multiple births in second delivery), the said employee shall be entitled to claim LTC/LLTC for self, spouse and for such number of children as the case may be, although the number exceeds two children.

The present eligibility and entitlement of dependent parents will continue.

c)*Scholarship/stipend received by the children of employees will not be treated as income for the purpose of deciding dependency on the employee.

* Approved by the Board of Directors of RINL in their first meeting held on 08.04.1982.
◆ Incorporated Vide Circular No.PL/RR/3(3) dated 09.01.1984.
◆ Amended Vide Personnel Policy Circular No.7/2005 dated 14.05.05.
2.3 'Shortest route' means the route by which the destination can be reached earliest in point of time by the approved mode of travel.

2.4 'Headquarters' means the normal place of duty of an employee at the time of outward journey.

2.5 HOME TOWN:

2.5.1 'Home Town' means the permanent home town or village of the employee as declared by him immediately on joining the company and accepted by the competent authority.

2.5.2 'Home Town' shall be a place which the employee is required to visit at intervals for discharging various domestic and social obligations or where he owns immovable property, or his near relations reside permanently or where he has been staying for some years before joining the Company.

2.5.3 Home town once declared can be changed only once in the entire period of service of the employee.

2.5.4 In case of employee declaring places outside India as hometown, the Company's assistance will be limited to the share of the fare upto and from the railway station/Airport in India, by the shortest route, nearest to the Home Town.

2.6 'Leave Travel Concession (LTC)' means the financial assistance available to the employee and his family for the purpose of visiting their home town.

2.7 'Liberalised Leave Travel Concession (LLTC)' means the concession available to the employee and his family for the purpose of visiting any place in India including Home Town.

3.0 ELIGIBILITY:

3.1 Employees who have completed one year of service are eligible for the concession, to enable them and their families to visit the home town or any other place in India.

3.2* The concession shall be admissible twice in a block of four years; once for travelling to home town (LTC) and once for travelling to any other place in India (LLTC). The employees, if they so desire, can avail LTC in lieu of LLTC.

NOTE:

a) Each four year block shall be divided into two two-year blocks. No employee can avail of both LTC and LLTC in a two-year block.

b) The employees who opt to avail LTC for home town in lieu of LLTC will be entitled to claim the concession in respect of their dependent parents also as permissible in case of LTC.

c) If an executive in E-6 or above grade travels on LLTC to a place outside India, he/she would be entitled to reimbursement of normal air fare by Indian Airlines from Visakhapatnam to New Delhi and back or actuals whichever is lower subject to submission of documentary proof. The above reimbursement includes the cost of travel from Headquarters to nearest Airport of embankment.

NOTE: Company will not reimburse the charges towards passport and visa and the same will have to be borne by the concerned employee.

3.2.1 In respect of Leave Travel Concession for visiting home town, employees may, if they so desire, visit any other place upto a distance of 750 Kms each way in lieu of home town. Dependent parents, if not gainfully employed and wholly dependent and residing with the employee are eligible for LTC for visiting home town or if the employee so desires, for visiting any other place in India upto a distance of 750 Kms each way in lieu of home town.

3.2.2 Employees can avail the Liberalised Leave Travel Concession (LLTC i.e. anywhere in India) as per the existing rules with the option to visit any place in India upto a maximum distance of 1700 Kms each way on submission of a certificate. Employees opting to avail the facility of LLTC on submission of a certificate would also be required to declare before-hand the place of visit/destination as applicable in other cases.

3.2.3 The concession not availed of in any particular block can be availed of before the end of the succeeding year; the regular block years will, however, remain unchanged.

3.2.4 LTC facility to any place in India may be availed by any employee in either the first or the second half of the four year block.

3.2.5 Employees transferred from Subsidiaries/Government shall be eligible to carry forward their eligibility for LTC/LLTC in the Company.

3.2.6 If any employee’s family members are living away from his place of work, he shall be eligible for:

i) Travelling twice to home town and once for self and family anywhere in India in lieu of four years block.

ii) Travelling two times for self only, in lieu of two years block.

3.3* The concession shall be admissible only when an employee proceeds on regular leave or casual leave of not less than 6 days in case of executives and 3 days in case of non-executives* (closed holidays/off days prefixed or suffixed may also be counted, in addition to intervening closed holidays / off days). Earned leave, half pay leave, commuted leave and extra-ordinary leave shall be taken as regular leave.

3.4 The members of the family can avail of the concession irrespective of the period of leave of the employee. The return journey of the family should be completed within six months from the date of commencement of the onward journey. The concession shall be counted against the year during which the outward journey commences.

3.5 The members of the family other than those who accompany the employee should travel together as one group. When they travel in different groups, reimbursement will be admissible only in respect of one such group as the employee may choose.

3.6 For journeys commencing during the leave preparatory to retirement, the employee and his family shall be eligible for the concession for outward journey provided that the concession is otherwise admissible. The journey of the employee and family should commence within the period of leave.

**NOTE**:
Employees who are to retire, if otherwise eligible, shall be permitted to avail LTC / LLTC provided that the outward journey is undertaken before the date of retirement. In such case, the employee is required to submit the certificate of expenditure before the expiry of 10th.day, immediately following the day of superannuation.

Adobe Reader X / Amended vide PP Circular No.5/90, dated 13.03.1990.
Adobe Reader X / Amended vide Miscellaneous Circular No.PL/RR/2(2) dated 25.03.1997.
Amended vide Office Order No. PL/WR/410000989, dated 15.05.2010
An employee, who has submitted notice of resignation from Company’s services, may be permitted to avail the concession to home-town or any place in India during the notice period, provided the return journey is completed before the expiry of the notice period and the employee rejoins duty after availing LTC.

3.7 Where the wife of an employee is also employed in the Company, the concession for the family will be admissible on the scale applicable to the husband or the wife and not both.

3.8 LLTC shall be admissible for visiting Andaman and Nicobar Islands via the nearer of the two ports i.e., Calcutta or Madras, from which regular passenger ship services are available. For this purpose, the surface journey from the Headquarters to the nearest port i.e., Calcutta or Madras will be regulated as their journeys under LLTC Rules. With regard to sea passage, employees entitled to travel by 2nd Class by rail will be allowed reimbursement either by bunk class by any of the ships or second class by MV 'Harshavardhana' (without diet charges) run by Shipping Corporation of India Limited. Employees entitled to travel by First Class/ACC by rail/Air may be allowed reimbursement for travel by 1st Class/ ‘A’ state room/Deluxe either by MV 'Harshavardhana' or MV 'Andaman' (without diet charges), run by Shipping Corporation of India Limited or by Air.

NOTE:
The option of travel by air on LLTC from Cochin (nearest place on land surface) to Lakshadweep would also be admissible as in the case of LLTC to Andaman and Nicobar Islands. With regard to sea passage from Kochi to Lakshadweep, employees will be allowed reimbursement for travel either by bunk class by any of the ships or travel on package tour (without diet charges) offered by Govt./Govt. enterprises, subject to reimbursement being restricted to transport charges of the package tour.

NOTE:
Air travel on LLTC to Andaman & Nicobar Islands in respect of employees who are entitled to travel by First Class by Rail vide Clause No.3.8 of LTC Rules of the Company but not otherwise entitled to travel by air on LLTC, will avail such facility subject to the following:

(i) A maximum of 15% (Fifteen percent) of such employees viz., non-executives, and executives upto E-5 grade including JOS/JSOs, separately, in each department will be allowed to avail the facility in a calendar year.

(ii) While sanctioning LLTC for visiting Andaman & Nicobar Islands by air, preference will be given to the employees who will be retiring earlier.

NOTE*: 

i. The facility may be extended as a one-time opportunity to those regular employees of RINL/VSP, who had joined the Company prior to 1.3.2008 and who have not availed the said facility since 20.9.2004. For this purpose, the employee shall apply for LLTC to Andaman and Nicobar Islands/Lakshadweep Islands as per the prescribed format at Annexure- F or I as applicable

ii. This facility shall be availed in the earliest possible/available Block year, subject to the existing ceiling of a maximum of 15% of such employees viz. executives upto E-5 and JOS/JSOs, separately, in each department, to be allowed to avail the facility in a calendar year. For availing this one-time opportunity, such employees will have to plan at least one month before the date of their journey.

◆ Incorporated vide Circular No.PL/RR/2(2)/694 dt. 08.08.07 and effective from 04.08.07.
iii. The air tickets, in such cases including all outstation employees, would be booked by RINTRAS only for the concerned employee.

iv. If the employee cancels the journey or does not perform the journey, as the case may be, the charges thereon will be borne by the employee.

v. The employee has to take a minimum of six (6) days’ leave inclusive of closed holidays and off days for such travel to Andaman and Nicobar Islands/Lakshadweep Islands on LLTC.

vi. The employee has to submit the final LLTC claim bill within seven (7) days of completion of return journey along with travel of proof such as rail tickets, boarding passes and other required documents as per rules using the format given at Annexure G or J as applicable.

vii Employees in E-6 & above grades availing LLTC to Andaman and Nicobar Islands/Lakhsadweep Islands shall also be required to book their air tickets through RINTRAS only.

4.0 ENTITLEMENT:

4.1 The reimbursement shall be by entitled class of travel as per rule 4.2 of the Travelling Allowance Rules or actual expenses, whichever is less, between the hometown and the headquarters, by the shortest route, on through ticket basis, excepting Air/ACC journey. The employee may travel by a longer route, but the reimbursement shall be restricted to the fare admissible by the shortest route.

(a) For LTC/LLTC journeys, reimbursement of 2 - Tier AC Sleeper / 3 - Tier AC Sleeper fare will be admitted only in such cases where LTC claim is submitted alongwith ticket numbers, etc. Where the claim is based on a certificate as provided in Clause 7.3 of these rules or where the journey was performed by own car, reimbursement will be limited to First Class Rail Fare.

(b) Rates of road mileage are not applicable for journeys performed for LTC/LLTC. Where such journeys involve travel between two stations not connected by Rail, the reimbursement will be limited to train fare by entitled class, calculated at telescopic rate.

NOTE:

(a) Employees who are entitled for air journey while on LTC/LLTC i.e. executives in E-6 grade and above, can travel in Rajdhani Express in AC First Class/Executive Class or lower class in lieu of air journey, through shortest route subject to production of ticket number.

(b) Employees who are entitled to travel by II AC while on LTC/LLTC may travel by AC III Tier in Rajdhani/Shatabdi Express through shortest route subject to production of ticket number.

4.1.1 Entitlement to travel by Air/ACC by rail on LTC/LLTC journeys would be admissible only to executives in E-6 grade and above.

4.2 For the purpose of LTC, there is no objection to any change in the destination provided that such a change is notified before starting for the outward journey.

4.3 In case the employee visits a place other than the home town, the company shall reimburse actual fare or the fare to the declared home town, whichever is less.

4.4 The journey need not necessarily commence from or end at the Headquarters, but the concession will be limited to the amount admissible or the actual fare, whichever is lower.

➕ Amended Vide Personnel Policy circular No.5/91 dated 07.05.1991.
4.5 Where the journey between places connected by rail or a part thereof is performed by road by public transport or chartered bus, reimbursement will be on the basis of the railway fare by the entitled class by shortest route or on the basis of actual expenses, whichever is less. Where such journey is performed by private car (registered in the employee’s own name), the cost of propulsion being borne by the employee himself, reimbursement will be equivalent to what would have been admissible had the journey been performed by rail by the entitled class by the shortest route.

4.5.1 A certificate to the effect that the employee and/or members of his family travelled by the employee’s own car may be accepted as adequate.

4.6 When journeys are performed by ponies in hilly areas e.g. Amarnath caves in Jammu & Kashmir, reimbursement shall be allowed at the rates as admissible by road or as per the prescribed tariff or ponies by the State Government.

4.7 **RESTRICTED CONCESSION:**

The concession shall be restricted to one way journey only in the following cases :-

a) A dependent son/daughter staying at destination for study or otherwise; outward journey only.

b) Newly married husband/wife or husband/wife who has been staying for a long time at home town coming to Headquarters; inward journey only. If an employee gets married at a place which is on the shortest route to the home town/declared destination, LTC may be allowed to the spouse from the place of marriage to the home town/declared destination and back to the Headquarters of the employee.

c) If an employee has not availed LTC during the block and gets married in the extended year of the block, the spouse will also be eligible for LTC for the block in question. However, if the employee has already availed the LTC for self before the marriage, he/she cannot claim LTC for the block for the spouse alone, as a separate group.

d) a dependent son/daughter returning to Headquarters from the place of study or where he/she has been staying with near relatives; inward journey only.

e) a child legally adopted while employee is on leave and a child below 5 or 12 years who completes 5 or 12 years of age at the time of return journey; inward journey only.

**NOTE:**

Where the journey is performed by the children of an employee from the home town of the employee to the Headquarters during the vacation, LTC may be allowed for both outward and inward journeys. LTC may also be allowed where the children studying in educational institutions at a place other than the employee’s Headquarters or home town, travel from the place of study either to home town or to the Headquarters of the employee and back but the assistance to be given will be the amount admissible for the actual distance traveled, limited to the amount that would have been admissible had the journey been performed between the Headquarters and the home town of the employee.

*Clarified vide Circular No.PL/RR/2(2) dated 22.06.1990.*
<table>
<thead>
<tr>
<th>Concession*</th>
<th><strong>Children of employees in E-5 &amp; below grades</strong></th>
<th><strong>Children of employees in E-6 &amp; above grades</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>LTC</td>
<td>Concession for actual travel within India limited to entitled fare from HQ to Hometown and back. In case the distance between the hometown and the HQ is less than 750 kms, the concession would be limited to entitled fare for actual travel within India upto 750 kms and back.</td>
<td>Concession for actual travel within India limited to entitled fare from HQ to Hometown and back. In case the distance between the hometown and the HQ is less than 750 kms, the concession would be limited to entitled fare for actual travel within India upto 750 kms and back.</td>
</tr>
</tbody>
</table>
| LLTC       | Concession will be admissible for actual travel from one place to another within India and back. | a) In case of travel within India, concession will be admissible for actual travel from one place to another within India and back.  

b) In case of travel from one place to another abroad, or travel from abroad to India, the concession will be the least of the following:  
- the actuals; or  
- the amount that would have been admissible had the journey been performed from the HQ by the entitled mode and class to the same destination as that of the family members and back; or  
- the amount equivalent to the normal air fare by Air India from Visakhapatnam to New Delhi and back.  
Income tax, as applicable for travel abroad, would be recovered from the employee in cases as at (b) above. |

4.8 i) An employee entitled to travel by First Class may avail of second class sleeper accommodation by deluxe trains.  

ii) Cancellation charges shall be reimbursed only if cancellation of journey is due to official reasons.  

5.0 **ADVANCE :**  

5.1 An employee shall be entitled to draw 100% advance of the estimated fare for LTC/LLTC by the entitled class not more than 3 months before the actual date of departure. The advance for both the outward and inward journeys will be admissible only if the return journey is to be completed within 90 days from the date of commencement of the outward journey.  

\* Amended vide Personnel Policy Circular No.5/2008(PL/RR/2(2)/522) dated 13.05.08.
NOTE:
(1) In case of air travel on LLTC to Andaman & Nicobar Islands, the LLTC Sanction Order may be issued not more than six months before the actual date of departure.

(2) Where an Executive in the grade of E-6 or above, intends to travel on LLTC to a place outside India in terms of Clause 3.2(C) and desires to obtain Sanction Order 6 months before the actual date of departure for getting the VISA processed, the same may be sanctioned on case to case basis with approval of D(P).

(3) All employees are advised to avail concession in respect of senior citizens in air or rail journey while undertaking LTC journey in respect of their dependant parents. Finance-Pay Section will release advance subject to such concession. In case, the employee is not able to get senior citizen concession in respect of his/her dependant parents due to certain restrictions imposed by the Railways or Airlines as per their rules, the concerned employee may claim the differential amount with the approval of Controlling Officers/HoDs not below the rank of E-7 of the respective Department in the format prescribed at Annexure-E.

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

NOTE ‡:

a. If an employee after drawing the advance either does not perform the journey nor refunds the money, then the same would be recovered from him alongwith penal interest as may be decided by Finance Department.

b. Such employees from whom the LTC/LLTC advance is recovered with penal interest will not be eligible for seeking advance for the same purpose second time in that block year. Such employees can avail LTC/LLTC if sanctioned by Competent Authority from their own funds and the expenses would be reimbursed only after the journey is performed.

6.0 COMBINATION OF LTC/LLTC WITH TRANSFER OR TOUR:

6.1 When an employee on leave, who has availed LTC/LLTC is transferred, he shall be entitled to LTC/LLTC for travel from old Headquarters to the place of journey and from there to the new Headquarters.

6.2 When an employee proceeds on LTC / LLTC from tour station with prior permission and returns to Headquarters directly from that place, he shall be entitled to TA as on tour from Headquarters to the tour station and LTC/LLTC from tour station to such place and back to Headquarters.

6.3 When an employee is required to proceed on tour from a place of visit on LTC/LLTC, he shall be entitled to TA for journey from such place to the place of his tour and LTC/LLTC from Headquarters to his place of visit on LTC/LLTC.

7.0 LEAVE TRAVEL CONCESSION CLAIMS:

7.1 For journey to home town while availing LTC/LLTC, the employees will be paid the entitled amount.

7.2 An employee availing LTC in respect of his/her dependent parents would be required to give a separate declaration every time while submitting application for the same in the proforma at 'Annexure-A'.

7.3 On completion of the journey to the home town or to any other place upto a distance of 750 Kms each way in lieu of home town, an employee will be required to submit a certificate in the proforma given at 'Annexure-B', to the effect that the employee and/or his entitled family members have performed the to and fro journey and spent not less than the amount he is entitled to.

NOTE\*: Employees who undertake journey beyond 1700 kms each way in case of LLTC and/or for journeys in a class above 1st class by rail or by air in case of LTC/LLTC, will be required to furnish a Certificate with details of journey in the Proforma given at ‘Annexure-D’.

7.4 In case an employee has spent less than the amount he has drawn as advance, the unutilized balance amount is to be refunded.

7.5 For journey to a place other than home town, the employee is required to give final claim bill showing ticket numbers in case of journey by train and bus/taxi number in case of journey by bus/taxi alongwith the dates of travel.

7.6 The proforma of the certificate to be submitted on completion of the return journey after availing the Liberalised Leave Travel Concession upto a maximum distance of 1700 Kms each way is given at 'Annexure-C'.

7.7 The employee shall submit the Certificate in the prescribed format, duly countersigned by the Controlling Officer, within 15 days after completion of the return journey or 3 months from the date of the commencement of the onward journey whichever is earlier. Similarly, in case the family of an employee avails the LTC/LLTC separately, the employee shall furnish the certificate in respect of the family in prescribed format, duly countersigned by the Controlling Officer, within 15 days of the completion of the return journey or 6 months from the date of commencement of onward journey, whichever is earlier.

In case of non-submission of Certificate within the stipulated time, the advance paid will be recovered from the employee without further reference to him.

7.8 Whenever a case of fraudulent claim of LTC/LLTC comes to notice and the Competent Disciplinary Authority arrives at a conclusion that there is a prima-facie case for initiating disciplinary proceedings against the employee for this misconduct, the claim for the LTC/LLTC should be withheld and the employee should not be allowed this facility till finalisation of the proceedings.

7.9 If the employee is fully cleared of the charges of misuse of LTC/LLTC, he/she should be allowed to avail of LTC/LLTC withheld earlier as additional set(s) of the LTC/LLTC in the future blocks of the years but before his/her normal date of superannuation. In such a situation, the provisions relating to lapsing of LTC/LLTC facility not availed of within the first year of the next block will not apply.

7.10 If, however, the employee is not fully cleared of the charges of misuse of LTC/LLTC, he/she shall not be allowed the next two sets of LTC/LLTC in addition to the set(s) of LTC/LLTC already withheld. If the nature of the misuse is grave, the Competent Authority may disallow more than two sets of LTC/LLTC. Such disallowance shall be without prejudice to the punishment for any proved misconduct in the disciplinary proceedings.

**NOTE: LEAVE TRAVEL ASSISTANCE TO NON-EXECUTIVE EMPLOYEES, IN LIEU OF LLTC ANYWHERE IN INDIA**

j)* Non-executive employees, who have completed one year of continuous service in the company, would be entitled to LTA as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1 to S-5</td>
<td>30,000/-</td>
</tr>
<tr>
<td>S-6 to S-8</td>
<td>36,000/-</td>
</tr>
<tr>
<td>S-9 &amp; above</td>
<td>43,000/-</td>
</tr>
</tbody>
</table>

\◆\* Approved by the Board of Directors of RINL in their 241st meeting held on 04.07.2009 and incorporated vide PP Circular 10/2009 dated 14.07.2009.
\* Revised vide Office order No. PL/WR/4100000989, dated 15.05.2010
ii) The above LTA would be in lieu of LLTC to anywhere in India.

iii) There is no change in the Block Year. Employees who have availed LLTC in the current Block Year would be entitled for the LTA from the next Block Year.

iv) The LTA would be admissible to non-executive employees when he/she proceeds on leave for a period of not less than three days inclusive of weekly off and closed holidays. The application for LTA would be as per format at Annexure-H.

v) The sanction of the above amounts is irrespective of the number of members in the family. Employees will not be required to submit tickets on completion of journey.

vi) All the existing schemes pertaining to LLTC as far as non-executive employees are concerned, are accordingly withdrawn.

vii) Necessary deductions on account of Income Tax, as applicable, shall be made.

viii) The existing rules on LTC to hometown or any other place in lieu thereof would remain unchanged.

* * * * * *
DECLARATION IN RESPECT OF DEPENDENT PARENTS FOR PURPOSE OF LEAVE TRAVEL CONCESSION

I do hereby declare that-

1. Shri ___________ and Smt. __________ are my father and mother respectively and my parents are wholly dependent on me.

2. My parents are residing with me at the place of my posting.

3. My parents are not gainfully employed and their income from all the sources including land and property, rent from houses/buildings, interest from bank deposits, dividend from investment, commuted pension and pensionary equivalent arising out of CPF and the like does not exceed Rs.500/- per month.

4. The above declaration is true and, if at any stage, the contents of the above declaration are found to be incorrect, I shall be making myself liable for disciplinary action besides refunding the amount drawn for the purpose of LTC for my parents in lumpsum.

SIGNATURE OF THE EMPLOYEE

Name  _______________
Design.  _______________
Employee No.  _______________
Department  _______________
CERTIFICATES TO BE SUBMITTED ON COMPLETION OF JOURNEY AFTER AVAILING LTC TO HOME TOWN OR TO ANY OTHER PLACE UPTO A DISTANCE OF 750 KMs EACH WAY IN LIEU OF HOME TOWN

CERTIFICATE-I
(To be used for journey in respect of self and the entitled family members including dependent parents)

1. (a) I have been paid LTC advance of Rs._______________________ against the sanctioned amount of Rs. __________________ for the block year ________ for visiting my home town/any other place upto a distance of 750 Kms each way in lieu of home town viz.___________ for self and the entitled family members.

(b) I hereby certify that I and my entitled family members for whom the LTC advance amounting to Rs.________ was paid have performed the journey to the declared home town or any other place (as specified above) upto a distance of 750 Kms in lieu of home town and back by the entitled class of travel and I have spent not less than the amount I have been paid as advance.

OR

(b) I hereby certify that I and my entitled family members for whom the LTC advance amounting to Rs.________ was paid have performed the journey to the declared home town or any other place (as specified above) upto a distance of 750 Kms in lieu of home town and back by the lower class of travel and I have thus spent only Rs.________ which is less than the amount I have been paid as advance. The unutilised balance amounting to Rs.________ has been refunded by me to Cash Section vide Receipt no.___________ dated _________ or the unutilised balance of Rs. _____ which is less than Rs. 200/- may be recovered from my salary.

CERTIFICATE-II
(To be used when the journey is performed by self only)

2. (a) I have been paid LTC advance of Rs._______________________ against the sanctioned amount of Rs. __________________ for the block year __________ for visiting my home town or any other place upto a distance of 750 Kms each way in lieu of home town viz.___________ during the leave period from __________ to __________ for self only.

(b) I hereby certify that I have performed the journey to the declared home town or any other place (as specified above) upto a distance of 750 Kms in lieu of home town and back by the entitled class of travel and I have spent not less than the amount I have been paid as LTC advance.

OR
(b) I hereby certify that I have been paid the LTC advance amounting to Rs._________ for self and I have performed the journey to the declared home town or any other place (as specified above) upto a distance of 750 Kms in lieu of home town and back by the lower class of travel and thus spent an amount of Rs._________ which is less than the amount paid as an advance. The unutilised balance amounting to Rs._________ has been refunded by me to Cash Section vide Receipt No.___________ dated _________ or the unutilised balance of Rs. _____ which is less than Rs. 200/- may be recovered from my salary.

CERTIFICATE-III

(To be used when the journey is performed separately by the entitled family members, including parents only.)

3. (a) I have been paid LTC advance of Rs._______________________ against the sanctioned amount of Rs. ______________ for the block year __________ for my entitled family members for visiting home town or any other place upto a distance of 750 Kms each way in lieu of home town viz._____________.

(b) I hereby certify that my entitled family members for whom the LTC advance was paid, have performed the journey to the declared home town or any other place (as specified above) upto a distance of 750 Kms in lieu of home town and back by the entitled class of travel and I have spent not less than the amount I have drawn as an advance for them.

OR

(c) I hereby certify that my entitled family members for whom the LTC advance amounting to Rs._________ was paid, have performed the journey to the declared home town or any other place (as specified above) upto a distance of 750 kms in lieu of home town and back by the lower class of travel and I have thus spent an amount of Rs._________ which is less than the amount paid as an advance. The unutilised balance amounting to Rs._________ has been refunded by me to Cash Section vide Receipt No.___________ dated ________ or, the unutilised balance of Rs. _____ which is less than Rs.200/- may be recovered from my salary.

SIGNATURE OF THE EMPLOYEE

Date ______________________
Name ______________________
Employee No. ______________________
Designation ______________________
Department ______________________

NOTE:
1. Giving of false certificate will entail severe disciplinary action.
2. The certificate may be given in one of the three forms as applicable.
3. Whichever is not applicable to be deleted.
4. Unutilised amount exceeding Rs. 200/- will be deposited in the Cash Section. If the unutilised amount is less than Rs. 200 /-, it will be recovered through salary.
CERTIFICATE-I

(To be used for journey in respect of self and the entitled family members)

1.  (a) I have been paid LLTC advance of Rs._______________________ against the sanctioned amount of Rs. _______________ for the block year _______ for visiting any place in India i.e., __________________________ to _________________ for self and the entitled family members.

(b) I hereby certify that I and my entitled family members for whom the LLTC advance amounting to Rs.________ was paid have actually performed the journey to the declared destination and back by the entitled class of travel and I have spent not less than the amount I have been paid as LLTC advance.

OR

(b) I hereby certify that I and my entitled family members for whom the LLTC advance amounting to Rs._________ was paid, have actually performed the journey to the declared destination and back by the lower class of travel and I have thus spent only Rs.________ which is less than the amount paid as advance. The unutilized balance amounting to Rs.________ has been refunded by me to Cash Section vide Receipt No.____________ dated _________ or the unutilized balance of Rs. _____ which is less than Rs. 200/- may be recovered from my salary.

CERTIFICATE-II

(To be used when the journey is performed by self only)

2.  (a) I have been paid LLTC advance amounting to Rs._______________________ against the sanctioned amount of Rs. _______________ for the block year _______ for visiting any place in India i.e., _________________ for self only during the leave period from __________ to __________.

(b) I hereby certify that I have performed the journey to the declared destination and back by the entitled class of travel and spent not less than the amount I have been paid as LLTC advance.

OR

(b) I hereby certify that I have been paid the LLTC advance amounting to Rs.________ for self only and I have actually performed the journey to the declared destination and back by the lower class of travel and thus spent amount of Rs.________ which is less than the amount paid as an advance. The unutilized balance amounting to Rs.________ has been refunded by me to Cash Section vide Receipt No.____________ dated _________ or the unutilized balance of Rs. _____ which is less than Rs. 200/- may be recovered from my salary.
CERTIFICATE-III
(To be used when the journey is performed separately by the entitled family members)

3. (a) I have been paid LLTC advance of Rs.________________________ against the sanctioned amount of Rs.________________________ for the block year __________ in respect of my entitled family members for visiting any place in India i.e.____________.

(b) I hereby certify that my entitled family members for whom the LLTC advance was paid, have actually performed the journey to the declared destination and back by the entitled class of travel and I have spent not less than the amount I have drawn as an advance for them.

OR

(b) I hereby certify that my entitled family members for whom the LLTC advance amounting to Rs.________ was paid, have actually performed the journey to the declared destination and back by the lower class of travel and I have thus spent an amount of Rs.________ which is less than the amount paid as an advance. The unutilised balance amounting to Rs.________ has been refunded by me to Cash Section vide Receipt No.__________ dated ________ or, the unutilised balance of Rs. _______ which is less than Rs. 200/- may be recovered from my salary.

SIGNATURE OF THE EMPLOYEE

Date _______________________
Name _______________________
Employee No. _______________________
Designation _______________________
Department _______________________

NOTE :

1. Giving of false certificate will entail severe disciplinary action.

2. The certificate may be given in one of the three forms as applicable.

3. Whichever is not applicable to be deleted.

4. Unutilized amount exceeding Rs.200/- will be deposited in the Cash Section. If the unutilized amount is less than Rs.200/-, it will be recovered through salary.

5. If required, the employee shall have to produce documentary evidence about his/her having performed journey by entitled class within one year from the date of his/her preferring the claim.
ANNEXURE-D

**LTC/LLTC CERTIFICATE**
(To be submitted by employees after completion of journey for a destination beyond 1700 kms each way in case of LLTC and/or for journeys in a class above 1st class by rail, or by air in case of LTC/LLTC)

1. Name of the employee : 
2. Employee Number : 
3. Department : 
4. LTC/LLTC Order No. & Date : 
5. Block Year : 
6. Destination & Distance in KMs : 
7. Details of journey : 

<table>
<thead>
<tr>
<th>Station From</th>
<th>Date</th>
<th>Station To</th>
<th>Mode of Journey</th>
<th>Name &amp; No.of the Train/Flight</th>
<th>Class of Travel</th>
<th>Ticket No. &amp; PNR No.</th>
<th>Fare Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Total Claim

Less Advance drawn

Balance Due/Payable

8. The unutilised balance amounting to Rs._______ has been refunded by me to Cash Section vide Receipt No._______ Dt._______ or unutilised balance of Rs._______ may be recovered from my salary.

**DECLARATION**

I hereby declare that the information given by me as above is true in all respects.

Date: 
Signature of the Employee
Employee No.

**COUNTERSIGNED**

Signature of the Controlling Officer with Name, Designation and Department (not below the rank of E-5 grade)

**For use in Finance (Pay Section)**

Checked and passed for payment : 
Less Advance adjusted : 
Net amount to be paid/recovered through salary for the month of : 

JO/AE/JM/AM-Finance(Pay)
ANNEXURE-E

CLAIM FORM FOR DIFFERENTIAL FARE ON LTC

1. Name:  2. Designation:

3. Emp.No.  4. Department:

5. LTC Order No.

6. Details of travel of dependent parents:

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Date of travel</th>
<th>Travel</th>
<th>Ticket No. &amp; PNR No.</th>
<th>Train No.</th>
<th>Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Reasons for not availing senior citizens concession:

   It is certified that the above particulars are true and the senior citizen concession could not be availed due to the reasons stated at (7) above.

If at any stage, the contents of the above declaration are found to be incorrect, I shall be making myself liable for disciplinary action besides refunding the amount drawn for the purpose for LTC for my parents in lumpsum.

   Signature of the employee
   Date:

8. Approval of Controlling Officer/HoD not below the grade of E-7:

   The reasons stated by the employee for not availing senior citizen concession are reasonable to the best of my knowledge and his/her claim for full fare in respect of his/her dependent parents is hereby approved.

   Signature with Office Seal
   Date:

NOTE: The above Form is not applicable in cases of journeys undertaken in terms of Clause 7.3 of LTC Rules as the claim can be settled by certification in the existing format.
RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

Application for LLTC to Andaman & Nicobar Islands/Lakshadweep Islands
(Executives and Non Supervisory Cadre)
(in triplicate)
(Applicable for only those employees who were on the rolls of RINL as on 1.3.2008 and have not visited Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004)

Block Year : [ ] to [ ]

1. Particulars of employee:
   - Name: [ ]
   - Emp.No.: [ ]
   - Designation: [ ]
   - Date of Joining: [ ]
   - Department: [ ]
   - Department Code: [ ]

2. Leave Sanctioned
   - Type of Leave
   - From [ ]
   - To [ ]
   - Proposed date of commencement of journey [ ]

3. Details of family members of employee including self for whom air ticket(s) to Andaman & Nicobar Islands/Lakshadweep Islands to be purchased by RINTRAS, RINL:
   - SI.No.
   - Name [ ]
   - Relationship [ ]
   - Age [ ]

4. Particulars of proposed train/road journey:
   - SI.No.
   - From [ ]
   - To [ ]
   - Distance (in Kms.) [ ]
   - Class of Travel [ ]
   - Ticket Fare/Rate (a) [ ]
   - No. of tickets claimed both ways (Rs.) (b) [ ]
   - Total amount claimed (Rs.) [(a) x (b)] [ ]
   - Entitled Class: [ ]
   - Grand total of amount claimed (for train/road journey) (Rs.): [ ]

5. Whether Advance is required: YES [ ] NO [ ]

6. If Yes, Amount of Advance: Rs.___________(Rupees _______________________ )
Declaration by the employee:
i) I hereby declare that I and my entitled family members mentioned above have not visited Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004. Also, I have not drawn any advance for self or for my family members for the Block year claimed.

ii) I also declare that my spouse (if employed either in RINL or any other organization) is not availing LLTC/equivalent facility.

iii) In case of non-performance of journey, I hereby undertake to refund the entire advance amount drawn for train/road journey, before the proposed date of commencement of outward journey and shall return air tickets. Cancellation charges will be borne by me.

iv) I shall submit the final LLTC claim bill alongwith any unutilized advance amount within seven days of completion of return journey along with proof of travel as specified in the rules.

Date: (Signature of the employee)

LLTC to Andaman & Nicobar Islands/Lakshadweep Islands is sanctioned subject to Personnel Estt. Section confirming the details at (i) & (ii) of the above declaration by the employee.

(Signature and Seal of Sanctioning Authority)

To be used by Personnel Department

I. The claim is not admissible in respect of Shri/Ms.________________________ , Emp.No. ______ as he/she has already travelled to Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004.

OR

II. (i) The claim is admissible for the Block period _____________ in respect of Shri/Ms.________________________ , Emp.No. ____________ .

(ii) The number of dependent family members and age has been verified.

(iii) The employee may be sanctioned an amount of Rs.____________ (Rupees __________________________ ) as an advance to be adjusted against the Bill submitted by the employee on return.

The sanction of the above advance through Finance-Pay & PF Section has been processed online.

No.PERS/
Date: 
Signature and Seal of Zonal Personnel Executive

Copy to:-
1. Employee concerned
2. RINTRAS – for issue of air tickets and receive acknowledgement of the same from the employee
3. Personal file

Leave Travel Concession 527
RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
VISAKHAPATNAM

Final Bill for LLTC to Andaman & Nicobar Islands/Lakshadweep Islands  
(Executives and Non Supervisory Cadre)  
(To be submitted within seven days of inward journey alongwith the Boarding passes)

(Applicable for only those employees who were on the rolls of RINL as on 1.3.2008 and have not visited Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004)

Block Year : [Blank] to [Blank]

Applied for: Self

Self & Family (total no. of persons) [Blank]

1. Particulars of employee:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Emp.No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Date of Joining:</td>
</tr>
<tr>
<td>Department:</td>
<td>Department Code:</td>
</tr>
</tbody>
</table>

2. I certify that I, alongwith my entitled family members, as per details mentioned in Application Form No. PERS/______________ dated ________ visited ___________________________ (name of place visited) in Andaman & Nicobar Islands/Lakshadweep Islands.

3. I certify that my family members and I have actually travelled to _______________ and back by air, for which tickets were provided by RINTRAS.

4. (a) I certify that my family members and I have actually travelled to _______________ and back by entitled class:

   i) By train from _____________ to ________________ Rs.__________
   ii) By road from _____________ to ________________ Rs.__________
   iii) By own car from _____________ to ________________ Rs.__________
   iv) By Taxi from _____________ to ________________ Rs.__________

   Total: Rs.__________

b) (i) The above amount may be adjusted against the advance of Rs.__________ drawn for train and road journey.

   (ii) There is no balance left of the advance drawn/excess amount of advance has been refunded vide Receipt No.______________ dated ___________ / be recovered from my salary;

OR

I did not take any advance from the Company before proceeding on LLTC to Andaman & Nicobar Islands/Lakshadweep Islands. The amount of Rs. ____________ may kindly be paid to me.

Leave Travel Concession
5. I certify that I alongwith my entitled family members have performed the journey for which the following documentary proof of travel are submitted:

   Boarding Passes in original for all (____ no. of Boarding Passes enclosed)

   Train Tickets for all (train ticket nos. in case of travel by AC class)

   Other documentary/travel proof required as per rules

   Date: ___________________________  Signature of the employee

   ___________________________
   Signature and Seal of Sanctioning Authority

   To
   Pay & PF Section
   F&A Department
RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

Application for Leave Travel Assistance (Non – Executives)

Block Year: ___________ to ___________

PARTICULARS OF EMPLOYEE:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Emp.No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Date of Joining:</td>
</tr>
<tr>
<td>Department:</td>
<td>Department Code:</td>
</tr>
</tbody>
</table>

LEAVE SANCTIONED (not less than 3 days including holidays/weekly off):

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>No. of days</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

I may please be sanctioned an amount of Rs.___________ /- towards Leave Travel Assistance (LTA) for the aforementioned Block Year.

Signature of the Employee

To be used by Personnel Department

The claim is admissible for the Block year _____________ in respect of Shri/Smt./Ms. __________________, Emp.No. ____________.

The claim amount as above has been processed on-line.

No.PERS/
Date: Signature and Seal of Personnel Officer

Copy to:-
1. Employee concerned
2. Personal file
Annexure-I

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

Application for LLTC to Andaman & Nicobar Islands/Lakshadweep Islands
(Non – Executives)
(in triplicate)

(Applicable for only those non-executive employees who were on the rolls of RINL as on 1.3.2008 and have not visited Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004)

Block Year: to

1. Particulars of employee:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Emp.No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Date of Joining:</td>
</tr>
<tr>
<td>Department:</td>
<td>Department Code:</td>
</tr>
</tbody>
</table>

2. Leave Sanctioned

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>From</th>
<th>To</th>
<th>Proposed date of commencement of journey</th>
</tr>
</thead>
</table>

3. Details of family members of employee including self for whom air ticket(s) to Andaman & Nicobar Islands/Lakshadweep Islands to be purchased by RINTRAS, RINL:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
</tr>
</thead>
</table>

4. Particulars of proposed train/road journey:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>From</th>
<th>To</th>
<th>Distance (in Kms.)</th>
<th>Class of Travel</th>
<th>Ticket Fare/Rate (a)</th>
<th>No. of tickets claimed both ways (Rs.) (b)</th>
<th>Total amount claimed (Rs.) [(a) x (b)]</th>
</tr>
</thead>
</table>

Entitled Class: Grand total of amount claimed (for train/road journey) (Rs.): 

5. Whether Advance is required: YES NO

6.1 If Yes, Amount of Advance: Rs.________________ (Rupees ___________________________)
Declaration by the employee:
i) I hereby declare that I and my entitled family members mentioned above have not visited Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004. Also, I have not drawn any advance for self or for my family members for the Block year claimed.

ii) I also declare that my spouse (if employed either in RINL or any other organization) is not availing LLTC/equivalent facility.

iii) In case of non-performance of journey, I hereby undertake to refund the entire advance amount drawn for train/road journey, before the proposed date of commencement of outward journey and shall return air tickets. Cancellation charges will be borne by me.

iv) I shall submit the final LLTC claim bill alongwith any unutilized advance amount within seven days of completion of return journey along with proof of travel as specified in the rules.

Date: (Signature of the employee)

LLTC to Andaman & Nicobar Islands/Lakshadweep Islands is sanctioned subject to Personnel Estt. Section confirming the details at (i) & (ii) of the above declaration by the employee.

(Signature and Seal of Sanctioning Authority)

To be used by Personnel Department

I. The claim is not admissible in respect of Shri/Ms.____________________________ , Emp.No. __________ as he/she has already travelled to Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004.

OR

II. (i) The claim is admissible for the Block period ________________ in respect of Shri/Ms.____________________________ , Emp.No. ___________

(iv) The number of dependent family members and age has been verified.

(v) The employee may be sanctioned an amount of Rs.___________ (Rupees _____________________________ ) as an advance to be adjusted against the Bill submitted by the employee on return.

The sanction of the above advance through Finance-Pay & PF Section has been processed on-line.

No.PERS/________________________
Date: __________________________

Signature and Seal of Zonal Personnel Executive

Copy to:-

1. Employee concerned
2. RINTRAS – for issue of air tickets and receive acknowledgement of the same from the employee
3. Personal file
Final Bill for LLTC to Andaman & Nicobar Islands/Lakshadweep Islands
(Non – Executives)

(To be submitted within seven days of inward journey alongwith the Boarding passes)

(Applicable for only those non-executive employees who were on the rolls of RINL as on 1.3.2008 and have not visited Andaman & Nicobar Islands/Lakshadweep Islands on LLTC since 20.9.2004)

Block Year : __________ to __________

Applied for: 

Self  

Self & Family  (total no. of persons)

1. Particulars of employee:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Emp.No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Date of Joining:</td>
</tr>
<tr>
<td>Department:</td>
<td>Department Code:</td>
</tr>
</tbody>
</table>

2. I certify that I, alongwith my entitled family members, as per details mentioned in Application Form No. PERS/___________ dated __________ visited ____________ (name of place visited) in Andaman & Nicobar Islands/Lakshadweep Islands.

3. I certify that my family members and I have actually travelled to _______________ and back by air, for which tickets were provided by RINTRAS.

4. (a) I certify that my family members and I have actually travelled to _______________ and back by entitled class:

   i) By train from _______________ to _______________ Rs.____________
   ii) By road from _______________ to _______________ Rs.____________
   iii) By own car from _______________ to _______________ Rs.____________
   iv) By Taxi from _______________ to _______________ Rs.____________

   **Total:** Rs.____________

   c) (i) The above amount may be adjusted against the advance of Rs.____________ drawn for train and road journey.

   (ii) There is no balance left of the advance drawn/excess amount of advance has been refunded vide Receipt No.____________ dated ___________ / be recovered from my salary;

   **OR**
I did not take any advance from the Company before proceeding on LLTC to Andaman & Nicobar Islands/Lakshadweep Islands. The amount of Rs. __________ may kindly be paid to me.

6. I certify that I alongwith my entitled family members have performed the journey for which the following documentary proof of travel are submitted:

   Boarding Passes in original for all (____ no. of Boarding Passes enclosed)

   Train Tickets for all (train ticket nos. in case of travel by AC class)

   Other documentary/travel proof required as per rules

Date:                                                   Signature of the employee

Signature and Seal of Sanctioning Authority

To
Pay & PF Section
F&A Department
REIMBURSEMENT OF SCHOOL FEES TO EMPLOYEES CHILDREN

** The policies / rules/ schemes pertaining to ‘Reimbursement of School Fees to Employees Children’ stand withdrawn / modified with effect from 26.11.2008 as far as they relate to Executives and JOs.

These would be governed by the Perks and Allowances under ‘Cafeteria Approach’ consequent upon the pay revision w.e.f. 01.01.07. The details of ‘Cafeteria Approach’ are given at Chapter 16

As per the present guidelines governing reimbursement of School Fees (Tuition Fees and Annual/Sessional Charges), reimbursement is allowed to the employees for their children studying in Recognised Schools or Schools Registered under the Registration of Societies Act or Registered by any other Statutory Body.

- *The reimbursement is restricted to the actuals, subject to the following :-
  - Nursery ... Rs.200/- per month per child
  - Kindergarten ... Rs.200/- per month per child
  - Class I to V ... Rs.300/- per month per child
  - Class VI to X ... Rs.400/- per month per child
  - Class XI to XII ... Rs.500/- per month per child

- Further, it has also been decided to reimburse Annual/Sessional Charges to the employees upto a maximum of Rs.550/- per annum* for their children studying in any Recognised/Registered School/Institutions. The following charges which are in the nature of Sessional/Annual charges levied by the schools shall be reimbursed:

  1. Admission Fee
  2. Common Room Fee
  3. Calendar Charges
  4. Development including Electric Fee
  5. Examination Fee
  6. Establishment Charges
  7. Form Fee
  8. Games Fee
  9. Library Fee
  10. Laboratory Charges
  11. Local Fee
  12. Medical Fee
  13. NCC Charges
  14. Pupil’s Fund
  15. Registration Fee
  16. Scouting Fee
  17. Science Fee
  18. School Magazine Charges
  19. Sewing/Hand work/Carpentry Fee
  20. Session/Annual Charges
  21. Transfer Fee
  22. Yearly/Quarterly Miscellaneous Fee

For Claiming the reimbursement of School Fees for their children studying in Registered Schools, a Certificate in the proforma enclosed at Annexure-I & Annexure-II will have to be submitted.

- **Amended vide Office order No. PL/RR/W(01)/5100001790, dt. 23.03.2010
CERTIFICATE FOR CLAIMING ADVANCE
TOWARDS REIMBURSEMENT OF SCHOOL FEE
(Through Zonal Personnel Incharge)

(i) This is to certify that my dependent son/daughter ________is studying in _____ (Class) of
________ (School/Institute). I am enclosing necessary Admission Slip/Tuition Fee Bill as proof of
study of my child. Towards his/her tuition fee, I may be paid advance at the prescribed rates of
reimbursement every month through my salary for the period from ________ to ________.

(ii) I am required to pay Annual fee/Session Charges including development charges fee for my dependent
son/daughter in excess of Rs.500/- per annum. Therefore, Annual/Session Charges including
development charges of an amount of Rs.500/- may be paid to me as advance for the ensuing year.

(iii) I undertake to submit the utilisation certificate for adjustment of advance latest by 30th June,
following completion of academic year failing which the amount may be recovered from pay bill.

Signature of the Employee:
Name:
Emp.No.:
Designation:
Department:
Date:

To
Pay & PF Section
F&A Deptt.
RINL/VSP
ANNEXURE-II

CERTIFICATE FOR CLAIMING REIMBURSEMENT AND REBATE OF TUITION FEE UNDER INCOME TAX

To
Manager (Fin – Pay) (Through Zonal Personnel Section)

PRAT 1

Particulars of the Child
1. Name of the Child : 
2. Name of the School : 
3. Academic Year : 
4. Class of Study : 
5. Admission Fee : 
6. Tuition Fee paid per month : 
7. Total amount of Tuition Fee paid/ payable from _____ to 06/20__ : 
8. Total amount of Tuition Fee from ______ to 06/20__ for Income Tax Rebate only:

I certify that the above mentioned School/Institute is a recognised and registered under Registration of Societies Act/Registered under any other Statutory Body.

I am enclosing necessary Bill/Bills in Original as a proof of Study of my Child for the following purposes:
(a) The expenditure may kindly be considered for reimbursement every month at the specified rates if allowable under Company Rules.
(b) Kindly consider Tuition Fee declared above under Sec.88 of Income Tax Act.

(Write 'Yes' or 'No' in the given Box)

I also undertake to intimate the Zonal Personnel Dept immediately in the event of discontinuation of studies of my Child for any reason what so ever.

I also certify that the information given above is true and correct to the best of my knowledge.

Signature : 
Name of the Employee: 
Emp.No. : 
Designation : 
Department :

Modified vide Circular No.VSP/Fin/Pay/Tuition Fee dated 31.5.2004.
Part - II
(For use in Zonal Personnel Department)

The dependency and relationship as declared by the Employee is certified. The dependant code of the above child is _____ .

Date:            Signature of the Zonal Personnel Executive

Codes for Classes and Children:


Rules for Income Tax Rebate:

(1) Only tuition fee is allowed for Income Tax Rebate. (2) The Educational Institution should be located in India only. (3) The Education should be full time. (4) Maximum amount allowed for rebate under Income Tax per child is Rs.12000/-per annum and it is restricted to Two Children. (5) The tuition fee receipt should contain the period for which it is paid.
SCHEME FOR GRANT OF DR. B. R. AMBEDKAR MERIT RECOGNITION AWARDS
 TO THE CHILDREN OF RINL-VSP EMPLOYEES

1.0 OBJECTIVE & SCOPE

2.0 MERIT RECOGNITION AWARDS

3.0 ELIGIBILITY

4.0 SELECTION

5.0 MODE OF PAYMENT AND OTHER CONDITIONS

ANNEXURE I: APPLICATION FOR GRANT OF MERIT RECOGNITION AWARDS
1.0 OBJECTIVE & SCOPE
1.1 With a view to provide encouragement to and facilitating the higher education of meritorious children of permanent employees, the following merit awards will be awarded beginning from the year 2011-12 for which the performance of the candidate in the academic year 2010-11 would be considered.

1.2 Legitimate children and step children of the employees who are dependent on the employees are eligible for the merit recognition awards.

2.0 MERIT RECOGNITION AWARDS
There would be 16 (Sixteen) merit recognition awards to be awarded in the following category:

2.1 Merit Awards
Eight awards with award money equivalent Rs.1500/- per month each will be awarded to the eligible children of all employees of VSP.

2.2 Merit-cum-Means Awards
Eight awards with award money equivalent Rs.1500/- per month each will be awarded to the eligible children of all employees of VSP.

2.3 In case eligible candidates are not available for anyone of the above categories of awards in a particular year, then the quota of those awards in one category will be utilised for granting the awards in the other category provided there are eligible applicants.

3.0 ELIGIBILITY
3.1 Students who are prosecuting regular fulltime studies in the following courses in any recognised College / University / Technical Institute for a period of not less than 4 years duration are eligible for the merit recognition award under this scheme.

(a) Degree Course in Agricultural/Veterinary sciences
(b) Degree or equivalent Course in Engineering (including Mining/ Architecture)
(c) Degree Course in Law
(d) Degree Course in Medical Sciences including Dentistry.
(e) Degree Course in Pharmacy

3.2 Applicants for the merit recognition award should have passed the Indian School Certificate of 10+2 stage/Higher Secondary School/ Intermediate, as the case may be, in the First Division or with an aggregate of 60% marks, whichever is higher.

4.0 SELECTION
4.1 Applications for grant under Dr. BR Ambedkar Merit Recognition Awards will be invited by the Management every year as per the proforma given at Annexure-I from the employees whose children fulfill the eligibility criteria.

4.2 A selection committee, consisting of 2 representatives, one member each from Personnel and Finance Departments, shall be constituted to scrutinize the applications received and select the candidates for award of the merit recognition. The said committee shall be nominated by ED/GM concerned and Office order for constitution of committee shall be issued with the approval of Director (Personnel). The selection of the candidates shall be on the basis of the aggregate marks obtained in the qualifying examination, i.e., 12th standard/ Intermediate.
5.0 MODE OF PAYMENT AND OTHER CONDITIONS:

5.1* The payment of award money will be made from the date of admission to the awardee to the end of academic year and for each subsequent academic year until the student passes the course subject to the conditions enumerated.(* Ref.Office Order No.17/HR/Welfare/BRM Dt.10.03.2017)

5.2 The payment of award money will continue even after death of the employee/after retirement provided the recipient of the merit recognition award makes satisfactory progress in his studies.

5.3 The payment of award money will be discontinued in case the employee whose child has been granted the merit recognition award under this scheme leaves the service of the company on resignation, dismissal or termination of service for any reason whatsoever except as mentioned at clause 5.2 above.

5.4 The merit recognition award including the award money will automatically be withdrawn in case the recipient fails to complete successfully the academic year for any reasons whatsoever (except for reasons beyond his/her control) including failure in 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.

5.5* The amount payable to the awardees will be remitted by the Management to the bank account of the awardee) annually. The awardee along with parent employee will be required to forward certificate to the Company as disbursement of the amount to the merit recognition awardees.(* Ref.Office Order No.17/HR/Welfare/BRM Dt.10.03.2017)

5.6 The Head of the Institution will be requested to send to the Personnel Department annually a study certificate of the merit recognition awardees. The continuance of payment of award money will depend upon the good conduct and performance of the student at the educational institutions.

5.7 Recipients of such merit recognition awards or scholarship under any other scheme of Government / any other organization would not be eligible for merit recognition award under this scheme.

5.8 In all matters pertaining to this Scheme, the decision of the Management will be final and no appeal shall lie against any decision of the Management with regard to any aspects of this Scheme.

5.9 The Management retains the right to alter, vary, amend or discontinue the Scheme at its own discretion without any notice.

* * * * *
RINL-VISAKHAPATNAM STEEL PLANT
Dr. B R AMBEDKAR MERIT SCHOLARSHIP-ADMISSION FORM

(Please submit the following details for grant of Dr. B R AMBEDKAR MERIT SCHOLARSHIP of RINL- Visakhapatnam Steel Plant for the children of VSP employees)

To
The Assistant General Manager (HR)-Welfare,
Welfare Section, Human Resources Department,
Main Administration Building,
RINL- Visakhapatnam Steel Plant,
Visakhapatnam-530031

I) Institution Details:
Name of the Institution : __________________________________
Complete Postal address of the University / Institution with Pin Code : __________________________________

II) Bank Account Details of the Institution:
Institution’s Bank A/c in the name of : __________________________________
Name of the Bank : __________________________________
Branch Name : __________________________________
Account Number : __________________________________
IFSC Code : __________________________________

III) Student Details:
Name of the Student : __________________________________
Name of Course & Branch pursuing : __________________________________
Course duration & Academic years : __________________________________
Roll/ID/ Badge No : __________________________________
Name of the Parent : __________________________________
RINL-VISAKHAPATNAM STEEL PLANT
Dr. B R AMBEDKAR MERIT SCHOLARSHIP-ADMISSION FORM

IV) Certification by Institution:
This is to certify that Mr / Ms ________________________________ is a bonafide student of ___________________ Course in our Institution / University studying _________ Year during the academic year __________ and his / her performance and conduct is _________________ and he / she is not in receipt of any other merit award / scholarship under any other scheme of Government / any other organization.

This certificate is issued for the purpose of Dr.B.R.Ambedkar Merit Recognition Award of RINL/Visakhapatnam Steel Plant.

Signature of the Student
Signature of the Registrar /

Signature of the Director / Principal / Dean/ Head of the Institution with Seal

Place: ______________

Date: ______________
RINL-VISAKHAPATNAM STEEL PLANT
Dr. B R AMBEDKAR MERIT SCHOLARSHIP- STUDY FORM
(Please submit the following details for continuing grant of Dr. B R AMBEDKAR MERIT SCHOLARSHIP of RINL- Visakhapatnam Steel Plant for the children of VSP employees)

To
The Assistant General Manager (HR)-Welfare,
Welfare Section, Human Resources Department,
Main Administration Building,
RINL- Visakhapatnam Steel Plant,
Visakhapatnam-530031

I. Institution & Student details:

- Full Name of the Institution : ____________________________________________
- Name of the Student : ____________________________________________
- Name of Course & Branch pursuing : ____________________________________________
- Course duration & Academic years : ____________________________________________
- Roll/ID/Badge No : ____________________________________________
- Name of the Parent : ____________________________________________

II. Certification by Institution:

This is to certify that Mr / Ms ____________________________________________, is a bona fide student of_________________________________ course & branch and successfully completed _______________ year/class/semester and is now studying _______________ year / class / semester in our Institution / University during the academic year _______________ and his/her performance and conduct during the period is ______________________.

This is to further certify that Mr/Ms ____________________________________________ is a bona fide student of our University/ Institution and is not in receipt of any other merit award/scholarship under any other scheme of Government / any other organization.

This certificate is issued for the purpose of grant of Dr B R Ambedkar Merit Scholarship of RINL-Visakhapatnam Steel Plant.

Signature of the Student : _______________________  Signature of the Registrar /
Place: _______________________  Director/ Principal/ Dean/
Date: _______________________  Head of the Institution with Seal

---------------------------------------------
Scheme for Grant of Dr. B. R. Ambedkar Merit Recognition Awards to the Children of RINL-VSP Employees 544
FORM – C

RINL-VISAKHAPATNAM STEEL PLANT
Dr. B R AMBEDKAR MERIT SCHOLARSHIP- PAYMENT RECEIPT FORM
(Please submit the following details on release of Dr. B R AMBEDKAR MERIT SCHOLARSHIP of RINL- Visakhapatnam Steel Plant for the children of VSP employees)

To
The Assistant General Manager (HR)-Welfare,
Welfare Section,
Human Resources Department,
Main Administration Building,
RINL- Visakhapatnam Steel Plant,
Visakhapatnam-530031

I. DECLARATION BY THE STUDENT
I, ________________________________________________________________ son/daughter of
Sri/Smt.______________________________________________, have received an amount of
`__________(Rupees in words ____________________________________________ only) towards
Visakhapatnam Steel Plant Employees’ children scholarship from RINL/Visakhapatnam Steel Plant for
the academic year ____________ to ___________ for pursuing ______________________
________________________________________Course & Branch ___________Class/Semester/year in
________________________________________________ School/ College/Institute/ /University.

II. DECLARATION FROM THE HEAD OF THE INSTITUTION
Mr/Ms _______________________________________________________ is a bonafide student of our
University/ College/ Institution and is not receiving any other scholarship/award other than
Visakhapatnam Steel Plant Employees’ children scholarship. An amount of `___________(Rupees in
words _________________________________________ only) has been reimbursed to the student.

This is issued for the purpose of grant of Dr B R Ambedkar Merit Scholarship of RINL-
Visakhapatnam Steel Plant.

Please paste ₹1/- Revenue Stamp Here

Signature of the student across Revenue Stamp

SIGNATURE OF THE PRINCIPAL/INSTITUTION HEAD/
REGISTRAR/ DEAN/ASST. REGISTRAR WITH SEAL

Scheme for Grant of Dr. B. R. Ambedkar Merit Recognition Awards to the Children of RINL-VSP Employees 545
FORM – D

RINL-VISAKHAPATNAM STEEL PLANT
Dr. B R AMBEDKAR MERIT SCHOLARSHIP- EDUCATIONAL INSTITUTION BANK
ACCOUNT DETAILS

(Please submit the following details for grant of Dr. B R AMBEDKAR MERIT SCHOLARSHIP of RINL- Visakhapatnam Steel Plant for the children of VSP employees)

To
The Assistant General Manager (HR)-Welfare,
Welfare Section, Human Resources Department,
Main Administration Building,
RINL- Visakhapatnam Steel Plant,
Visakhapatnam-530031

Educational Institution Bank Account details for RTGS / NEFT mode of payment:

Institution Bank account holders name as per Bank Pass Book
Name of the Bank
Branch Name
Branch Location / City
Account Type Savings / Current
Account Number
Bank’s IFSC Code

This is issued for the purpose of grant of Dr B R Ambedkar Merit Scholarship of RINL-Visakhapatnam Steel Plant.

Signature of the Registrar / Director/ Principal/ Dean/Head of the Institution
with Seal

Certificate
Certified that the above particulars are found correct and matching with our records in respect of the above institution.

Signature of the Bank Manager with Seal
DR. B. R. AMBEDKAR MERIT RECOGNITION AWARDS TO THE CHILDREN OF RINL-VSP EMPLOYEES BELONGING TO SCHEDULED CASTES AND SCHEDULED TRIBES

1.0 OBJECTIVE & SCOPE

2.0 MERIT RECOGNITION AWARDS

3.0 ELIGIBILITY

4.0 SELECTION

5.0 MODE OF PAYMENT AND OTHER CONDITIONS

ANNEXURE I: APPLICATION FOR GRANT OF MERIT RECOGNITION AWARDS
Dr. B. R. Ambedkar Merit Recognition Awards to the Children of RINL-VSP
Employees Belonging to Scheduled Castes and Scheduled Tribes

1.0 OBJECTIVE & SCOPE:

1.1 With a view to provide encouragement to and facilitating the higher education of meritorious children of permanent employees belonging to Scheduled Castes and Scheduled Tribes, the following merit awards will be awarded beginning from the year 2011-12 for which the performance of the candidate in the academic year 2010-11 would be considered.

1.2 Legitimate children and step-children of the SC/ST employees who are dependent on the employees are eligible for the Scholarships.

2.0 MERIT RECOGNITION AWARDS:

There will be 12(twelve) merit recognition awards to be awarded in each academic year in the following categories:

2.1 Scheduled Caste Category
(a) 8 merit recognition awards with award money equivalent to Rs.1500/- per month each will be awarded to the eligible children of employees belonging to the Scheduled Caste category.

(b) Out of the 8 awards mentioned above, 4 will be awarded on Merit basis to the eligible children of employees (both executives and non-executives) belonging to the Scheduled Caste category while the remaining 4 will be earmarked exclusively for the children of non-executive employees belonging to the Scheduled Caste category.

2.2 Scheduled Tribe Category
(a) 4 merit recognition awards with award money equivalent to Rs.1500/- per month each will be awarded to the eligible children of employees belonging to the Scheduled Tribe category.

(b) Out of the 4 awards mentioned above, 2 will be awarded on Merit basis to the eligible children of employees (both executives and non-executives) belonging to the Scheduled Tribe category while the remaining 2 will be earmarked exclusively for the children of non-executive employees belonging to the Scheduled Tribe category.
2.3 In case eligible candidates are not available for anyone of these categories of awards (i.e. Merit awards and Merit-cum-Means awards) in a particular year, then the quota of those awards in one category will be utilised for granting the awards in the other category provided there are eligible applicants.

3.0 ELIGIBILITY

3.1 Students who are prosecuting regular fulltime studies in the following courses in any recognised College / University / Technical Institute for a period of not less than 4 years duration are eligible for the merit recognition award under this scheme.

(a) Degree Course in Agricultural/Veterinary sciences
(b) Degree or equivalent Course in Engineering (including Mining/ Architecture)
(c) Degree Course in Law
(d) Degree Course in Medical Sciences including Dentistry.
(e) Degree Course in Pharmacy

3.2 Applicants for the merit recognition award should have passed the Indian School Certificate of 10+2 stage/Higher Secondary School/ Intermediate, as the case may be, in the First Division or with an aggregate of 60% marks, whichever is higher.

4.0 SELECTION:

4.1 Applications for grant under Dr. BR Ambedkar Merit Recognition Awards will be invited by the Management every year as per the proforma given at Annexure-I from the SC/ST employees whose children fulfill the eligibility criteria.

4.2 A selection committee, consisting of 3 representatives, one member each from Personnel and Finance Departments and one member belonging to Scheduled Castes/ Scheduled Tribes, shall be constituted to scrutinize the applications received and select the candidates for award of the merit recognition. The said committee shall be nominated by ED/GM concerned and Office order for constitution of committee shall be issued with the approval of Director (Personnel). The selection of the candidates shall be on the basis of the aggregate marks obtained in the qualifying examination, i.e., 12th standard/ Intermediate.
5.0 MODE OF PAYMENT AND OTHER CONDITIONS:

5.1* The payment of award money will be done from the date of admission to the employee to the end of academic year and for each subsequent academic year until the student passes the course subject to the conditions enumerated. (*Ref. Office Order No. 17/HR/Welfare/BRM Dt. 10.03.2017)

5.2 The payment of award money will continue even after death/superannuation of the employee, provided the recipient of the merit recognition award makes satisfactory progress in his studies.

5.3 The payment of award money will be discontinued in case the employee, whose child has been granted merit recognition award, leaves the service of the Company on resignation, dismissal or termination of service for any reason whatsoever, except as mentioned at clause 5.2 above.

5.4 The merit recognition award including the award money will automatically be withdrawn in case the recipient fails to complete successfully the academic year for any reasons whatsoever (except for reasons beyond his/her control) including failure in 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.

5.5* The amount payable to the awardees will be remitted by the Management to the bank Account of Employee (Parent of the student) annually. The concerned employees will be required to forward certificate to the Company as disbursement of the amount to the merit recognition awardees. (*Ref. Office Order No. 17/HR/Welfare/BRM Dt. 10.03.2017)
5.6 The Head of the Institution will be requested to send to the Personnel Department annually a study certificate of the merit recognition awardees. The continuance of payment of award money will depend upon the good conduct and performance of the student at the educational institutions.

5.7 Recipients of such merit recognition awards or scholarship under any other scheme of Government / any other organization would not be eligible for merit recognition award under this scheme.

5.8 In all matters pertaining to this Scheme, the decision of the Management will be final and no appeal shall lie against any decision of the Management with regard to any aspects of this scheme.

5.9 The Management retains the right to alter, vary, amend or discontinue the Scheme at its discretion without any notice.

* * * * *
## ANNEXURE I

**Application under Dr. B R Ambedkar Merit Recognition Scheme for Children of RINL-VSP Employees Belonging to Scheduled Castes and Scheduled Tribes**

//THROUGH HOD//

Please put a ✓ mark in the appropriate boxes

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<tbody>
<tr>
<td>1.</td>
<td>Name of the Employee (in capital letters)</td>
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<td>2.</td>
<td>Employee No.</td>
</tr>
<tr>
<td>3.</td>
<td>Designation &amp; Grade</td>
</tr>
<tr>
<td>4.</td>
<td>Department &amp; Section</td>
</tr>
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<td>5.</td>
<td>Phone Nos.</td>
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<td></td>
<td>Land No:</td>
</tr>
<tr>
<td>6.</td>
<td>a) Name of the Employee’s child for whom Award is sought (in capital letters)</td>
</tr>
<tr>
<td></td>
<td>b) Relationship with the Employee</td>
</tr>
<tr>
<td></td>
<td>c) Date of Birth of the child</td>
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### Details of Qualified Examination passed:

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<tr>
<td>7.</td>
<td>a) Name of the examination passed</td>
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<tr>
<td></td>
<td>b) Name of the Institution</td>
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<tr>
<td></td>
<td>c) Total Marks / Division</td>
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<tr>
<td></td>
<td>d) Percentage of marks</td>
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<td></td>
<td>e) Year of passing the Examination</td>
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<tr>
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<td>f) Whether the Institution is recognized</td>
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</table>

### Details of the Nature of course being pursued:

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<tbody>
<tr>
<td>8.</td>
<td>a) Name of the course in which presently admitted</td>
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<tr>
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<td>b) Date &amp; Year of admission</td>
</tr>
<tr>
<td></td>
<td>c) Duration / Term of the course</td>
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<tr>
<td></td>
<td>d) Is it a Regular course? (Candidates pursuing Correspondence course are not eligible)</td>
</tr>
<tr>
<td></td>
<td>e) Name of the University/College/Institution in which Admitted with complete postal address</td>
</tr>
<tr>
<td></td>
<td>f) Whether the University/College/Institution is recognized (if yes, enclose a proof)</td>
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</tbody>
</table>

### Whether the student is in receipt of any other Merit Recognition Award/Scholarship for pursuing the course at Sl No. 8 above under any other scheme of the company or from any other Government / Non-Government Organization

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<tbody>
<tr>
<td>9.</td>
<td>Yes [ ] No [ ]</td>
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<td>If yes, please give details. If necessary, please use a separate sheet</td>
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### Whether belongs to SC/ST Category

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I declare that the above information is correct. In support, I enclose herewith all relevant Certificates / Marks sheet/proof of recognition of School/College of my son/daughter duly attested by me.

Signature of the Employee

Particulars indicated at S.No.1 to 4 and 6 have been verified and found correct as per the Personal Records of the employee.

Signature of the Zonal Personnel Executive (with seal)
SCHEME FOR GRANT OF DR. B. R. AMBEDKAR MERIT RECOGNITION AWARDS TO
THE PHYSICALLY OR MENTALLY CHALLENGED CHILDREN OF RINL-VSP EMPLOYEES

1.0 OBJECTIVE & SCOPE

2.0 MERIT RECOGNITION AWARDS

3.0 ELIGIBILITY

4.0 SELECTION

5.0 MODE OF PAYMENT AND OTHER CONDITIONS

ANNEXURE I: DEFINITIONS OF THE CATEGORIES OF HANDICAPPED

ANNEXURE II: APPLICATION FOR GRANT OF MERIT RECOGNITION AWARD
Scheme for Grant of Dr. B. R. Ambedkar Merit Recognition Awards to the Physically or Mentally Challenged Children of RINL-VSP Employees

1.0 OBJECTIVE & SCOPE:

1.1 With a view to provide encouragement to and facilitating the education/training of physically or mentally challenged children of permanent employees of the Company, the following merit awards will be awarded beginning from the year 2011-12 for which the performance of the candidate in the academic year 2010-11 would be considered.

1.2 Employees’ children, who are physically or mentally challenged in the categories of the blind, the deaf, the orthopaedically challenged, the mentally retarded, the mentally ill or the cerebral palsied are eligible for this merit recognition award. Definition of the categories of the handicapped for the purpose of awarding the merit recognition award is given at Annexure - I.

2.0 MERIT RECOGNITION AWARD:

2.1 Under the Scheme, there will be 6 (six) merit recognition awards with award money equivalent to Rs.750/- p.m. each in an academic year.

3.0 ELIGIBILITY:

3.1 Physically or mentally challenged child of a VSP employee prosecuting studies in any course in a recognized School/College/General or Vocational Institute is eligible for the merit recognition award under this scheme.

4.0 SELECTION:

4.1 Applications for grant of Merit Recognition Awards under the scheme will be invited by the Management every year as per the proforma given at Annexure-I from the employees whose children fulfill the eligibility criteria.

4.2 A selection committee, consisting of 3 representatives, one member each from Medical, Personnel and Finance Departments, shall be constituted to scrutinize the applications received and select the candidates for award of the merit recognition. The said committee shall be nominated by ED/GM concerned and Office order for constitution of committee shall be issued with the approval of Director (Personnel).

4.3 The criteria for award of the merit recognition awards shall be the nature and extent of disability of the child and the extent to which the training/education would help in rehabilitation of the child, as assessed by the Committee. Marks obtained in the qualifying or any other examination shall also be taken into account but will not form the only basis for selection.

5.0 MODE OF PAYMENT AND OTHER CONDITIONS:

5.1* The payment of award money will be done from the date of admission to the employee to the end of academic year and for each subsequent academic year until the student passes the course subject to the conditions enumerated. (*Ref.Office Order No.17/HR/Welfare/BRM Dt.10.03.2017)

5.2 The payment of award money will continue even after death of the employee/after retirement provided the recipient of the merit recognition award makes satisfactory progress in his studies.
5.3  The payment of award money will be discontinued in case the employee whose child has been granted the merit recognition award under this scheme leaves the service of the company on resignation, dismissal or termination of service for any reason whatsoever except as mentioned at clause 5.2 above.

5.4  If the awardee is unable to complete the course within the duration prescribed for the course, or in case the training in which the awardee is admitted extends beyond the period initially prescribed, the employee will have to submit a fresh application explaining the reasons for such extension for the consideration of the Management to continue the payment of award money for such extended period or otherwise.

5.5*  The amount payable to the awardees will be remitted by the Management to the bank Account of Employee (Parent of the student annually. The concerned employees will be required to forward certificate to the Company as disbursement of the amount to the merit recognition awardees. (*Ref.Office Order No.17/HR/Welfare/BRM Dt.10.03.2017)

5.6  The Head of the Institution will be requested to send to the Personnel Department annually a study certificate of the merit recognition awardees. The continuance of payment of award money will depend upon the good conduct and performance of the student at the educational institutions.

5.7  Recipients of such merit recognition awards or scholarship under any other scheme of Government / any other organization would not be eligible for merit recognition award under this scheme.

5.8  In all matters pertaining to this Scheme, the decision of the Management will be final and no appeal shall lie against any decision of the Management with regard to any aspects of this Scheme.

5.9  The Management retains the right to alter, vary, amend or discontinue the Scheme at its own discretion without any notice.

* * * * * *
ANNEXURE –I

Definitions of the categories of handicapped (As laid down by the Government of India vide OM No.39016/6/77-Estt(C), dated 4.11.1977 from Department of Personnel & A.R. Ministry of Home Affairs.

THE BLIND :

The Blind are those who suffer from either of the following conditions:
(a) Total absence of sight;
(b) Visual acuity not exceeding 6/60 or 20/200 (scnellen) in the better eye with correcting lenses;
(c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

THE DEAF :

The Deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear/understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

THE ORTHOPAEDICALLY HANDICAPPED:

The Orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.
Application for Grant of Dr. B. R. Ambedkar Merit Recognition Awards to the Physically or Mentally Challenged Children of RINL-VSP Employees

Please put a ✓ mark in the appropriate boxes

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<td>1</td>
<td>Name of the Employee (in capital letters)</td>
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<td>Employee No.</td>
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<td>Designation &amp; Grade</td>
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<td>Phone Nos.</td>
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<td>Max No: Cell No: Land No: Res:</td>
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<td>6</td>
<td>a) Name of the Employee's child for whom Award is sought (in capital letters) Mr./Ms.</td>
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<td>b) Relationship with the Employee Son ☐ Daughter ☐</td>
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<td>c) Date of Birth of the child</td>
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Details of the Nature of course being pursued:

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<td>7</td>
<td>a) Name of the course in which presently admitted (enclose a proof)</td>
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<td>b) Date &amp; Year of admission</td>
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<td>c) Duration / Term of the course</td>
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<td>d) Is it a Regular course? (Candidates pursuing Correspondence course are not eligible) Yes ☐ No ☐</td>
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<td></td>
<td>e) Name of the University/ College/ Institution in which Admitted/studying with complete postal address (enclosed a proof of admission) Yes ☐ No ☐</td>
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<td>f) Whether the University/ College /Institution is recognized (if yes, enclose a proof) Yes ☐ No ☐</td>
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<tr>
<td>8</td>
<td>Whether the student is in receipt of any other Merit Recognition Award/Scholarship for pursuing the course at Sl No. 7 above under any other scheme of the company or from any other Government / Non-Government Organization Yes ☐ No ☐</td>
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<tr>
<td>9</td>
<td>Nature and extent of handicap, supported by a certificate by the Government Doctor or from concerned Doctor of Visakha Steel General Hospital, Ukkunagaram</td>
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</table>

I declare that the above information is correct. In support, I enclose herewith all relevant Certificates / Marks sheet/proof of recognition of School/College of my son/daughter duly attested.

Signature of the Employee

Particulars indicated at S.No.1 to 4 and 6 have been verified and found correct as per the Personal Records of the employee.

Signature of the Zonal Personnel Executive (with seal)

Dr. B R Ambedkar Merit Recognition Awards To Physically or Mentally Challenged Children Of Employees 557
GRANT OF DR. SARVEPALLI RADHAKRISHNAN MERIT CASH AWARDS AND COL. C.K. NAYUDU SPORTS CASH AWARDS TO THE CHILDREN OF VSP EMPLOYEES

1.0 OBJECTIVE

2.0 SCOPE

3.0 AWARDS

4.0 ELIGIBILITY

5.0 APPLICATION AND SELECTION

6.0 MODE OF PAYMENT

7.0 GENERAL CONDITIONS

ANNEXURE I: APPLICATION FOR GRANT OF DR. SARVEPALLI RADHAKRISHNAN MERIT CASH AWARDS/COL. C.K. NAYUDU SPORTS CASH AWARDS
1.0 OBJECTIVE:

1.1 To give encouragement to meritorious children of permanent employees of VSP for higher education.
1.2 To promote Sports & Games among the children of permanent employees of VSP.

2.0 SCOPE:

2.1 Only legitimate children and step-children of permanent employees who are dependent on employees, are eligible for the awards.

3.0 AWARDS:

3.1 One time Cash award of Rs.5,000/- (lump sum) will be awarded to each eligible child.

4.0 ELIGIBILITY:

4.1 Children of VSP Employees who secure admission and join Indian Institutes of Technology (IITs), Indian Institutes of Management (IIMs), Indian Institute of Sciences (IISc) – Bangalore or Indian Statistical Institute (ISI) – Kolkata, All India Institute of Medical Sciences (AIIMS), New Delhi, Armed Forces Medical College (AFMC), Pune, Jawaharlal Nehru Institute of Post Graduate Medical Education and Research (JIPMER), Pondicherry, Indian School of Mines, Dhanbad and National Law Universities.

4.2 Children of VSP Employees, who represent the country in any event,

OR

who secure 1st place in the Nationals conducted by respective Federations of India, or National School Games and Sports conducted by School Games Federation of India or Ranji or Inter – State Cricket Matches conducted by Board of Control for Cricket in India (BCCI).

5.0 APPLICATION AND SELECTION:

5.1 Applications from employees for grant of Awards to their wards will be invited by Personnel Department - Welfare Section in the month of August/September every year in the format given at Annexure-I.

5.2 The period of consideration for Dr.Sarvepalli Radhakrishnan Merit Cash Awards will be the current academic year and of Col. C K Nayudu Sports Cash Awards will be the previous academic year.

5.3 A committee consisting of three members, one member each from Personnel-Welfare Department, Sports and Finance Department shall scrutinize the applications received and recommend the names of candidates for the cash awards for approval of Competent Authority.

6.0 MODE OF PAYMENT:

6.1 The Cash Awards payable to the awardees will be remitted by the Management to the bank Account of Employee (Parent of the student). (*Ref.Office Order No.17/HR/Welfare/BRM Dt.10.03.2017)


2Amended vide PP Circular No.5/2012 dated 20.01.2012,
7.0 GENERAL CONDITIONS:

7.1 In all matters pertaining to this Scheme, the decision of the Competent Authority will be final.

7.2 The Scheme can be altered, amended, modified or discontinued by the Competent Authority without any notice.

* * * * * *
ANNEXURE-I

Application for grant of Dr. Sarvepalli Radhakrishnan Merit Cash Awards/Col. C.K.Nayudu Sports Cash Awards

1. Name of the employee: 
2. Designation: 
3. Emp.No.: 
4. Department & Section: 
5. Name of employee’s daughter/son: 
6. Category of Award applied for (Merit/Sports): 
7. Details regarding qualification for the Award (Merit: Proof of admission in the prescribed Institute Sports: Proof of achievement in the sporting event): 
8. Whether in receipt of any scholarship? If so, under what Scheme? 
9. Any other information: 

I hereby declare that the above information is correct. In support, I enclose herewith all relevant documents of my son/daughter duly attested.

Date: ____________________________ Signature of the Applicant

VERIFICATION BY ZONAL PERSONNEL EXECUTIVE

Particulars indicated at Sl.No.1 to 5 have been verified and found correct as per the Personal Records.

Date: ____________________________ Signature of the Zonal Personnel Executive
## RETIREMENT BENEFITS

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<td>52 Procedure for final Settlement of Dues of Retiring Employees</td>
<td>585</td>
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<td>53 RINL Superannuation Benefit Fund Scheme</td>
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<td>54 Employees' Family Benefit Scheme</td>
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<td>55 Scheme for farewell to Retiring Employees</td>
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<td>56 Pre retirement medical checkup for employee and spouse</td>
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<td>57 RINL Group Mediclaim Scheme for Separated Employees and their eligible family members</td>
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VISAKHAPATNAM STEEL PROJECT EMPLOYEES’ PROVIDENT FUND TRUST
PROVIDENT FUND RULES

1. SHORT TITLE & APPLICATION
2. INTERPRETATIONS
3. FINAL INTERPRETATION
4. ESTABLISHMENT OF THE FUND
5. MODIFICATION OF THE RULES
6. MEMBERSHIP
7. FOREIGN SERVICE OR DEPUTATION OUT OF INDIA:
8. TRANSFER FROM OTHER COMPANIES
9. NOMINATIONS
10. ASSETS OF THE FUND
11. TRUST
12. CONTRIBUTION TO THE FUND
13. MANAGEMENT OF THE FUND
14. PARTICIPATION IN BENEFITS
15. WITHDRAWALS FROM PROVIDENT FUND
16. FAMILY PENSION SCHEME & EDLI:
17. CHANGE OF LEGAL STATUS OF THE COMPANY
18. LIABILITY OF ALL THE TRUSTEES
19. NOTWITHSTANDING ANYTHING CONTAINED IN THESE REGULATIONS
1. Short Title & Application
These Rules shall be called the Visakhapatnam Steel Project Provident Fund Rules. These Rules come into force with effect from 01.04.1982.

2. Interpretations
In these Rules the following expressions shall unless excluded by or repugnant to their context, have the meaning herein attached to them namely:

a) ‘Board’ shall mean the Board of Trustees constituted for administering the Fund under Rule 13.1 and 13.2.

b) i) ‘Company’ shall mean Rashtriya Ispat Nigam Limited.
   ii) ‘Employer’ shall mean the Rashtriya Ispat Nigam Limited.

c) ‘Children’ shall mean legitimate children and including adopted children, if the Board is satisfied that under the personal law of the member, adoption of a child is legally recognised.

d) ‘Continuous Service’ shall mean uninterrupted service under the Company and includes service which is interrupted by sickness, accident whilst on duty, authorised leave, strike which is not illegal or cessation of work not due to the employee’s fault. Note: The period of sickness or interruption due to an accident whilst on duty should be certified by a competent authority under the medical benefits rules of the Company.

e) ‘Employee’ shall mean any person who is employed for wage in any kind of work, manual or otherwise in or in connection with the work of the Company and who gets his wages from Company and shall include any person employed by or through a contractor in or in connection with the work of the Company and includes any person engaged as apprentice, not being apprentice engaged under the Apprentice Act, 1961 or under the standing orders of the establishment.

f) ‘Family’ means the employee’s spouse, legitimate children, step children, deceased son’s widow, deceased son’s legitimate children, deceased son’s step children and dependent parents, sisters and minor brothers.

g) ‘Financial Year’ shall mean the year commencing on 1st day of April.

h) ‘Contribution’ shall mean any sum credited by or on behalf of any employee out of his salary, or by an employee out of his own moneys, to the individual account of an employee but does not include any sum credited as interest.

i) ‘Commissioner’ shall mean the Commissioner of Income Tax having jurisdiction over the accounts of the Fund.

j) ‘Provident Fund Commissioner’ shall mean the Commissioner for Employees’ Provident Fund appointed under the Employees’ Provident Fund Scheme, 1952.

k) ‘Foreign Service’ shall mean service in respect of which an employee of the Company receives his pay and other emoluments, with the sanction of the Company from another employer.

l) ‘Fund’ shall mean the provident fund constituted by the Company and shall include all moneys from time to time held by or to the account of the Board in pursuance of the provisions herein contained and shall include any investments for the time being made with such moneys.

1Vide CMD's Approval dated 20.01.05.
m) ‘Managing Director means the person for the time being appointed as Managing Director of the Company and include any other person who is appointed Chief Executive of the Company and/or any person or persons who have been authorised to exercise the powers of the Company/Managing Director on behalf of the Company.

n) ‘Member’ means an employee of the Rashtriya Ispat Nigam Limited participating in the Fund.

o) ‘Nominee’ or ‘Nominees’ shall mean in the event of a person having a family, any person or persons belonging to his family and in the event of their absence any person or persons who may be appointed in writing by the member to receive the amount that may become payable from the Fund to the estate of the member in the event of the member’s death before the termination of his service with the Company.

p) ‘Pay’ shall mean a pay or salary or wages receivable by a member from the Company while on duty or on leave with salary or wages in accordance with the terms of contract of employment including Dearness Allowance (that is to say all cash payments by whatever mean called, paid to an employee on account of a rise/fall in the cost of living), retaining allowance and cash value of food concession etc., but exclusive of any commission, bonus, house rent allowance, overtime allowance, any present made by the Company, special allowance, construction allowance, war allowance or any allowance remuneration or profit whatsoever derived by a member outside his fixed salary or wages, where such allowance, remuneration or profit is paid separately or the entire fixed salary or wages where such allowance or remuneration is merged in the salary or wages.

q) ‘Trustees’ shall mean the members of the Board of Trustees constituted for administering the Fund under Rules 13.1 and 13.2.

r) ‘Balance to the credit of an employee’ means the total amount to the credit of his individual account in a Provident Fund at any time.

s) ‘Accumulated balance due to an employee’ means the balance to his credit or such portion thereof as they may be claimable by him under the regulation of the Fund, on the day he ceased to be an employee of the Employer maintaining the Fund.

All other words and expressions shall have the meaning respectively assigned to them in the Employees Provident Fund Act and the scheme framed thereunder.

Any expression connoting the masculine gender shall include the feminine gender also.

Words importing the singular number shall include the plural number and vice-versa.

The paragraph headings shall not effect the construction thereof.

t) ‘Annual accretion’ in relation to the balance to the credit of an employee, means the increase to such balance in any year, arising from contribution and interest.

u) ‘Regulations of a Fund’ means the special body of regulations governing the constitution and administration of a particular provident fund.

3. Final Interpretation:

In the absence of any specific provision in these Rules, the corresponding provisions of the Employees Provident Fund Scheme 1952 as amended from time to time shall prevail mutatis mutandis.

4. Establishment of the Fund:

The fund shall be deemed to have been established with effect from June 1, 1981.
5. **Modification of the Rules:**
   a) The Fund shall be governed by these rules or by such rules as shall form the time being be in force and shall be interpreted by Board of Trustees whose decision shall be final and binding. If there should arise any dispute between the Board of Trustees and a member of the Fund regarding interpretation of any of these Rules, the matter shall be referred to the RPFC concerned for his advice, which shall be final and binding upon both the parties. Provided that where the matter relates to Income Tax the decision of the Commissioner of Income Tax having jurisdiction on the Fund or any other higher authorities shall be binding on both the parties.
   b) The board of Trustees may repeal, add to vary or alter these rules to carry out the statutory amendments in line with the notifications in respect of the Provident Fund Act & Scheme issued by the Provident Fund Authorities. Where any additions or modifications to the rules which are not covered by the PF Act and Scheme and which are more beneficial to the members shall, however be put up to the Board of Directors of the Company for approval subject to the approvals from the Commissioner of Income Tax and Regional Provident Fund Commissioner concerned. Provided that no such addition, alteration or repeal which affects the employees adversely, shall have retrospective effect.
   c) Any amendment to the Scheme, which is more beneficial to the employees than the existing rules of the trust, shall be made applicable to them automatically pending formal amendment of the Rules of the Trust.

6. **Membership:**
   Membership of the fund shall be open to all the employees of the Company working in Rashtriya Ispat Nigam Ltd., excluding those persons as mentioned in (a) & (b). Any person who is employed for wages in any kind of work manual or otherwise, in or in connection with the work of the company and who gets his wages shall be enrolled as member of the trust.
   Every employee becoming a member must remain member until he withdraws his accumulation in full from the Fund and must abide by all the rules and regulations which are in force from time to time.
   a) An apprentice, means a person, who according to the certified standing orders applicable to the factory or establishment, is an apprentice or who is declared to be an apprentice by the authority specified in this behalf by the appropriate Government.
   b) Personnel of State and Central Government Department and other industrial concerns working with the Company on foreign service terms.
   An application shall be made by each employee in writing to the Company in a declaration of agreement to comply with the Rules of the Fund for the time being in force. The application shall be submitted in a form as may, from time to time be prescribed.

7. **Foreign Service or Deputation out of India:**
   If a member is transferred to Foreign Service or sent on deputation out of India, he shall retain his membership of the fund, subject to the Rules of the fund, in the same manner as if he were not so transferred or sent on deputation.

8. **Transfer from other companies:**
   In the case of the transfer of the service of an employee (otherwise qualified for membership under Rule 6 hereof) who is either a member of a Provident Fund covered by the provisions of Employees Provident Fund Act 1952 or transferred from any of the Companies or Associations of
persons which maintain a Provident Fund recognised with the Meaning of Section 2(38) of the Income Tax Act 1961 to the Company, the entire amount standing to his credit in the former Provident Fund with such Company or Association of persons (including the employee’s contribution and interest thereon) shall be transferred and paid to this provident fund. Nothing in this rule shall be deemed to provide that the amount of such transferred balance shall be taken into account in determining contributions to be made by the Company to the Fund Rule 12.1 hereof so that the Company shall be under no liability whatsoever on such transferred balance to this Provident Fund to make an equivalent contribution to the Fund. Subject as aforesaid any such transferred balance shall be credited to the account of such joining member and be subject to the provisions of the Rules for the time being governing the Fund. Notwithstanding anything contained in Rule 6, an employee who is already a member of Employees Provident Fund Scheme 1952 by virtue of his service under any other employer shall be admitted to compulsory membership to the Provident Fund of the Company from the date of his appointment in the Company or from the date on which these rules come into force whichever is latter and the entire amount standing to his credit in the former Provident Fund shall be transferred and paid to this Fund. An employee, who prior to his appointment in the Company, was a member of Government’s GPF, CPF shall be admitted to Compulsory membership of the Provident Fund of the Company from the date of his appointment in the company, provided the entire amount standing to his credit in the former Provident fund is transferred and paid to this Fund.

9. Nominations:

i) Every employee on becoming a member of the Fund shall make a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Provident Fund in the event of his death, before that amount become payable or having become payable, has not been paid.

ii) If an employee nominates more than one person under sub rule (i) he shall, in his nomination, specify the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the Provident Fund.

iii) Where an employee has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by an employee in favour of a person not belonging to his family shall be invalid. Provided that a fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid.

iv) If at the time making a nomination the employee has no family, the nomination may be in favour of any person or persons, but if the employee subsequently acquires a family such nomination shall forthwith be deemed to be invalid and the employee may be allowed to make a fresh nomination in favour of one or more persons belonging to his family.

v) He may at any time, modify a nomination made by an employee after giving a written notice to the trustees. If the nominee predeceases the employee, the interest of the nominee shall revert to the employee, who may thereupon make a fresh nomination in respect of such interest.

vi) A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the Trustees.

vii) A nomination shall be registered in the books of the Board of Trustees under advice to the member.

viii) No nomination shall be received for registration after the death of the member.
ix) When the nomination is wholly or partly in favour of a minor the member may for the purpose of the rules, appoint a major person of his family, as defined in the rule 2(f) to be guardian of the minor nominee in the event of the member predeceasing the nominee.

Provided that where there is no major person in the family the member may at his discretion appoint any other person to be a guardian of the minor nominee.

x) The signature of the member in the nomination form shall be attested by two witnesses.

xi) A member may provide in a nomination

   a) In respect of any specified nominee that in the event of his predeceasing the member, the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination.

   b) That the nomination shall become invalid in the event of the happening of contingency specified therein.

   c) In case the nominee predecease the member the right conferred on the nominee shall revert to the member until fresh nomination is made.

10. **Assets of the Fund:**

   The fund shall consist of:

   i) Contributions, as specified in Rule 12, received by the Trustees;

   ii) Accumulations thereof;

   iii) Interest credited in respect of such contributions and accumulations;

   iv) Securities purchased therewith;

   v) Any capital gains arising from the transfer of capital assets of the Fund;

   vi) Balance transferred from other Provident Funds where such transfers are permitted by these rules;

   vii) Any contributions made by the Company including payment towards deficiencies if any in interest subject to the provisions of Income Tax Act 1961 and the Income Tax Rules 1962;

   viii) Sums forfeited to the Fund under these rules and no other sums.

11. The assets of the Fund and its administration shall constitute a Trust which shall be irrevocable save with the consent of all the beneficiaries of the Fund and save in cases prescribed by Fourth Schedule Part A of the Income Tax Act 1961. No moneys belonging to the Fund in hands of the Trustees shall be recoverable by the Company under any pretext whatsoever nor shall the Company have any lien or change of any description on the same.

11.A

   (a) A member shall not be entitled to create a charge or assign any moneys lying to his credit in the Fund. No such charge or assignments shall be deemed valid and the Board of Trustees shall not be bound to recognise such charge or assignment.

   (b) Except as is expressly provided by the Rules no member or any person or persons on his behalf or in respect of his interest in the Fund shall be entitled to claim any payment or money due to him or them.
12. Contribution to the Fund:

12.1 The Company shall pay each month to the individual account of a member an amount calculated at the rate prescribed by the Act from time to time as Company’s contribution.

Each member shall subscribe monthly to the Fund as at the rate prescribed by the Act from time to time. A member may, if he chooses, subscribe at a rate more than the rate prescribed by the Act without any limit.

In respect of employees who are members under Employee’s Pension Scheme, 1995, Employer’s share of contribution towards Provident Fund shall be the balance of contribution as determined under para 1 above after deducting contributions to Employees Pension Scheme, 1995.

Each contribution shall be calculated to the nearest rupee (i.e.,) 50 paise or more being counted as the next higher rupee for the purpose of calculating Provident Fund contributions and fraction of a rupee less than 50 paise is to be ignored.

The employer has to transfer the Employees’ share and Employer’s share of CPF contribution together with refund of withdrawals to the Board of Trustees before 15th of the following month. The company shall be liable to pay simple interest in terms of the provision of section of 7Q of the Act for the delay in payment of any dues towards the Board of Trustees.

12.2 The members contribution shall be deducted from the salary or from the wage bills, as the case may be and made available to the Trustees/Family Pension Fund along with the Company’s contribution for credit to the individual account of member/Family Pension Fund, before 15th of the month following that in which the member’s contribution is deducted from his salary or wages. Provided that if a member quits the service or dies during any month, the contributions of the member and the Company for the period between the close of the preceding month and date of the quitting service or the casualty as the case may be shall be made available to the Trustees/Family Pension Fund within a fortnight after the event, for credit to the member’s Account/Family Pension Fund along with the member’s contribution deducted from his wage or salary. In the event of any delays in making available the contributions within the time limit as aforesaid the company shall pay penal interest on such contributions at the graded rates specified in Annexure ‘A’ of these rules. The Company’s contribution for a member during his period of leave shall be based on his leave salary or wages and no contribution shall be made by the company for any period of leave or absence without pay.

12.3 Contribution during Foreign Service:

When a member is on Foreign Service and receives his salary from the foreign employer, the foreign employer shall remit his monthly contributions to the trustees of the Fund/Family Pension Fund. The Company’s contribution shall also be payable by the foreign employer.

13.1 Management of the Fund:

The custody, control and management of the Fund shall be vested in a Board of Trustees constituted for the purpose. The company shall bear all the costs, charges and expenses of administering the Fund, and also make good any other loss that may be caused to the Provident Fund due to theft, burglary, defalcation, misappropriation, wrong investment decisions or other reason. The Trustee’s remuneration under Rule 13.8 and the expenses incurred by the Trustees in the discharging of their duties shall be paid by the Company.
13.2 Number of Trustees:

13.2(1) The number of trustees of the fund shall not be less than four or more than twelve. Half of the number of the trustees shall be appointed by the Company from amongst the officers employed in managerial or administrative capacity and the remaining half shall be filled by election from amongst the members in an election to be held for the purpose on any working day or if there is a recognised Union, by nomination by the recognised union. The employer shall establish a Board of Trustees under his Chairmanship for the management of the Provident Fund according to such directions as may be given by the Central Government or the Central Provident Fund Commissioner, as the case may be, from time to time. The Provident Fund shall vest in the Board of Trustees who will be responsible for and accountable to the Employees' Provident Fund Organisation, inter-alia, for proper accounts of the receipts into and payment from the Provident Fund and the balance in their custody. For this purpose, the "Employer" shall mean -

(i) in relation to an establishment, which is a factory, the owner or occupier of the factory; and
(ii) in relation to any other establishment, the person who, or the authority, that has the ultimate control over the affairs of the establishment.

13.2(2) Disqualification of a Trustee:

A person shall be disqualified from being a trustee of the Board (i) if he is declared to be of unsound mind by a competent court or (ii) if he is an un-discharged insolvent or (iii) if he has been convicted of an offense involving moral turpitude.

13.2(3) Filling of Casual Vacancies:

In the event of a Trustee elected or nominated ceasing to be a trustee during the tenure of the Board, his successor shall be elected or nominated, as the case may be in the manner herein before provided for election or nomination, provided that the trustee(s) so selected, shall hold office for the unexpired term of the Board of Trustees.

13.2(4) Cessation and Restoration of Trusteeship:

A Trustee ceases to be trustee on the Board if he (i) ceases to be an employee of the establishment; (ii) ceases to be the member of the provident fund of the establishment; (iii) is a nominee of the representative of recognised union and the union ceases to be representative or recognised, or (iv) incurs any of the disqualification mentioned in the Rule 13.2.2 or (v) fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman of the Board of Trustees provided that the Chairman of the Board of the Trustees may restore him to trusteeship if he is satisfied that there were reasonable grounds for such absence.

13.3 Meeting of Trustees:

i) The Board of Trustees shall meet at least once in every three months and shall function in accordance with the guidelines that may be issued from time to time by the Central Government/Central Provident Fund Commissioner (CPFC) or an officer authorised by him.

ii) At any meeting of the trustees, two trustees shall constitute a quorum provided one of them is from amongst the employees who are members of the Fund. Any decision of a majority at any meeting of the Trustees of which a quorum is present shall be deemed to be a decision of all the Trustees and shall be final and binding on the Trustees. The Chairman shall have a casting vote in addition to and not instead of his own vote as a Trustee.

iii) If at any meeting, the number of Trustees present is less than the required quorum the Chairman shall adjourn the meeting to a date not later than 7 days from the date of the original meeting informing the Trustees of adjourned meeting, irrespective of the number of trustees present.

13.4 Temporary absence of a Trustee - Powers of Co-Trustees:
If any of the Trustees shall be, at any time, absent from the headquarters, those of the Trustees (not being less that two in number) who shall remain in headquarters shall, during such absence, have full powers to act in the trust hereof as if they were the only Trustees of those present.

13.5 Control of Powers vested in Trustees:
In the matter of any dispute arising under those rules and regulations as to the interpretations thereof the decision of the Trustees shall be final and binding and such decision shall be recorded and signed by the Trustees in a special Minute Book to be maintained for the purpose.

13.6 Responsibility of Trustees:
The function and responsibility of the Trustees shall be to manage the Fund according to these Rules.

13.7 Liability and Indemnification of Trustees:
In the discharge of their duties for the administration of the Fund, the trustees shall be indemnified by the Fund against all proceedings, costs, damages, charges, expenses, claims, demands lease and liabilities caused otherwise than through their or his negligence or fraud. The Trustees shall not be responsible for any breach of trust committed by co-Trustees or by a banker, broker, or other persons with whom any of the assets of the Fund may have been deposited nor for any loss unless the same happens through their or his own willful act or omission.

13.8 Professional Trustees remuneration:
Any trustee whether hereby or hereafter appointed being a Solicitor, Accountant, Auditor, Broker or other persons engaged in any profession or business shall be notwithstanding his acceptance of the office of the Trustees and his actions in the execution of the trust hereof shall be entitled to charge and be paid all professional or other charges and to receive all pecuniary and other emoluments or remuneration for all business transacted and all attendances, time and trouble given or bestowed by him, his firm, any partner or assistant of his, in or about the execution of the trust hereof including acts which a trustee not being so engaged could have done personally.

13.9 Trustees’ Correspondence
All correspondence in relation to the management of the Fund may be conducted by any one of the Trustees on behalf of all the Trustees, receipts for the moneys received by the Trustees may be signed by one of the Trustees on behalf of all the Trustees. Cheques on the banking accounts of the fund may be drawn, signed and/or endorsed by any two Trustees on behalf of all the Trustees.

13.10 Investment of Funds:
The Trustee shall from time to time pay all money received by them to the credit of a Special Account with the State Bank of India or such other Scheduled bank as they shall from time to time determine in accordance with sub section (1) Section 418 of the Companies Act, 1956. All money to the credit of such account shall be dealt with in accordance with these Rules and such account shall be operated on only by cheques bearing the signature of any two Trustees.
The money of the fund not immediately required for the purpose of the fund shall within a period of two weeks from the date the amount of contributions is made available by the Employer be invested in the approved securities in the manner laid down by the Central Government from time to time under the Employee’s Provident Fund and Miscellaneous Provisions Act, 1952. The Trustees may authorise the opening of a separate Bank Account with the State Bank of India or such other Scheduled Banks as they shall determine from time to time to deposit moneys towards day to day payments in connection with such instructions issued by them from time to time.

The Board of Trustees of the Fund may delegate powers to any two Trustees to invest the funds of Visakhapatnam Steel Project Provident Fund in Government and other securities and to sell, endorse, transfer, negotiate or otherwise deal with such securities standing in its name.

Failure to make investments as per directions of the Government shall make the Board of Trustees separately and jointly liable to surcharge as may be imposed by the Central Provident Fund Commissioner or his representative.

All the securities shall be obtained in the name of the Trust. The securities so obtained shall be in dematerialized (DEMAT) form maintained in a demat account opened through depository participants approved by Reserve Bank of India and Central Government. All the investment made like purchase of securities and bonds, shall be lodged in the safe custody of depository participants.

The Trust shall intimate to the RPFC the details of depository participants, with whom and in whose safe custody, the investments made in the name of trust have been lodged.

13.11 Realization of Investment:

The Trustees may from time to time withdraw from the Fund such sums as may be required for the purpose of the fund and raise any moneys so required by sale of the investment held by them or of a sufficient part thereof subject to prior approval of the RPFC.

13.12 Accounts:

The following accounts shall be maintained in the books of the funds:

i) An account of each member in form prescribed consisting of the members’ contributions, the company’s contributions, interest accrued, withdrawals, repayments, etc., which shall show:
   a) the member’s contribution
   b) the Company’s contribution
   d) interest on member’s contribution, and
   e) interest on company’s contribution.

   The accounts of the members shall be maintained electronically and the trust shall periodically transmit the details of the members’ accounts electronically as and when directed by the CPFC/RPFC.

ii) Annual Accretion:

   A revenue account showing the credits on account of interest from the investments and other income actually received or accrued up to 31st March of each year and the debits for any proper charge of expenses mentioned in rule 13.1 which, in the opinion of the Board of Trustees, is to be charged to the Fund.

iii) The Forfeited Contribution Account showing the contribution of the Company and the interest thereon which lapsed to the credit of this account in accordance with Rule 14.14.
iv) The investment account showing particulars of scrip wise investments made. The trust shall ensure timely realization of interest on investments. Any commission, incentive, bonus or other pecuniary rewards given by any financial or other institutions for the investment made by the Trust should be credited to its account.

v) Any other account which the Board of Trustees may decide to open for the correct exhibition of the transactions of the Fund.

13.13 Crediting of the interest to the member’s account:

i) The Board of Trustees shall declare interest to be credited to the account of each member, calculated on the monthly running balance of the member at a rate not lower than the rate declared by the Central Government under the provisions in the Act and the Scheme.

ii) Any deficiency in the interest declared by the Board of Trustees is to be made good by the employer to bring it up to the statutory limit.

iii) When the amount standing at the credit of a subscriber becomes (a) payable to a member in the middle of the year, interest shall be credited upto the end of the month preceding that in which payment is made at the rate prevailing at the time of transfer or payment, and (b) transferable to any other recognised fund interest shall be allowed at the prevailing rate upto the last day of the month in which it is transferred” and (c) when the amount standing at the credit of a subscriber in the middle of the year on the eve of his superannuation interest shall be credited at the rate prevailing at the time of final settlement upto the last day of the month in which he retires from service.

13.14 Audit of Accounts:

The Board of Trustees shall have the accounts of the Fund audited by a qualified independent Chartered Accountant nominated by the Board every year. The same auditor should not be appointed for two consecutive years and not more than two years in a block of six years. Where considered necessary, the CPFC or the RPFC in charge of the Region shall have the right to have the accounts re audited by any other qualified auditor and the expenses so incurred shall be borne by the company.

A copy of the Auditor’s report along with the audited balance sheet should be submitted to the RPFC concerned by the Auditors directly within six months after the closing of the financial year from 1st April to 31st March. The format of the balance sheet and the information to be furnished in the report shall be as prescribed by the Employees’ Provident Fund Organisation and made available with the RPFC Office in electronic format as well as a signed hard copy.

13.15 Statement of Accounts to members:

The Trustees shall furnish to each member, free of cost, annual statement of account as shown by the books of the Fund standing to the credit of his account at the date of such Balance Sheet and revenue Account. Such statement shall be accepted as correct and binding on the members save when any manifest error shall be found therein and notified by the member to the Trustees in writing within six months of the statement. Likewise, the Trustees may also correct any errors noticed by them in the account of a member subsequent to the issue of such statement.

The employer shall make necessary provisions to enable all the members see their account balances from the specified computer terminals as and when required by them.
13.16 Annual Reporter of the Administration of Fund:

The Board shall furnish to the Managing Director of the Company each year not later than a date to be fixed by him a report on the administration of the Fund during the previous Financial Year together with a copy of the Auditor’s Report.

13.17 Copies of Rules:

The Board shall supply to each employee of the Company on becoming a member, a copy of these rules free of cost and shall also exhibit a copy of these rules on the Notice Board of the Company. Supply of further copies shall be on payment of such cost as may be prescribed, by the Board. The employer shall display on the notice board of the establishment, a copy of the rules of the funds as approved by the appropriate authority and as and when amended thereto along with a translation in the language of the majority of the employees.

13.18 Closing and winding up of Fund:

It shall be lawful for the Board of Trustees at any time on giving notice of three calendar months, in writing to all members of the fund and to the Company to wind up the fund. This shall, however, be done with the permission of Provident Fund Commissioner and the Commissioner of Income Tax. Upon winding up of the Funds, the amounts standing to the credit of the members in Provident Fund shall be dealt with according to the directions of Provident Fund Commissioner.

On closure of the company or liquidation or cancellation of exemption from EPF Scheme 1952, the depository participant shall transfer the investments obtained in the name of the Trust and standing to its credit to the RPFC directly on receipt of request from the RPFC to that effect.

13.19 Distribution of Assets on Closing and Winding:

On the closing and winding of the Fund, the Trustees shall realise the assets at their disposal and shall, after liquidating all liabilities, if any, of the fund distribute the balance among the members on a prorata basis.

13.20 Inspection by Income Tax Authorities and the Provident Fund Commissioner:

The accounts of the Fund shall be open to inspection at all reasonable times, by Income Tax Authorities and the Trustees shall furnish to the Income Tax Officer such abstracts thereof as the Central Board of Direct Taxes may prescribe. Likewise, the accounts of the fund shall be open to inspection at all reasonable times by the Provident Fund Commissioner or any officer authorised by him in this behalf and the Trustees shall provide such facilities for inspection and pay such inspection charges as the Central Government may from time to time direct under clause (a) of sub-section (3) of section 17 of the Act within 15 days from the close of every month.

The Board of Trustee shall file such returns monthly/annually as may be prescribed by the Employees’ Provident Fund Organisation within the specified time-limit, failing which it will be deemed as a default and the Board of Trustees shall be liable for suitable penal action by the Employees’ Provident Fund Organisation.

13.21 Undertaking by the Board of Trustees:

i) The company and the member of the Board of Trustees, at the time of grant of exemption, shall furnish a written undertaking to the RPFC in such format as may be prescribed from time to time, inter alia, agreeing to abide by the conditions which are specified and this shall be legally binding on the company and Board of Trustees, including their successors and assignees, or such conditions as may be specified later for continuation of exemption.
ii) The company and the Board of Trustees shall also give an undertaking to transfer the funds promptly within the time limit prescribed by the concerned PRFC in the event of cancellation of exemption. This shall be legally binding on them and will make them liable for prosecution in the event of any delay in the transfer of funds.

14 Participation in Benefits:

14.1 Payment of cessation of membership:
A member of the fund shall continue to be a member of the fund until he withdraws his accumulation in full from the fund. The amount so withdrawn by him or on his behalf from the fund shall be ascertained on separate and distinct basis in the manner indicated in paragraphs 14.2 to 14.10 infra.

14.2 On the retirement from Service by the Company at any time at or after the age of Superannuation shall be paid the full amount standing to his credit in this Fund as at the date of retirement. For this purpose of this sub-rule, a member shall be deemed to have attained the age of superannuation on completing the age of 58 years or such other age as may be prescribed by the Company Rules.

14.2A On Voluntary retirement from the Company:
A member who has retired voluntarily from the services of the company as per voluntary retirement scheme of the Company as amended from time to time shall be permitted to withdraw the full amount standing to the credit in the fund as on the date of voluntary retirement.

14.3 On termination of service through ill-health:
In the event of any member being discharged permanently from service on account of permanent and total incapacity for work due to bodily or mental infirmity duly certified by the Medical Officer of the Company or as a result of his becoming permanently incapacitated owing to injury sustained while in service of the Company through no fault or carelessness or negligence on his part or if a member’s service is terminated on account of continued illness not due to his own fault, negligence or carelessness (as to which the decision of the Medical Officer nominated by the Company shall be final) he shall be entitled to the whole amount standing to the credit of his account as at the date of his discharge from service.

14.4 On migration from India:
A member may withdraw the full amount standing to his credit in the Fund immediately before migration from India for permanent settlement abroad.

14.5 On discharge due to reduction in establishment:
A member may withdraw the full amount standing to his credit in the fund on termination of service in the case of mass or individual retrenchment. A member may withdraw the full amount standing to his credit in the fund in any of the following contingencies, provided the actual payment shall be made only after completing continuous period of not less than six months immediately preceding the date which a member makes the application for withdrawal.

i) Where a factory or other establishment is closed out certain employees who are not retrenched are transferred by the company, to other factory or establishment not covered under the Employees’ Provident Fund and Miscellaneous Provisions Act, 1952.
ii) Where a member is transferred from a covered factory or other establishment to another factory or other establishment not covered under the EPF Act, but is under the Company and

iii) Where a member is discharged and is given retrenchment compensation under the Industrial Disputes Act, 1947 (14 of 1947).

14.6 **On termination of the Contract of Service:**

In the event of a member ceasing to be in the service of the Company because of the termination of his contact of service shall be entitled to the whole amount standing to the credit of his account as of the date of the termination of the contract.

14.7 **Voluntary Resignation or Retirement**

14.7.1 On the Voluntary resignation of any member from the service of the Company with its written consent and without existence of any cause justifying his dismissal, the Trustees shall pay him the full amount standing to his credit in the fund on ceasing to be an employee in any establishment to which the Act applies, provided that he has not been employed in any factory or other establishment to which the act applies, for a continuous period of not less than 2 months immediately preceding the date on which he makes the application for withdrawal.

The requirement of 2 months waiting period shall not however, apply in cases of female member resigning from the service of the establishment for the purpose of getting married.

14.8 On the death of a member whatever his length of service the Trustees shall pay the whole amount standing to the credit of the member at his death, including the Company contribution with interest thereon to the person or persons entitled to receive the same.

14.9 **On transfer to other Companies:**

In the event of a member being transferred permanently to any other organisation or Government Department the amount standing to the credit of his account in the Fund may be transferred with his concurrence to the credit of his account in the Provident Fund, if any, maintained by such other organisation or Government Department provided that the Fund of the said other organisations is recognised within the meaning of Sec.2(38) of the Income Tax Act, 1961. Thereupon the rules of such Provident Fund shall apply to the member or to such transferred amount and the rules of this Provident Fund shall cease to apply accordingly. Where a member ceases to be employed in the Company and takes up employment in any other establishment to which the Employees’ Provident Fund Act applies the balance in his account shall be transferred to the Trustees of the Provident Fund in such establishment.

14.10 When amount standing to the credit of a member becomes payable or transferable under the provision of Rule 14.1 to 14.09 it shall be the duty of the Trustees to make prompt payment after the claim notice is received. The trustees shall close the account of the member as soon as the amount is payable indicating the date on which he can take payment in cash or cheque or a cheque will be sent to him.

14.11 **Accumulations of a deceased member to whom payable:**

On the death of member before the amount standing to his credit has become payable under rule 14.8 hereof or where the amount has become payable but payment has not been made:

i) If a nomination made by the member in accordance with rule 9 subsists, the amount standing to his credit in the Fund or that part thereof to which the nomination relates shall become payable to his nominees in accordance with such nominations or
ii) If no nomination subsists or if the nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall become payable to the members of his family in equal shares, provided that no shares shall be payable to:

a) Sons who have attained majority.
b) Sons of deceased son who have attained majority.
c) Married daughter whose husband is alive.
d) Married daughters of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in clause (a), (b), (c) and (d) provided further that the widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had not attained the age of majority at the time of the member’s death.

iii) In any case to which the provisions clause (i) and (ii) do not apply the whole amount shall be payable to the person legally entitled to it under the provisions of Employees’ Provident Fund Scheme, 1952 as amended from time to time.

EXPLANATION:

For the purpose of this paragraph a member’s posthumous child, if born alive shall be treated in the same way as a surviving child born before the member’s death.

iv) The amount of PF accumulations standing to the credit of a deceased member shall be paid to his nominee(s)/legal heir(s) under sub-rules (i) to (iii) on production of valid Estate Duty Clearance Certificate from the Estate Duty Officer concerned. Provided, however the production Estate Duty Clearance Certificate shall not be insisted upon in cases where the amount payable does not exceed Rs.10,000/- and the following conditions are fulfilled:

i) The claimant has submitted an affidavit stating that the property passing on the death of the deceased member does not attract Estate Duty and

ii) The claimant has submitted an Indemnity Bond, undertaking to indemnify the Board of Trustees against any liability arising on account of Estate Duty that may arise due to payment of Provident Fund accumulations without insisting upon the production of Estate Duty Clearance Certificate.

14.12 Extent of Member’s Claim:

Except as is by these rules expressly provided, no member or any persons on his behalf or in respect of his interest in the Fund shall be entitled to claim any payment of member to him or them.

A member shall not be entitled to transfer or assign any money lying to his credit in the Fund. No such transfer or assignment shall be deemed valid and the Trustees shall not be bound to recognise the said transfer or assignment.

The amount standing to the credit of any member in the fund shall not be liable to attachment under any decree or order of any court in respect of any debt or liability incurred by the member. Any amount standing to the credit of a member in the fund at the time of his death and payable to his nominee under the rules of the fund shall, subject to any deduction authorised by the said rules, vest in the nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the member.
14.12.1. Mode of Payment:

The payment may be made, in the option of the person to whom payment is to be made, (i) by postal money order, or (ii) by deposit in the payee’s bank account in any Scheduled Bank or Co-operative Bank (including the Urban Co-operative Banks) or any post office or (iii) by deposit in the payee’s name the whole or part of the amount in the form of annuity term deposits scheme in any Nationalised Bank, or (iv) through the employer.

All the claims for withdrawals, advances and transfer should be settled expeditiously, within the maximum time frame prescribed by the Employees’ Provident Fund Organisation.

14.13 Certificate of balance due to a member:

The amount payable to any member or to the nominee or representatives of any deceased member under any of the provisions of these rules shall be sufficiently ascertained and determined in accordance with these rules by a certificate under the hands of the trustees and such certificate shall be final and binding on all the parties, provided if any member, nominee or representative of a deceased member feels aggrieved, he shall have a right to appeal to the RPFC, before the certificate is made final and bind.

14.14 Forfeiture:

The money in the Forfeited contribution Account shall be spent on the following purposes:

i) Adhoc payment of Rs.30/- to the heirs of a deceased member as an aid for procuring a succession or guardianship certificate for getting Provident Fund dues if such certificate is necessary.

ii) For meeting money order commission/or remittance from the Provident Fund Trust to the outgoing members/their heirs.

iii) For declaration of the rate of interest so that it is not lower than that fixed under the Employees’ Provident Fund Schemes.

iv) Reimbursement of the cost of medical treatment in respect of a member either in part or in whole subject to a maximum of Rs.100/- per member at any time at the discretion of the Trustees.

v) Payment of sum to the nominees/heirs of a deceased member provided that the total amount including the sum proposed to be paid does not exceed Rs.1000/- (Rupees One Thousand only)

15. Withdrawals from Provident Fund:

15.1 Non refundable withdrawal:

(a) No member may be permitted to make a withdrawal of any part of the moneys for the time being standing to the credit of his account except for any of the purpose and within limit laid down in the Indian Income Tax Rules 1962, relating to recognised Provident Fund for the time being in force provided that the withdrawal for meeting expenditure on building or purchasing a house or site for a house, shall be allowed only if a member has completed at least 5 years of membership of the fund and if his own total contributions with interest thereon to his credit in fund is rupees one thousand and more, provided that withdrawal mentioned above shall be subject to the following conditions.
(b) The Board of Trustees may on an application from a member in such form as may be prescribed and subject to the conditions prescribed in the paragraph, sanction from the amount standing to the credit of the member in the fund as advance-

(i) For purchasing a dwelling house/flat in a building owned jointly with others (outright or on hire purchase basis) or for constructing a dwelling house including the acquisition of a suitable site for the purpose from the Central Government, the State Government, a Co-operative Society, an Institution, a trust, a local body or a Housing Finance Corporation (herein after referred to as the agency/agencies);

(ii) for purchasing a dwelling site for the purpose of construction of a dwelling house or a ready built dwelling house/flat from any individual, provided the said house/flat to be purchased is new and un-lived one;

OR

(iii) for the construction of dwelling house on a site owned by the member or the spouse of the member or jointly by the member and the spouse, or for completing/continuing the construction of a dwelling house already commenced by the member or the spouse on such site, or for purchase of a house/flat in the joint name of the member and spouse under clauses (i) & (ii) above.

EXPLANATION:

In this paragraph the expression Co-operative Society means society registered or deemed to be registered under the Co-operative Societies Act 1912 (2of 1912) or under any other law for the time being in force in any state relating to Co-operative Societies.

OR

(iv) The Chairman of the Trust, may on an application from a member, sanction from the amount standing to the credit of the member in the fund, an advance for the repayment, wholly or partly, or any outstanding principal and interest of a loan obtained in the name of the member or spouse of the member or jointly by the member and spouse from a State Government, Registered Co-operative Society, State Housing Board, Nationalised Bank, Public Financial Institution, Municipal Corporation or a body similar to Delhi Development Authority solely for the purpose specified in para 15(b)(i),(ii) and (iii) of the Visakhapatnam Steel Project Employees’ Provident Fund Rules. Further,

(a) the member should produce a certificate or such other document as may be prescribed by the Chairman of the Trust indicating the particulars of the member, the loan granted, the outstanding principal and interest of the loan and such other particulars as may be required.

(b) the payment of the advance under this paragraph shall be made direct to the agency on receipt of an authorisation from the member in such manner as may be specified by the Chairman of the Trust and in no event the payment shall be made to the member.

(c) (i) For the purpose of a site for construction of house thereon, the amount of withdrawal shall not exceed the members basic wages and dearness allowance for twenty four months or the member’s own share of contributions, together with the employer’s share of contributions with interest thereon or the actual cost towards the acquisition of the dwelling site whichever is the least.
(ii) For the purpose of acquisition of a ready built house/flat or for construction of a house/flat, the withdrawal shall not exceed the member’s basic wages and dearness allowance for thirty six months or the member’s own share of contribution together with the employer’s share of contribution with interest thereon or the total cost of construction, whichever is the least.

(d) (i) No advance under this paragraph shall be granted unless:

(A) the member has completed five years membership of the Fund,

(B) the member’s own share of the contributions with interest thereon in the amount standing to his credit in the Fund is not less than one thousand rupees,

(C) a declaration from the member that the dwelling site or the dwelling house/flat or the house under construction is free from encumbrances and the same is under the title of the member/or the spouse.

(ii) No advance shall be granted for purchasing a share in the joint property for constructing a house on a site owned jointly except on a site owned jointly with the spouse.

(e) Subject to the limitations specified in sub-paragraph (3)

(i) Where the advance is for the purchase of a dwelling house/flat or a dwelling site from an agency, referred to in clause (i) of sub-paragraph (b), the payment of advance shall not be made to the member, but shall be made direct to the agency, in one or more installments, as may be authorised by the member;

(ii) Where the advance is for the construction of a dwelling house, it may be sanctioned in such number of installments as Board of Trustees thinks fit;

(iii) Where the advance is for the acquisition of a dwelling site for the purpose of construction of a dwelling house thereon from any individual or any agency, the amount shall be paid in not less than two equal installments, the first installment at the time of the acquisition of dwelling site and the remaining at his request at the time construction of a dwelling house on such dwelling site.

(f) Where an advance is sanction for the construction of a dwelling house, the construction shall commence within six months of the withdrawal of the first installment and shall be completed within 12 months of the withdrawal of the final installment. Where the advance is sanctioned for the purchase of dwelling house/flat or for the acquisition, of dwelling site, the purchase or acquisition as the case may be, shall be completed within six months of the withdrawal of the amount;

Provided that this provisions shall not be applicable in case of purchase of a dwelling house/flat on hire purchase basis and in cases where a dwelling site is to be acquired or houses are to be constructed by a co-operative society on behalf of its members with a view to their allotment to the members.

(g) Except in the cases specified in sub-paragraph (h) and (h)(a) and (h)(b) no further advance shall be admissible to a member under this paragraph.

(h) An additional advance upto six months’ basic wages and dearness allowance or the member’s own share of contributions with interest thereon, in the amount standing to his credit in the fund, whichever is less, may be granted once and in one installment only, for addition, substantial alterations or improvements necessary to the dwelling house owned by the member or by the spouse or jointly by the member and the spouse;
Provident Fund Rules

Provided that the advance shall be admissible only after a period of five years from the date of completion of the dwelling house.

(ha) A further withdrawal equivalent to the amount of difference the amount of withdrawal admissible to a member under sub-paragraph (c) above as on the date of fresh application and the amount of withdrawal that was drawn by a member under this paragraph any time during 6 years preceding 03.10.1981, may be granted to such a member (i) who had availed the earlier withdrawal for purchase of a dwelling site and has now proposed to construct a dwelling house on the land so purchased or (ii) who had availed the earlier withdrawal for making initial payment towards the allotment/purchase of a house/flat from any agency as referred to in clause (b) of sub-paragraph (i) above and has now proposed to avail a withdrawal for completing the transaction to get the sole ownership of the house/flat so purchased or (iii) who had availed the earlier withdrawal for construction of a house but could not complete the construction in the time due to lack of funds.

(hb) A further withdrawal up to 12 months basic wages and dearness allowance, or member’s own share of contributions with interest thereon, whichever is the least, may be granted for addition, alteration, improvement or repair of the dwelling house owned by the member or by the spouse or jointly by the member and the spouse, after ten years of withdrawal, under sub-paragraph (h) of VSPEPF Trust Rules.

(i) —omitted—

(j) (i) If the advance granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the Fund in one lump sum within 30 days of the finalisation of the purchase, or the completion to the construction of or necessary additions, alterations or improvements, to a dwelling house, as the case may be. The amount so refunded shall be credited to the employer’s share of contributions in the member’s account in the fund, to the extent of advance granted out of the said share and the balance, if any, shall be credited to the member’s own share of contributions in his account.

(ii) In the event of the member not having been allotted a dwelling site/dwelling house/flat or in the event of cancellation of an allotment made to the member and of the refund of the amount by the agency, referred to in clause (i) of sub-paragraph (b) or in the event of the member not being able to acquire the dwelling site or house, the member shall be liable to refund to the Fund in one lump sum and in such manner as may be specified by the Board of Trustees or where so authorised by the Board of Trustees, the amount of advance remitted under this paragraph to him or, as the case may be, to the agency referred to in clause (i) of sub-paragraph (b).

The amount so refunded shall be credited to the employer’s share of contributions in the member’s account in the Fund, to the extent of advance granted out of the said share, and the balance, if any, shall be credited to the member’s own share of contributions in his account.

(k) If Board of Trustees is satisfied that the advance granted under this paragraph has been utilised for a purpose other than that for which it was granted or that the member refused to accept on allotment or to acquire a dwelling site or that the conditions of advances have not been fulfilled or that there is reasonable apprehension that they will not be fulfilled, wholly or partly, or that the excess amount will not be refunded in terms of clause (i) of sub-paragraph (j) or that the amount remitted back to the member by any agency, referred to in clause (i) of sub-paragraph
(b), will not be refunded to in terms of clause (b) of sub-paragraph (j) the Board of Trustees shall forthwith take steps to recover the amount due, with penal interest thereon at the rate of two per cent per annum from the wages of the member in such number of installments as the Board of Trustees may determine. For the purpose of such recover, the Board of Trustees may direct the employer to deduct such installment from the wages of the member, and on receipt of such directions, the employer shall deduct accordingly. The amount so deducted shall be remitted by employer to the Board of Trustees within such time and in such manner as may be specified in the direction. The amount so refunded excluding the penal interest, shall be credited to the employer’s share of contributions in the member’s account in the fund, to the extent of advance granted out of the said share, and the balance, if any, shall be credited to the member’s own share of contributions in his account. The amount of penal interest shall however, be credited to the Interest Suspense Account.

(l) Where any advance granted under this paragraph has been misused by the member, no further advance shall be granted to him under this paragraph within a period of three years from the date of grant of the said advance or till the full recovery of the amount of the said advance, with penal interest thereon, whichever is later.

(m) (i) The trust may, on an application from a member, authorise payment to him or her of a non-refundable advance/payment withdrawal from his or her provident fund account not exceeding fifty per cent of his or her own share of contribution with interest thereon, standing to his or her credit in the fund on the date of such authorisation, for his or her own marriage, the marriage of his or her daughter, son, sister or brother or for the post metrical education of his or her son or daughter.

(ii) No advance under this paragraph shall be sanctioned to a member unless:

   a) he has completed seven years’ membership of the fund; and

   b) the amount of his share of contributions with interest thereon standing to his credit in the fund is rupees one thousand or more;

(iii) Not more than three advances shall be admissible to a member for this purpose.

(n) Withdrawal within one year before retirement:- The Commissioner, or, where so authorised by the Commissioner, any officer subordinate to him, may, on an application from a member in such form as may be prescribed, permit withdrawal of up to 90% of the amount standing at his credit, at any time after attainment of the age of 54 years by the member or within one year before his actual retirement on superannuation which ever is later.

15.2 Refundable Withdrawals:

Circumstances in which withdrawals may be permitted:

Withdrawals by members may be allowed by the Trustees of the Fund in the following circumstances:

(a) to pay expenses incurred in connection with the illness of the member or a member of his family;

(b) to meet the cost of higher education including where necessary the traveling expenses of any child of the member actually dependent on him in the following circumstances:

   (i) education outside India for academic, technical or specialised course in India beyond the High School stage, provided the course of study is for not less than three years.
(c) to pay for the cost of passage to a place out of India of a member or any member of his family.

(d) to meet expenses in connection with funeral or religious ceremonies and in connection with the marriage of the member or in connection with the marriage of any of the individuals belonging to the Member’s family.

(e) to meet the cost of legal proceedings instituted by a member for vindicating his position in regard to any allegation made against him in respect of any act done by him in the discharge of his official duty or to meet the cost of his defence when he is prosecuted by the Company in any court of law in respect of any official mis-conduct on his part provided that the withdrawal under this clause shall not be admissible to a member who instituted legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against the company in respect of any conditions of service or penalty imposed on him.

15.3 Conditions for withdrawals for various purposes:

(a) The withdrawal in connection with expenses on marriage as specified in clause (d) of sub-rule (2) shall not exceed ‘Ten months’* pay of the total of the accumulation of the member’s exempted contribution and exempted interest thereon lying to the credit of the member, whichever is less.

(b) The withdrawal for the purpose specified in clause (c) of sub rule (2) shall not exceed three months pay or ₹500/- whichever is greater but shall in no case exceed half the amount to the credit of the member.

(c) The withdrawal for any other purpose referred to in sub-rule (2) shall not exceed ‘Eight months’* pay or the total of the accumulation of the member’s exempted contribution and exempted interest thereon lying to the credit of the member, whichever is less.

15.4 Second withdrawal:

A second refundable withdrawal shall be permitted only after the first advance is fully repaid.

15.5 Repayment of amount withdrawn:

Where a refundable withdrawal is allowed in connection with marriage as specified in clause (d) of sub-rule (2) the amount withdrawn shall be repaid in not more than 64 (sixty four) equal monthly installments. Where withdrawal is allowed for any other purpose, the amount withdrawn shall be repaid in not more than 40 (forty) equal monthly installments.

15.6 Recovery of interest on Refundable withdrawals:

In respect of withdrawals referred to in Rule 15.2 interest shall be paid in accordance with the following tables:

Where the amount is repaid in not more than 12 monthly installments. One additional installment of four percent on the amount withdrawn. Where the amount is repaid in more than 12 but not more than 24 monthly installments. Two additional installments of four percent on the amount withdrawn. Where the amount is more than 24 but not more than repaid in36 monthly installments. Three additional installments of four percent on the amount withdrawn. Where the amount is repaid in more than 36 but not more than 48 monthly installments. Four additional installments of four percent on the amount withdrawn. Where the amount is refunded under clause (vii) sub-rule (2) of 69. Four percent of the amount which is refundable.

*Amended Vide HR Policy Circular No.01/15 dated.10.02.2015
Provided that at the discretion of the trustees of the fund interest may be recovered on the amount aforesaid or the balance thereof outstanding from time to time at one percent above the rate which is payable for the time being on the balance in the fund at the credit of the employees.

The employer shall deduct the instalments aforesaid from the employees’ salary, and pay them to the trustees of the fund. These deductions shall commence from the second monthly payment of salary made after the withdrawal of, in the case of an employee on leave without pay, from the second monthly payment of salary made after his return to duty.

15.7 The company shall deduct the installments aforesaid from the member’s salary and pay them to the trustees of the Fund. These deductions shall commence from the second monthly payment of salary made after withdrawal or in the case of a member on leave without pay, from the second monthly payment of the salary made after his return to duty.

15.8\(^1\) to pay premia on policies of insurance on the life of the employee provided that the policy is assigned to the trustees of the fund or at their discretion deposited with them and that the receipt granted by the insurance company for the premia and from time to time handed over to the trustees for inspection by the Income Tax Officer.’

16. **Family Pension Scheme & EDLI:**

The employees family pension scheme and Employee Deposit Linked Insurance Scheme as framed by the Central government under the Employees Provident Fund and Miscellaneous Provisions Act, 1952, shall be applicable to all members of the Fund to whom the above said Act is applicable.

17. In case of any change of legal status of the company which has been granted exemption, as a result of merger, demerger, acquisition, sale, amalgamation, formation of a subsidiary, whether wholly owned or not, etc., the exemption granted shall stand revoked and the company should promptly report the matter to the RPFC concerned for grant of fresh exemption.

18. In case, there are more than one unit/establishment participating in the common Provident Fund Trust which has been granted exemption, all the trustees shall be jointly and separately liable/responsible for any default committed by any of the trustees/ company of any of the participating units and the RPFC shall take suitable legal action against all the trustees of the common Provident Fund Trust.

19. **Notwithstanding anything contained in these regulations:**

(a) If any benefit admissible under the provisions of these rules is less beneficial than the benefits admissible under the provisions of the EPF Scheme 1952, or

(b) If any of the Provisions of these rules are in conflict with the provisions of EPF Scheme 1952 then the provisions of EPF Scheme shall prevail to the extent to which the provisions of these rules are less beneficial or are in conflict with the provisions of the EPF Scheme, 1952.

20. The VSP EPF Trust Rules covers the new insertion of para No.83 on International Workers in the Employee Provident Fund Scheme 1952 by Govt of India, New Delhi vide its Gazette Notification No. G.S.R.706 (E) dated 01.10.2008(appendix-1)

PROCEDURE FOR FINAL SETTLEMENT OF DUES OF RETIRING EMPLOYEES

1.0 OBJECTIVE
2.0 SCOPE
3.0 PROCEDURE
4.0 CALCULATION OF FINAL DUES
5.0 METHOD OF PAYMENT
6.0 PAYMENT OF DUES
7.0 MODIFICATION AND AMENDMENTS

ANNEXURE I: INTER-OFFICE MEMO - NO DEMAND CERTIFICATE
PROCEDURE FOR FINAL SETTLEMENT OF DUES OF RETIRING EMPLOYEES*

1.0 OBJECTIVE:

1.1 To process, settle and pay the dues to a retiring employee on the day of his/her superannuation.

2.0 SCOPE:

2.1 This procedure shall cover all regular employees of the Company.

3.0 PROCEDURE:

3.1 Systems Department shall furnish to the Personnel Department three months in advance, in the first week of every month, a list of employees who are due to retire (i.e. three months before the actual date of retirement).

3.2 The Personnel Department shall, on receipt of the list of retiring employees from Systems Department, immediately initiate action for final settlement of the dues of the retiring employees by:

   a. Calling for 'No Demand Certificate' from concerned department by way of Circular as per proforma at Annexure-I;

   b. Obtaining clearance from the Vigilance Department;

   c. Issuing the necessary Office Order related to the superannuated employee;

   d. Collecting application from the retiring employee for the settlement of dues i.e.:

      i. Gratuity

      ii. Provident Fund

      iii. Family Pension

      iv. Leave Encashment

      v. TA for the place of settlement

      vi. Any other dues.

3.2.1 Reference to Vigilance Department for clearance shall be particularly with regard to the following aspects:

   a. Whether any disciplinary action/proceedings are pending or are contemplated against the employee.

   b. Whether as a result of departmental proceedings/criminal case instituted against the retiring employee, any deductions or with-holding of any of his dues is called for; and

   c. Whether the retiring employee’s mis-conduct has caused any loss to the company.

3.3 The Department concerned shall furnish the details of the Demand/No Demand Certificate within 30 days from the date of receipt of the Circular. Failure to respond within the prescribed time limit shall be construed that there is nothing outstanding against the retiring employee and the Personnel Department shall proceed to settle the final accounts of the retiring employee. If, at a later date, it is found that there are dues recoverable from the ex-employee, it shall be the responsibility of the concerned department to recover the dues from the ex-employee or to get the approval of Competent Authority for write-off of such dues, if not recovered.

* Approved by Chairman-cum-Managing Director on 11.12.87. Introduced vide Personnel Policy Circular No.20/87 dated 15.12.87.
3.4 An employee who happens to proceed on tour after the initiation of final settlement proceedings shall normally not be allowed to draw any advance at the touring station. If, however, in exigencies of circumstances, advance if allowed, shall be promptly intimated to the Pay Section of Finance & Accounts Department for further necessary action.

3.5 The Company shall, however, retain an amount of Rs. 1,000/- for any dues likely to arise on account of utilization of the facilities like Telephone/Telex, Company’s vehicles, guest houses etc., for private purposes during the period intervening the date of No Demand Certificate and the date of release. This amount shall be released after it is ascertained that there are no dues pending against the ex-employee, whatsoever, in any case not later than 30 days from the date of release.

3.6 Where a retiring employee is in occupation of Company’s house or Company’s leased accommodation, the Estate Department shall issue 'No Demand Certificate' immediately after the vacation of the Company’s accommodation by the employee.

3.7 If, on intimation received from the Vigilance Department, that the retiring employee is involved in a vigilance case/criminal proceedings, the matter shall be put-up to the concerned Head of the Department. The Head of the Department in consultation with the Vigilance Department shall examine and recommend with-holding or otherwise of the final dues.

4.0 CALCULATION OF FINAL DUES:

4.1 Within 7 days of obtaining clearance from the Vigilance Department and Demand/No Demand Certificate from the Departments concerned, Personnel Department shall forward the applications for settlement of the final dues referred to in para 3.2 (c) duly verified along with a consolidated Demand/No Demand Certificate to the Pay & PF section of Finance Department for settlement.

4.2 The Pay Section shall settle the accounts to the retiring employee on the date of superannuation through National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS).

5.0 METHOD OF PAYMENT:

5.1 The Final dues shall be released after retaining Rs. 1,000/- under Clause 3.5 on the following lines:

a. Where an employee is NOT in occupation of a Company Quarter/Company leased accommodation and clearance has been obtained from Vigilance, full payment shall be made on the day of superannuation.

b. Where an employee is in occupation of a Company quarter/Company leased accommodation and clearance from Vigilance is obtained, only the Provident Fund due to the employee shall be released on the day of superannuation. Estate department will issue Demand/No Demand Certificate within 6 (Six) days from the date of vacation of the house. All other dues shall be paid within 10 days from the date of receipt of Demand/No Demand Certificate from Estate Department, after the employee vacates such Company accommodation.
NOTE:

a* The under mentioned amounts indicated against each type of quarter would be retained for recover of Estate Dues from the amount payable at the time of final settlement in cases of retirement / death. On vacation of quarters, after adjusting the amount payable towards estate dues the remaining amount will be released to the employee / bereaved family.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Type of Quarter</th>
<th>Amount to be retained towards Estate Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>A or B</td>
<td>Rs. 15,000/-</td>
</tr>
<tr>
<td>02</td>
<td>C</td>
<td>Rs. 30,000/-</td>
</tr>
<tr>
<td>03</td>
<td>C – D</td>
<td>Rs. 40,000/-</td>
</tr>
<tr>
<td>04</td>
<td>D</td>
<td>Rs. 45,000/-</td>
</tr>
<tr>
<td>05</td>
<td>GM / ED Bungalow</td>
<td>Rs. 50,000/-</td>
</tr>
</tbody>
</table>

b. In case the amount under TA and Leave encashment works out to be less than the amount mentioned against each type of quarter at Column-3, the quarter can be allowed to be retained only up to 2 months from the date of separation as provided under the existing rules. In deserving cases the quarter can be allowed to be retained beyond 2 months and to a maximum of six months if the differential of security amount, i.e., as indicated at Column-3 above against each quarter, the amount under the head "TA and Leave encashment" is deposited with the Company to be refunded on vacation of the quarter.

c. The amount of PF and Gratuity will be settled within the prescribed time limit under the relevant Act.

d. In case of resignations/ dismissal/ removal, the final settlement of dues will be made only after vacation of company quarter, except PF and Gratuity.

e. In cases where final settlement of dues is withheld due to non receipt of Vigilance clearance, the amount of PF and Gratuity will be released and all other dues will be paid only after their receipt of Vigilance clearance.

6.0 PAYMENT OF DUES:

6.1 The respective sections of RINL such as Pay Section, VSP Employees Provident Fund Trust, VSP Employees Gratuity Trust etc., shall furnish the details of settlement indicating the amounts in respect of Provident Fund, Gratuity, Leave Encashment and recoveries etc., in a suitable covering letter and shall handover the same to the superannuating employee on the date of superannuation.

7.0 The above procedure shall come into force with effect from 1st January 1988. The Management reserves the right to amend, modify or withdraw these rules and procedure at any time without any notice.

* * * * * *

* Clarified vide Personnel Policy Circular No.2/97 dated 10.2.97.
From: Personnel Executive of Executive Esst./Non-executive Esst.

To: Concerned Executives in the following Departments

1. Concerned HoD
2. Stores
3. Medical
4. Admin.
5. Town Admin.
7. Corporate Communications
8. Safety
9. Library
10. CISF
11. Outstation Offices
12. VSPEC Thrift & Credit Society Ltd.
13. VSPEC Co-operative Stores Ltd.

No. Date

Sub: FINAL SETTLEMENT OF DUES ON SUPERANNUATION - NO DEMAND CERTIFICATE.

The following employee(s) of VSP is/are due for superannuation on the dates mentioned against his/their names:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; Emp.No.</th>
<th>Design. &amp; Deptt.</th>
<th>Date of Superannuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You are requested to intimate any dues/articles outstanding against the above employees, separately in each case, immediately to the undersigned. If there are no dues a "NIL" Certificate may please be issued.

In case no communication is received within a period of 30 days from the date of issue, it will be presumed that no dues/articles are outstanding against the employees concerned from your department and further action will be taken for the final settlement of their dues. If it is observed later that there are dues from the employee it will be the responsibility of the department concerned to realize or obtain the write-off sanction for the same.

Concerned Personnel Executive of Executive Esst./Non-Executive Esst.
RINL EMPLOYEES SUPERANNUATION BENEFIT FUND RULES

1.0 DEFINITIONS
2.0 EFFECTIVE DATE OF THE FUND
3.0 THE FUND CONSIST OF
4.0 BOARD OF TRUSTEES
5.0 INTIMATION FROM THE COMPANY REGARDING ADMISSION, RETIREMENT, RESIGNATION, ETC.
6.0 TRUSTEE’S LIABILITY
7.0 ACCOUNTS
8.0 INVESTMENT OF FUND
9.0 POWER OF MANAGING TRUSTEES FOR OPERATING THE FUND
10.0 PAYMENT OF BENEFITS
11.0 ADMISSION TO THE FUND
12.0 MEMBER TO HAVE NO LEGAL RIGHT
13.0 CONTRIBUTION TO THE FUND BY THE EMPLOYEE – EMPLOYER
14.0 INFORMATION AND ADMINISTRATION OF THE TRUST
15.0 BENEFITS
16.0 APPOINTMENT OF BENEFICIARY
17.0 TRUST IRREVOCABLE
18.0 TERMINATION OF TRUST
19.0 DISSOLUTION OF THE COMPANY
RINL EMPLOYEES SUPERANNUATION BENEFIT FUND RULES*

SECTION – I

1.0 DEFINITIONS:

In these rules, unless there is something repugnant in the subject or context:


b. "Board" means the Central Board of Direct Taxes.

c. "Beneficiary" means an employee in respect of whom superannuation benefits are payable under these Rules and shall include the employee's spouse or children or dependent(s) of such employees.

d. "Chairman" means Chairman of the Board of Trustees.


g. "Contribution" means any sum credited by or on behalf of any employee to the Fund, but does not include any sum credited as interest.

h. "Employee" means any person in the whole time employment of the Company and shall include a Director who is in whole time employment of the Company and who does not beneficially own shares in the Company carrying more than five percent of the total voting power.

i. "Employer" means RINL.

j. "Financial Year" means a period of twelve months ending on 31st March each year.

k. "Fund" means RINL Employees Superannuation Benefit Fund.

l. "Salary" means emoluments which are earned by an employee by way of basic pay and dearness allowance in accordance with the terms and conditions of his employment.

m. "Completed Year of Service" means continuous service for one year. In respect of a part year a service of six months or more will be deemed as full year's service; a service of less than six months will be deemed as 1/2 year's service.

n. "Trustees" or "Board of Trustees" shall mean the Trustees for the time being of the Fund, acting in conformity with these presents. "Managing Trustees" or "Body of Managing Trustees" shall mean the Trustees nominated in conformity with these presents.

o. "Trust" means the Trust under which this Fund is established.

p. Masculine shall include Feminine. Wherever "he, his and him" are used, the expression shall include "she and her" respectively.

Introduced vide Personnel Policy Circular No.5/96 dated 18.5.96.
q. "Family" in relation to an employee shall be deemed to consist of:

i) In case of a married employee, his spouse, his children whether married or unmarried.

ii) In case of unmarried employee, his parents.

EXPLANATION
Where the personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is lawful, such child shall be deemed to be excluded from the family of the employee.

r. "Retirement" means leaving the service by an employee otherwise than on superannuation.

s. "Superannuation", in relation to an employee, means:

i) the attainment by the employee of such age as is fixed in the contract or conditions of service as the age on the attainment of which the employee shall vacate the employment; and

ii) in any other case, the attainment by the employee of the age of 60 years.

SECTION - II

2.0 EFFECTIVE DATE OF THE FUND
These rules are intended for the purpose of governing the fund in India to be operated w.e.f. 01.11.95 as an "Approved Superannuation Fund" within the meaning of "Part-B" of the Fourth Schedule of Income Tax Act, 1961.

3.0 THE FUND CONSIST OF
The fund shall consist of the contributions as specified hereafter received by the Trustees, accumulations thereof and of securities purchased therewith and interest thereon and of any capital gains arising from the capital assets of the Fund. In addition, the Trust may also accept donations from any person/institution/company. Trustees shall have the entire custody, management and control thereof.

4.0 BOARD OF TRUSTEES
4.1 The number of Trustees shall not exceed 15 (fifteen) and a Company as defined in sub-clause (i) of subsection (i) of Section 3 of the Company's Act, 1956 shall not be appointed as a Trustee without the prior approval of the Commissioner of Income Tax.

4.2 The Recognised Union (RU), the Steel Executives Association (SEA) and the Company shall have the power to appoint Trustees in the ratio of 5 : 2 : 8 respectively. The appointments shall be made in writing. The Recognised Union, SEA and the Company shall also have the power to remove their respective nominees by giving seven days notice in writing to the Trustee at his last known address and to the continuing Trustees, and to fill up at any time any vacancy occurring on superannuation, separation, resignation, death, removal or otherwise of their respective nominees on the Board of Trustees and on the Body of Managing Trustees. So long as the number of Trustees is not less than Five and pending filling in of any vacancy, the continuing Trustees shall have the power to act. A member of the Fund may be appointed as a Trustee of the Fund.
From amongst the Trustees, a Body of Managing Trustees shall be nominated consisting of Seven members, Two from the Recognised Union, One from SEA and Four from the Company, including the Chairman and Secretary of the Trust appointed as per these rules, who shall be ex-officio members of the said Body of Managing Trustees. The Managing Trustees would be responsible to manage and run the day to day affairs of the Trust. The Body of Managing Trustees shall be vested with such powers of management of the affairs of the Trust as may be decided by a resolution of the Board of Trustees from time to time except that all matters relating to policy decisions, constitutional matters, amendment of rules, approval of the annual audited accounts and declaration of the annual rate of interest to be credited to the members accounts, shall require the approval of Board of Trustees. The Chairman and in his absence a member elected by the Trustees present will Chair the meetings of the Managing Trustees as also of the Board of Trustees as the case may be.

A Trustee may retire at any time after giving seven days notice in writing to the Chairman.

Trustee shall be resident of India. The office of a Trustee shall be vacated, if he permanently leaves India or if for reasons of illness or infirmity or mental incapacity becomes incompetent or incapable to act.

The Managing Trustees will lay down the procedure of the working of the Trust, in particular, collection of the funds, maintenance of the Plant/Unit level member wise accounts, yearly submission of periodical reports to the Board of Trustees, providing the members with the yearly accounts statement, keeping the Board of Trustees duly informed of the accounts, getting the accounts audited and attend to the queries of the members.

The Trustees may meet together for despatch of business, adjourn and otherwise regulate their meetings and proceedings as they may think fit. Five Trustees being two representatives of Recognised Union, one of SEA and two of the Company shall be the quorum for the Board of Trustees. The quorum for despatch of business by the Body of Managing Trustees if so appointed shall, however, be three consisting of one Recognised Union representative, one from SEA and one from the Company.

For every meeting of the Board of Trustees, a notice of not less than fifteen days shall be given in writing to each Trustee. For the meeting of Managing Trustees, notice not less than seven days shall be given in writing to each Managing Trustee provided that a meeting may be called at shorter notice if consent is accorded by all the Managing Trustees or Trustees as the case may be.

The Chairman of the Board of Trustees shall be appointed by the Company from amongst its nominees,. The Trustees shall have the power to appoint any Trustee to act as Secretary and the said Secretary may be vested with such powers of management of the Trust as the Trustees may from time to time in their absolute discretion determine.

Proper minutes of all meetings of Trust and Managing Trust held shall be kept by the Secretary as shall have been appointed by the Trustees or by any of the Managing Trustees so authorised by them for the purpose.

The Chairman shall preside at the meeting of the Board of Trustees or Managing Trustees as the case may be. In the absence of the Chairman the Trustees or Managing Trustees may elect one of their members present at the meeting to chair the meeting. Each Trustee present at the meeting shall be entitled to one vote on any matter arising there at and in case of equality of votes, the person chairing shall have a second or casting vote.

The decision of the majority of the Trustees at the meeting shall be the decision of the Board of Trustees/Managing Trustee as the case may be and shall be final and binding accordingly. The Board of Trustees/
managing Trustees shall be at liberty to pass a resolution without any meeting of the Trustees provided that such resolution shall be evidenced in writing and passed by majority after being circulated.

4.13 All correspondence in relation to the operation of the Trust may be conducted by the Chairman or by the Secretary or by a Trustee authorised in that behalf by the Trustees. Receipts of money received may be signed by the Chairman or by the Secretary or by a Trustee authorised by a resolution of the Trustees in that behalf.

4.14 The Chairman or the Secretary or any Trustee authorised in that behalf by a resolution of the Trustee shall sign on behalf of the member or members or beneficiaries, as the case may be, all proposals, discharges and receipts as may be required under the Rules and may also take such other steps as may be required under the Rules as may be necessary for the PROPER ADMINISTRATION OF THE TRUST. The Trustees may in their absolute discretion give authority to give a discharge, receipt or acknowledgement for moneys, due under the Annuities upon the life of the member to the member or in the event of his death to his beneficiary, as the case may be. Such authority shall be in writing duly signed by a Trustee authorised by the Trustees by a resolution in that behalf.

4.15 The Board of Trustees may by a resolution and with the consent of the Company alter, vary or amend any of the provisions of the Rules, provided that no such alteration or variation shall be inconsistent with the main object of the Trust nor shall such alteration or variation in any way prejudice the rights or interest of a member or his beneficiaries. Provided further that no such alteration or variation shall be made without the prior approval of the Commissioner of Income Tax.

4.16 The Managing Trustees shall have power to employ any person to do any legal, accountancy or other work which they may consider necessary or expedient in connection with the management of the Trust or of the assets thereof.

5.0 INTIMATION FROM THE COMPANY REGARDING ADMISSION, RETIREMENT, RESIGNATION, ETC.

Any certificate from the Director (Personnel) of the Company or his authorised representative as to the admission to membership of an employee or as to the death of any member or his retirement, resignation or dismissal from the service of the Company, or to any other relevant matter shall constitute a good and sufficient authority to the Trustees and shall be conclusive as to all facts stated therein. Every such intimation or certification shall be notified to the Trustees in writing signed by any person authorised in this behalf by the Director (Personnel) of the Company. Any such notification purporting to contain any direction or clarification as aforesaid shall be complete protection to the Trustees in respect of any matter therein referred to notwithstanding any error or lack authenticity in such notifications.

6.0 TRUSTEE’S LIABILITY

In addition to and not by way of substitution for all indemnification conferred on Trustees at common law and by statute, no Trustee shall be liable for the acts, receipts, neglects or defaults of any other Trustee or for joining in any receipt or other acting conformity, or for any loss or expense happening to the fund through the insufficiency or deficiency of title to any security in or upon which any of the moneys security or effects shall be deposited or any loss occasioned by any error of judgement on his part, or for any other loss, damage or misfortune whatever, which shall happen in relation to the execution of his duties as Trustee or in relation thereto, unless the same shall happen through his own default. The Trustee shall be entitled to be indemnified by the Trust against all proceedings, costs and expenses occasioned by any claims in connection with the trust not arising from their wilful negligence or dishonesty.
7.0 ACCOUNTS

7.1 BOOKS OF ACCOUNT

a) The accounts of the Fund shall be maintained centrally at Visakhapatnam or at such other place as may be decided by the Board of Trustees and shall contain the particulars of all financial transactions of the Fund in such form as the Trustee shall think proper to meet the requirements of the Fund and as required by law.

b) As soon as may be after the first day of April in each year, the Managing Director shall cause to be prepared a general account of the assets and liabilities of the Trust, Receipts and Payments Account, and Income & Expenditure Account, showing the receipts, payments, investments, dealings and transactions during the preceeding year terminating on the Thirty First day of March in such form as is considered suitable by the Trustees and as required by law.

c) The Board of Trustees shall appoint a firm of Chartered Accountants as Auditors who shall have access to all books, papers, vouchers, accounts and documents connected with the Trust and shall in writing report to the Trustees on the Receipts & Payments Account, the Balance Sheet and the Income and Expenditure Accounts and other relevant statements. A copy each of the aforesaid accounts duly adopted by the Managing Trustees and signed on their behalf by at least two Managing Trustees along with Auditors Report and the recommendations from the Managing Trustees as to the allocation of interest to the members account, shall be furnished to the Board of Trustees, not later than 30th September every year.

7.2 INTEREST ACCOUNT

Keeping in view the earnings of the Trust from its investments the Trustees shall declare every year the date at which the interest shall be credited to the members accounts. The total interest realised and/or accrued on investments shall be credited to an account called `Interest Account’. The interest allowed to the members shall be debited to the `Interest Account’. The balance in this account at the close of the year shall be utilised for distribution to the members in the subsequent year.

7.3 SURPLUS ACCOUNT

Any unclaimed sum lying in the fund for more than four years, all profits made on sale or redemption of investments and balance if any in the Interest Account shall be credited to the Surplus Account. The amount in the Surplus Account shall be utilised at the discretion of the Trustees for any one or more of the following purposes:

i) To meet loss in or depreciation in any of the investments of the Fund.

ii) To meet any loss sustained in sale or redemption of investments.

iii) To meet deficiency if any, in the Interest Account for the purpose of declaration of a rate of interest for any year for credit to the members account.

iv) To augment the balance standing to the credit of the members.

v) For the welfare of the members of the Fund as may be decided by the Trustees.
7.4 **MEMBERS ACCOUNTS**

The account of each member shall be made up on the 31st day of March every year which shall disclose his contributions and interest credited. The Managing Trustees shall furnish to each of the members a statement of account as on the last day of the previous financial year. If a member ceases to be in the service of the employer during the financial year due to retirement, death or otherwise, his account shall be made up on such date of cessation of service and interest shall be credited to the account till such date at the rate applied in the immediately preceding financial year.

8.0 **INVESTMENT OF FUND**

All moneys contributed to the Fund or received or accruing by way of interest or otherwise to the Fund shall, within a reasonable time from the date of contribution, receipt or accrual, as the case may be:

a) be deposited in a Post Office Savings Bank Account or in a Current/Saving Account to be opened for the purpose in the State Bank of India or in a Scheduled Bank.

b) be utilised in accordance with the Rule 10 i.e. for payments of benefit under this Scheme; and

c) To the extent such moneys are not so deposited or utilised shall be invested by the Trustees in Govt. Securities, Central Govt. Special Deposit Scheme or in Bonds or Securities issued by Public Financial Institutions or a Public Sector Company or Public Sector Bank or in accordance with the instructions issued by the Central Govt. from time to time under the provisions of the Act and Rules framed there under with powers for the Trustees in their discretion from time to time to sell, vary or transpose such investments or for other purposes of like nature.

9.0 **POWER OF MANAGING TRUSTEES FOR OPERATING THE FUND**

The Board of Trustees shall have the power at any time and from time to time sell, vary, transfer, transpose or change any investment forming part of the Fund into or for others of the nature hereby authorised. To carry out the requirements of these Rules, the Managing Trustees shall be vested with all necessary powers by which they can open and operate with signature of jointly by any two of the Trustees (at least one representing the Company), the account of the Fund with any Scheduled Bank or Post Office Savings Bank and to give authority to the Bank for investments in the manner prescribed under Rule 85 read with Sub-Rule 2 of Rule 67 of Income Tax Rules, 1962 of the Fund money and collection of the interest thereto. For the purpose of operating the Bank accounts by any two of the Managing Trustees, as mentioned above, the Board of Trustees shall authorise the Managing Trustees as the authorised Signatories.

10.0 **PAYMENT OF BENEFITS**

For the purpose of payment of benefits to the beneficiaries, annuities from approved agencies as provided in the Act, shall be purchased in favour of the beneficiaries. All such annuities shall be payable only in India.

11.0 **ADMISSION TO THE FUND**

i) All regular employees who were on the rolls of the Company as on 1st November, 1995 and have contributed a deduction of 2% of their salaries from that date for the purpose of creation of this Fund and those who have joined the Company thereafter, and have contributed such
deductions from their salaries shall be deemed to be the members of this Fund, except however, the employees who have withdrawn or who may withdraw their consent and take refund within the time as may be specified for the purpose before transfer of the past deduction to the Trust.

ii) All regular employees who were on the rolls of the Company on the 1st November, 1995 and the employees who would join thereafter and would contribute such deductions from their salaries shall be admitted to the benefits of this Fund upon its constitution.

iii) Employees who join the Company from other Public Sector Undertakings like SAIL, etc. and who were members of a similar Employees Superannuation Benefit Scheme in such organisation shall have option to have the period of their membership in such scheme reckoned as continuous qualifying service for the purpose of computation of the Superannuation Benefit arising out of RINL Employees Superannuation Benefit Scheme, provided the amount standing to the credit of the employees as on the date of leaving the previous organisation towards Superannuation Benefit Fund is transferred and remitted to his account in the RINL Employees Superannuation Benefit Fund. Similarly, employees of RINL who joined another organisation having the similar scheme would have the option to have the amount standing to their credit as on the date of release from RINL to the Superannuation Benefit Fund of the organisation which he/she would be joining.

12.0 MEMBER TO HAVE NO LEGAL RIGHT

The membership of the Fund shall not confer any right or interest on the member or any person claiming from through or under him in the amounts standing to the credit of the member's account in the Fund or in any other money of the Fund and the member will only be entitled to such Superannuation Benefits, if any, which may be expressly payable under these Rules.

13.0 a) CONTRIBUTION TO THE FUND BY THE EMPLOYEE

Every employee who was in employment of the Company on 1st November, 1995 and joins this Fund shall contribute a sum @ 2% of his monthly salary (i.e. Basic Pay + Dearness Allowance) and in addition, the sum received by him as monthly payment towards incentive under performance linked benefit scheme from that date and every employee who joins the service of the Company after 1st November, 1995 shall make similar contribution from the date of his joining the regular service of the Company. These deductions as provided above shall be made by the Company from the salary of the members of this Fund on monthly basis.

b) CONTRIBUTION TO THE FUND BY THE EMPLOYER

i) The Company shall contribute to the Fund an amount of Rs.100/- per annum.

ii) The Company may contribute additional amount to the Fund as may be decided by the Company.

14.0 INFORMATION AND ADMINISTRATION OF THE TRUST

The Company agrees to furnish to the Trustees all information, particulars regarding the members and such other as may be in its possession as the Trustees may require for the purpose of calculation of the contribution required to be made by the Company.
15.0 BENEFITS

15.1 i) For entitlement of benefits from the Fund the minimum contribution by an employee shall be @ 2% of his salary and the sum received by him as monthly payment towards incentive under Performance Linked Benefit Scheme for Five Years.

ii) The benefits will be in the shape of annuity to be purchased out of the Fund standing to the credit of the concerned retiring /retired member of the Fund from any of the approved agencies under the Act and the members shall be given an option to select from amongst the alternatives offered by said agency. The member shall intimate to the agency through the Trustees the option exercised by him within 30 days from the date of leaving service.

15.2 Benefit shall be payable to the employee or the nominee, as the case may be :-

   a) On Superannuation;

   b) On Retirement, as defined at Clause 1.0 (r), subject to minimum prescribed period of contribution.

   c) On becoming incapacitated prior to superannuation; and

   d) On death

15.3 In case of an employee who resigns or who abandons service or loses lien on his appointment without completing Five years service with the Company, only his accumulated contributions with interest shall be refunded to him.

15.4 If a member opts out of the Fund, provided that he has contributed for the minimum prescribed period, with prior consent of the Trustees, which consent shall not unreasonably be withheld by the Trustees, his account shall be made up on such date of opting out and interest shall be credited to the account till such date at the rate applied in the immediately preceding financial year, and the account standing at his credit shall be refunded to him. The member would also be given option to receive a deferred pension commencing from the normal date of superannuation provided that he keeps the amount at his credit with the Trust even after his opting out of the scheme. The amount so kept with the Trust will earn interest on year to year basis at the rate declared by the Board of Trustees.

15.5 The Managing Trustees are empowered to arrange payment of the commuted value of the annuities as provided under the Act and its Rules.

15.6 A member entitled to benefits other than on normal date of superannuation as per Rule 15.2 shall have the following options:

   a) To receive the deferred pension commencing from the normal superannuation date, or

   b) To receive the annuity commencing immediately as may be allowed by the approved agency on his accumulated Fund.

Provided, however, in case of option (a), further contributions will stop on his ceasing to be employee of the Company, but year to year interest will be credited to his account at the rates declared by the Board of Trustees on balance to his credit till the normal date of superannuation.
16.0 APPOINTMENT OF BENEFICIARY

16.1 Every member shall appoint one or more members of his family as beneficiary/beneficiaries under the Scheme to receive the benefits provided herein in the event of his death.

16.2 If a member nominates more than one person under Sub-rule (1), he shall, in his nomination, specify the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund. Provided that in case where more than one beneficiary is nominated and in such nomination the member has failed to specify their respective shares, the beneficiaries so nominated shall share equally. If any beneficiary pre-deceases the member, the interest of such beneficiary shall terminate and be payable equally to such of the remaining beneficiaries as survive the member unless the member has made written request otherwise to the Trustees.

16.3 Where a member has a family at the time of making one or more persons belonging to his family, any nomination made by a member in favour of a person not belonging to his family shall be invalid.

16.4 If at the time of making nomination the member has no family, a nomination may be in favour of any person or persons, but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the employee may be allowed to make a fresh nomination in favour of one or more persons belonging to his family.

16.5 Every nomination to be made under this Rule shall be in writing signed by the member and attested by two witnesses and shall be according to the form given in the Appendix of the Rules and shall remain in the full force and effect until the death of beneficiary or until the same shall be revoked in writing by the member by whom the same was made and a fresh nomination is made in the manner aforesaid.

16.6 A member may from time to time or at any time without the consent of the beneficiary, if any, revoke or change the beneficiary by filing a written notice of the change with the Trustees in the prescribed form satisfactorily to the Trustees whereupon an acknowledgement of the change and the registration of the new beneficiary will be given to the member by the Trustees. The new nomination shall take effect on the date the notice was signed whether or not the member is living on the date of acknowledgement of the change without prejudice to the corporation or the Trustees on account of any payment made before the acknowledgement of the change.

16.7 If a beneficiary shall at the time of his nomination be a minor or otherwise under disability to give a legal receipt or discharge to the Trustees the member must at the time of such nomination as aforesaid appoint a person of full age who is capable of giving a legal receipt or discharge to the Trustees and to whom the benefits are to be paid for and on behalf of such beneficiary so long as such minority or disability continue.

16.8 If a member has not nominated any beneficiary, the nominee under the Provident Fund Scheme shall be deemed to be the beneficiary. In case there is no nomination under the PF Scheme or there is no legal heir or representative, the benefit shall be realised by the Trustees and credited to the `Surplus Account'.

17.0 TRUST IRREVOCABLE

Subject to Rule 5 Part-B of Schedule IV of the Act, no money belonging to the Fund shall be receivable by the Company under any circumstances nor shall the Company have any lien as charge on the Fund.
18.0 TERMINATION OF TRUST

i) The Trust hereof shall be determined at the earlier of occurrence of the following events:-

a) On the dissolution of the Company subject to the provisions of Rule 19.

b) Upon the Fund being terminated by the Trustees unanimously deciding to that effect.

ii) Upon such determination of the Trust the assets then held by the Trustees shall be transferred to the individual members to the extent of contribution and interest in respect of each member. All other moneys and investments held by the Trustees upon Trust hereof shall be realised and/or otherwise be employed for the benefit of the beneficiaries of the Fund.

19.0 DISSOLUTION OF THE COMPANY

In the event of the Company being dissolved, it shall, before such dissolution, make such arrangement or enter into such agreement with any person, firm or Company as the Company in its absolute and uncontrolled discretion shall deem fit for the continuance of the Trust and such person, firm or company shall enter into a deed in such form and manner as the Trustees shall require, undertaking to continue the obligations of the company under these presents and releasing the company from all further liabilities thereof, provided always that no arrangements or agreements under this Clause shall be entered into without obtaining the prior approval of the Commissioner of Income Tax.

* * * * * * *
EMPLOYEES' FAMILY BENEFIT SCHEME

1.0 OBJECTIVE
2.0 DEFINITIONS
3.0 ELIGIBILITY
4.0 EFFECTIVE DATE
5.0 BENEFIT
6.0 DEPOSIT OF THE AMOUNT (PROVIDENT FUND AND GRATUITY)
7.0 PROVISION OF MAKING GOOD THE SHORTFALL RESULTING FROM WITHDRAWALS
8.0 TERMINATION OF BENEFIT
9.0 CONDITIONS FOR BEING A BENEFICIARY UNDER THIS SCHEME
10.0 NOMINATIONS
11.0 MODALITIES
12.0 MISCELLANEOUS
13.0 REVIEW

ANNEXURE I: APPLICATION FOR ADMISSION TO EMPLOYEES' FAMILY BENEFIT SCHEME

ANNEXURE II: NOMINATION FOR EMPLOYEES' FAMILY BENEFIT SCHEME

ANNEXURE III: LIST OF INJURIES DEEMED TO RESULT IN PERMANENT TOTAL DISABLEMENT

ANNEXURE IV: APPLICATION FORM FOR DEPOSIT OF AMOUNT IN EMPLOYEES' FAMILY BENEFIT SCHEME

ANNEXURE V: THE INDUCTION POINTS FOR THE DEPENDANTS SEEKING THE OPTION FOR EMPLOYMENT

ANNEXURE VI: DEPOSIT RECEIPT
1.0 OBJECTIVE:

To provide monetary benefit to an employee on cessation of his employment on account of permanent total disablement, permanent medical unfitness and to his nominee, in case of his death while in service of the Company.

2.0 DEFINITIONS:

2.01 `Scheme' means Employee's Family Benefit Scheme of RINL.
2.02 `The Company' shall mean Rashtriya Ispat Nigam Limited, (RINL). Every authority and discretion vested in the Company shall be exercisable by the Chairman -cum-Managing Director, RINL for the purpose of this Scheme.
2.03 1(A) `Employee' shall mean any person (executive, non-unionized supervisory personnel and non-executive) in the regular scale of pay in whole time employment of the Company and who is admitted in the Scheme.

B) `Departmental Trainee' shall mean an employee who while in service of the Company is selected as Trainee for posts circulated/advertised by the Company.

2. COVERAGE:

i. The Scheme shall cover all regular employees including employees recruited through Management Trainee route in executive cadre and through Trainee route in non-executive cadre.

ii. Benefits to non-executive trainees (other than departmental trainees), will be to the extent envisaged at Cl.5A of the Scheme

2.04 `Superannuation' in relation to an employee, means the attainment by the employee of the age of superannuation as per the applicable terms of employment.

2.05 `Masculine' shall include Feminine wherever not specifically mentioned.

2.06 `Permanent Total Disablement' means disablement of permanent nature which incapacitates an employee for all work which he was capable of performing at the time of the accident, resulting in such disablement on certification by the Chief Medical Officer of the Company. Provided that permanent total disablement shall be deemed to result from every injury specified in Part-I of Annexure-III or from any combination of injuries specified in Part II thereof where the aggregate percentage loss of the earning capacity, as specified in the said Part II against those injuries, amounts to one hundred per cent or more.

2.07 Permanent medical unfitness' means medical unfitness of permanent nature which disqualifies an employee from continuing in employment in the Company in accordance with the Medical standards laid down by the Company for the purpose and as certified by the Standing Medical Board, consisting of the following:

I. Head of the Medical Department- Chairman
II. Head of ‘Medicine’ Discipline- Member
III. Head of ‘Orthopaedic’ Discipline- Member
IV. Any other doctor(s) from other discipline(s) such as psychiatric, ophthalmology, general surgery etc. depending on the nature of disability or infirmity of the referred employee as and when required, as co-opted by the Chairman.

In case of non-availability of the Head of Medicine/orthopaedic discipline during long leave, tours etc., the next senior most doctor available in the respective discipline will be nominated by the Head of Medical Department.

Introduced vide PP Circular No. 15/96, dtd. 27.09.96.
Amended vide Office Order No. HR/RR/8(08)/87, dt.05.05.2016
Amended vide HR Policy Circular No.08/16 dt.01.09.2016, effective w.e.f.14.08.2016
2.08 'Notional PROVIDENT FUND' would consist of the employee's own contribution over the period of his service, interest accrued thereon and employer's matching contribution, interest accrued thereon (i.e., as if there had not been any temporary/permanent withdrawal over the period of his service), but will not include any voluntary contributions made by the employee and the interest accrued thereon.

Provided further that transfer of contribution or part thereof if any to the 'Employees' Pension Scheme-1995' introduced by the Government under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 or any other such Scheme shall be treated as a withdrawal by the employee for the purpose of this Scheme.

2.09 'Nominee' is the person whom the employee nominates to receive the benefit envisaged in the Scheme in the event of his/her death.

2.10 'Benefit' means the monthly payments made to the nominee/ex-employee as per the Scheme.

2.11 'The Amount' means the amount equivalent to Notional Provident Fund and Gratuity received by the employee or his nominee as the case may be, consequent on separation of the employee from the Company.

3.0 ELIGIBILITY:

Employees, who die while in service or suffer permanent total disablement/permanent medical unfitness, will be eligible for the benefit under the Scheme, as prescribed.

NOTE:
Wherever employment has been provided to one of the direct dependants of the deceased employee, in pursuance of any agreement or on compassionate grounds, the benefit under the Scheme will not be extended to them. Wherever, benefit has already been extended, the same will be discontinued with effect from the date the direct dependent joins the Company on appointment.

4.0 EFFECTIVE DATE:

On notification by RINL Office, this Scheme would be effective from 1.8.1995. In cases of death/permanent total disablement/permanent medical unfitness which have occurred from 1.8.95 till the Scheme is notified, a period of six months from the date the Scheme is notified, will be allowed to the nominee/employee as the case may be to deposit the amounts, as mentioned in Clause 5.0, in case he/she opts for the scheme. This is one time opportunity to cover the past cases, and therefore, if option is not exercised then such cases would not be eligible thereafter to receive the benefit under the scheme.

5.0 BENEFIT:

On the separation of an employee from the service of the Company on account of death/permanent total disablement/permanent medical unfitness, his nominee/the employee, as the case may be, on depositing with the Company the amount equivalent to the notional Provident Fund and Gratuity of the employee, would be entitled to monthly payment equivalent to his basic plus DA last drawn. Such monthly payment shall commence from the month of deposit and shall continue till the normal date on which the employee concerned would have attained the age of superannuation, had the employee been in the service of the Company.

Employees' Family Benefit Scheme
Note: In case the amount equivalent to notional Provident Fund and Gratuity is deposited within 90 days* from the date of death/permanent total disablement/permanent medical unfitness of the employee, such monthly payment shall commence from the day following the date of death/permanent total disablement/permanent medical unfitness of the employee.

In case of:

i) Employees who have effected temporary/permanent withdrawals from the Provident Fund,

AND/OR

ii) Who may like to retain part of the funds out of the amount equivalent to the notional Provident Fund and/or Gratuity to meet their family commitments, the monthly payments in the above cases will be reduced in the same proportion, which the shortfall in the Fund deposited at the time of separation on account of death/permanent total disablement/permanent medical unfitness of employee bears to the aggregate of Gratuity and the notional Provident Fund which would have accrued had the withdrawal not been made.

For example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gratuity Amount Due</td>
<td>Rs.1,00,000/-</td>
</tr>
<tr>
<td>Notional Provident Fund, had the temporary/</td>
<td>Rs.2,00,000/-</td>
</tr>
<tr>
<td>permanent withdrawal not been made</td>
<td>--------------</td>
</tr>
<tr>
<td>Total</td>
<td>Rs.3,00,000/-</td>
</tr>
<tr>
<td>Actual Provident Fund at the time of separation</td>
<td>Rs.150,000/-</td>
</tr>
<tr>
<td>Provident Fund and Gratuity deposited with the Company</td>
<td>Rs.2,32,000/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of monthly payment as a percentage of last Basic Pay + DA</td>
<td>2,32,000 x 100</td>
</tr>
<tr>
<td></td>
<td>3,00,000</td>
</tr>
<tr>
<td></td>
<td>= 77.33%</td>
</tr>
</tbody>
</table>

NOTE:

In the above example it is presumed that the employee had already withdrawn a sum of Rs.50,000/- from his Provident Fund and he/his nominees further wanted to retain the sum of Rs.18,000/- from the accumulated funds from the said sources.

The benefit under the Scheme will be admissible from the date of separation of the employee. The payment, however, to the employee/nominee shall start from the date of deposit of the amount as stated in the above clause.

Amended vide Personnel Policy Circular No.3/2007(PL/RR/8(8)/2007/254 dated 07.03.07.

Amended vide HRPC no.04/17 dt.01.03.2017
5A □ (a) In case of a death or permanent total disablement of a trainee (other than departmental candidate) in a non-executive cadre, arising out of and in course of employment, instead of payment of the stipend amount last drawn, his/her beneficiary may be paid monthly payment equivalent to the Basic Pay at the minimum of the scale in which he would have been absorbed on successful completion of training along with corresponding DA thereon, as applicable on date of separation of the trainee from the service of the Company on account of death / permanent total disablement. Such monthly payment would continue till the notional date of superannuation of the employee.

(b) In case of a death or permanent total disablement of a trainee (other than departmental candidate) in a non-executive cadre, not covered under clause (a) mentioned above, his nominee/the trainee employee, as the case may be, would be entitled to monthly payment equivalent to the last drawn stipend amount only. Such monthly payment would continue till the notional date of superannuation of the employee.

5.1 In case of death/permanent total disablement of the employee while in service, the dependants of such employee will have the following options to choose:

1 a) □ □ □ Death or Permanent Total Disablement arising out of and in course of employment while on duty/Death or Permanent Disablement arising out of accidents while coming to duty or going back from duty within one hour before or after the end of the shift on normal route of journey between the place of work and normal residence:

   i) One of the dependants (wife/husband, son, unmarried daughter) may opt for employment and he/she may be considered for regular employment to any of the posts mentioned in the Annexure-V depending on age, qualifications, experience etc. The dependants who are not otherwise qualified to be inducted at higher intake points may be provided regular employment in S-1 Grade.

   OR

   ii) The dependant may opt for monthly payment equivalent to last pay (Basic+DA) drawn till the notional date of superannuation of the deceased employee without requiring to deposit with the Company the amount equivalent to Notional Provident Fund & Gratuity.

   OR

   iii) The dependant may opt for a lumpsum one time amount equivalent to (ii) above at a discount rate of 20% per annum without depositing the amount equivalent to Notional Provident Fund and Gratuity amounts with the Company.

Note: □ □ □

In case none of the dependants is eligible to exercise the option of employment, the dependant will be allowed the option under Clause (a)(ii). On attaining the eligible age of employment, the dependent will be given the option to opt out from the benefit of availing monthly payment under Clause - a(ii) and exercise the option for employment under clause -a(i), subject to the condition that the option is exercised within one year from the date of attaining the eligible age of employment.

□ Amended vide HR Policy Circular No.08/16 dt.01.09.2016
□□ Amended vide PP Circular No.1/99, dated 09.01.99.
□□□ Incorporated vide PP Circular No.14/97, dated 05.08.97
2. In addition to the above, the following benefits will also be available to the dependants.

i) Children of the deceased/permanently disabled will be allowed to continue in the schools running under the aegis of VSP. The school fee to be charged from the children of such employees will be at the same rate as applicable to serving employees of VSP. However, no reimbursement of school fee will be made.

ii) Dependent family members will be entitled to treatment in Company run hospitals. No reimbursement of medical expenses, in case of treatment outside, will be given.

6.0 DEPOSIT OF THE AMOUNT (EQUIVALENT TO NOTIONAL PROVIDENT FUND AND GRATUITY):

6.01 Employee/Nominee shall deposit the amount as mentioned at para 5.0 in one lumpsum with the Company within a maximum period of twelve months from the date of permanent total disablement/permanent medical unfitness/death.

The Employees or their Nominees, as the cases may be for the cases of separation on or after 1.8.95 and before the date of notification of the Scheme would be allowed to deposit the amount within a maximum period of six months from the date of notification of the Scheme.

7.0 PROVISION OF MAKING GOOD THE SHORTFALL RESULTING FROM WITHDRAWALS:

Employee/Nominee, have the option of making good the shortfall bearing to the total amounts mentioned at para 6.0 by depositing the difference to get full benefit under the scheme, as one option at the time of volunteering for this scheme. The benefit under the scheme arising out of deposit of shortfall will commence from the month immediately succeeding the month of deposit of such shortfall.

8.0 TERMINATION OF BENEFIT:

8.01 On the normal date of superannuation of the separated employee, the monthly payments under this scheme would cease and the amount deposited with the Company under this scheme would be refunded to the employee or his/her nominee, as the case may be. Under the Scheme, no interest on the amount deposited with the Company will be admissible for the period of deposit.

8.02 If the employee/nominee desires to permanently withdraw the amount deposited with the Company under the scheme at any point of time, he/she will be allowed to do so. In such cases the employees/nominee would be entitled to receive the benefit upto the end of month immediately preceding month of withdrawal and also would not be entitled to any other benefit, whatsoever. No partial withdrawal of the amount deposited with the Company would be allowed.

9.0 CONDITIONS FOR BEING A BENEFICIARY UNDER THIS SCHEME:

9.01 The Scheme is voluntary. Employees opting for the Scheme are required to submit their application in the format given at Annexure-I.

9.02 The employee/nominee will be eligible for the benefits under this scheme only if amounts are deposited with the Company within a maximum period of twelve months from the date of permanent medical unfitness/permanent total disablement/death. Otherwise, he/she will not be eligible to become a member subsequently to receive benefit under this scheme.

□ Amended vide PP Circular No.5/2000 dated 02.06.2000. Modifications are w.e.f. 23.05.2000.
□ Amended vide PP Circular No.5/2000, dated 02.06.2000, w.e.f. 23.05.2000.
9.03 The employee/nominee will be eligible to get the benefit under this scheme only after:

a) the loans/advances taken by the employee from the Company and other dues, if any, to the Company, have been repaid by the employee/nominee in full. However, the Company may at its discretion, allow the amount due to the Company on account of loan/advances etc., availed by the separated employee, to be deducted in monthly instalments from the payments to be made under this scheme, subject to the condition that such recovery does not exceed 50% of the monthly payments due to the employee/nominee.

b) Vacation of Company's Quarters.

10.0 NOMINATIONS:

10.01 All employees opting for the scheme will be required to make their nominations for receiving the benefits under the scheme in case of their death in the format given at Annexure-II.

10.02 The person nominated to receive the benefit under this scheme shall be one or more of the nominees under the PROVIDENT FUND Rules. If an employee nominates more than one person, he/she shall, in his/her nomination, specify the amount or share payable to each of the nominee in such a manner as to cover the whole amount payable per month.

10.03 An employee separated on account of permanent total disablement/permanent medical unfitness and joining the scheme, shall himself draw the amount under the scheme notwithstanding any nomination made by him. In the event of his death prior to the normal date of superannuation, then his/her nominee shall receive the benefit under the scheme.

10.04 In the absence of nomination under the scheme, the nomination made by the employee for this purpose, of the payment of Provident Fund dues would be treated as nomination under this scheme. In case there are more than one nominee for PROVIDENT FUND purpose, the nominee for the purpose of this scheme will be decided in the following order:

1. Wife/husband, as the case may be;
2. Eldest dependent child (daughter, on marriage will cease to be the beneficiary and the benefit will pass on to the next eligible dependent child);
3. Mother.
4. Father.

10.05 In the absence of nomination for Provident Fund, the issue of nomination would be resolved as provided in Clause 10.04 above.

10.06 The nominee of the deceased employee will be required to nominate a person, in line with para 10.2 above, who will receive the benefit in the event of his/her death.

10.07 In the event of the nominee predeceasing the employee, the employee will be required to make a fresh nomination.

11.0 MODALITIES:

11.01 RINL shall administer the scheme. The records regarding nominations, applications etc., shall be maintained by the concerned Zonal HR Executive and the accounts shall be maintained in the Provident Fund Section of Finance Department.

Amended vide PP Circular No.5/2000, dated 02.06.2000, w.e.f. 23.05.2000.
11.02 *The deposits under the scheme shall be made by the employee/nominee, as the case may be, by Bank Draft/RTGS/NEFT (which would be reckoned only after its realization) along with an application in the prescribed format. The Company will issue receipt for the deposit made by the employee or his nominee, as the case may be (Annexure-VI).

11.03* The concerned Zonal HR Executive will examine the eligibility of the employee/nominee concerned and will approve and notify the amount of monthly payment and the period of payment under the scheme on the basis of data/certificates given in the application after due verification. Thereafter monthly payments shall be made by the Finance Deptt. of the Company by crediting to the Bank A/c of the employee/nominee after due deduction of tax at source, wherever applicable, latest by the 10th of the following month.

11.04 Refund of the deposit made under this scheme will be made on or after the due date by the Company on surrender and full discharge of the receipt by the concerned employee/nominee.

11.05 All payments under the scheme shall be subject to statutory provisions, as applicable from time to time.

11.06 The working of the scheme would be reviewed from time to time, by the Company.

12.0 MISCELLANEOUS:

12.01 Clarifications, on these rules and their interpretation, as and when required, shall be issued by the Rules Section of HR Deptt., Visakhapatnam Steel Plant.

12.02 In case of employees joining from other organizations, and their Provident Fund being transferred, they shall be required to declare at the time of their joining about the permanent withdrawals in the previous employments indicating the amount thereof with documentary proof.

12.03 Employees/nominees may address their grievances relating to the implementation of the scheme, if any, to the concerned Zonal HR Executive for their redressal.

12.04 Where any doubt arises as to the interpretation of these rules, it shall be referred to the HR Department for decision, whose decision would be final and binding.

12.05* Beneficiaries under EFBS will be required to submit a Certificate in the proforma as at Annexure-VII to HR-Welfare and Finance-Pay that he/she is receiving the payment regularly. This Certificate is required to be submitted once in a year from 1st of March to 15th of April.

13.0 REVIEW:

The Company retains the right to amend, review or alter the rules under the scheme at any time with the approval of Chairman-cum-Managing Director.

* * * * *

*Amended Vide HRPC No.04/17 Dt.01.03.2017
RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT

APPLICATION FOR ADMISSION TO
EMPLOYEES' FAMILY BENEFIT SCHEME

1. Name in Full :

2. Address:
   Temporary
   Permanent:

3. Sex : M/F

4. Date of Birth: DD MM YY

5. Date of joining in VSP(in regular employment): DD MM YY

6. Marks of Identification:
   i.
   ii.

7. Marital Status: Married Bachelor Spinster Widower Widow

I agree to become a member and to be bound by the rules and regulations of the scheme in force and as may from time to time be prescribed by the authorities specified in the rules.

Signature :
Name :
Employee No.:
Grade
Designation :
Department :
Date :
NOMINATION FOR EMPLOYEES’ FAMILY BENEFIT SCHEME

I hereby nominate the person mentioned below to receive the benefit under the Scheme as envisaged in the Employees’ Family Benefit Scheme of RINL as envisaged in its Rules & Regulations in the event of my death. This is in supercession of any previous nominations made by me in this regard. I am also enclosing attested photographs and appended below the signature/ LTI/ RTI of the nominee duly attested by me.

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name and address of the nominee</th>
<th>Nominee’s relationship. If any , with the member</th>
<th>Age of the Nominee</th>
<th>Contingencies happening of which the nominations shall become invalid</th>
<th>Name, address &amp; Relationship of the person, if any, on whom the right of the nominee is conferred in the event of his / her pre deceasing the member</th>
</tr>
</thead>
</table>

1. Certified that the above entries were made by me/ read out to me.
   (Signature/ LTI or RTI of the member)
   (Name of member in block letters)
   Design : Emp. No. :
   Station: Date:

2. Certified that the above entries were read out by me to the member and he/she has affixed his/ her LTI/ RTI in my presence in accordance thereof.
   Signature/ LTI/ RTI of the nominee (to be attested by the employee)
   Date: Station:

   Signature of Employee & Date:

   i) Signature of witness
   Name in full block letters:
   Designation:
   Employee No.
   Address:
   Station:
   Date:

   ii) Signature of witness
   Name in block letters:
   Designation:
   Emp. No.:
   Address:
   Station:
   Date:
### PART-I

**LIST OF INJURIES DEEMED TO RESULT IN PERMANENT TOTAL DISABLEMENT**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Percentage of Loss of earning Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Loss of both hands or amputation at higher sites</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Loss of hand and a foot</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>Double amputation through leg thigh or amputation through leg or thigh on one side and loss of other foot</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>Very severe facial disfigurement</td>
<td>100</td>
</tr>
<tr>
<td>6.</td>
<td>Absolute deafness</td>
<td>100</td>
</tr>
</tbody>
</table>

(Cont'd.....)
### PART-II

**LIST OF INJURIES DEEMED TO RESULT IN PERMANENT PARTIAL DISABLEMENT**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Percentage of loss of Earning Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amputation Cases-Upper Limbs (either arm)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Amputation through shoulder joint</td>
<td>90</td>
</tr>
<tr>
<td>2.</td>
<td>Amputation below shoulder with stump less than 8&quot; from tip acromion</td>
<td>80</td>
</tr>
<tr>
<td>3.</td>
<td>Amputation from 8&quot; from tip of acromion to less than 4.5&quot; below tip of olecranon</td>
<td>70</td>
</tr>
<tr>
<td>4.</td>
<td>Loss of a hand or of the thumb and four fingers of one hand or amputation from 4.5&quot; below up of olecranon</td>
<td>60</td>
</tr>
<tr>
<td>5.</td>
<td>Loss of thumb</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>Loss of thumb and its metacarpal bone</td>
<td>40</td>
</tr>
<tr>
<td>7.</td>
<td>Loss of four fingers of one hand</td>
<td>50</td>
</tr>
<tr>
<td>8.</td>
<td>Loss of three fingers of one hand</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>Loss of two fingers of one hand</td>
<td>20</td>
</tr>
<tr>
<td>10.</td>
<td>Loss of terminal phalanx of thumb</td>
<td>20</td>
</tr>
<tr>
<td>11.</td>
<td>Amputation of both feet resulting in end-bearing stumps</td>
<td>90</td>
</tr>
<tr>
<td>12.</td>
<td>Amputation through both feet proximal to the metatarsal phalangeal joint</td>
<td>80</td>
</tr>
<tr>
<td>13.</td>
<td>Loss of all toes of both feet through the metatarsal-phalangeal joint</td>
<td>40</td>
</tr>
<tr>
<td>14.</td>
<td>Loss of all toes of both feet proximal to the proximal inter-phalangeal joint</td>
<td>30</td>
</tr>
<tr>
<td>15.</td>
<td>Loss of all toes of both feet distal to the proximal inter-phalangeal joint</td>
<td>20</td>
</tr>
<tr>
<td>16.</td>
<td>Amputation at hip</td>
<td>90</td>
</tr>
<tr>
<td>17.</td>
<td>Amputation below hip with stump not exceeding 5&quot; in length measures from tip of great trenchant</td>
<td>80</td>
</tr>
<tr>
<td>18.</td>
<td>Amputation below hip with stump exceeding 5&quot; in length from tip of great trenchanter but not beyond middle thigh</td>
<td>70</td>
</tr>
<tr>
<td>19.</td>
<td>Amputation below middle thigh to 3-1/2&quot; below knee</td>
<td>60</td>
</tr>
<tr>
<td>20.</td>
<td>Amputation below knee with stump exceeding 3-1/2&quot; but exceeding 5&quot;</td>
<td>50</td>
</tr>
<tr>
<td>21.</td>
<td>Amputation below knee with stump exceeding 5&quot;</td>
<td>40</td>
</tr>
<tr>
<td>22.</td>
<td>Amputation of one foot resulting in end-bearing</td>
<td>30</td>
</tr>
<tr>
<td>23.</td>
<td>Amputation through one foot proximal to the metatarsal-phalangeal joint</td>
<td>30</td>
</tr>
<tr>
<td>24.</td>
<td>Loss of all toes of one foot through the metatarsal-phalangeal joint</td>
<td>20</td>
</tr>
<tr>
<td><strong>OTHER INJURIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Loss of one eye, without complications, the other being normal</td>
<td>40</td>
</tr>
<tr>
<td>26.</td>
<td>Loss of vision of one end, without complication of disfigurement of eye-ball, the other being normal</td>
<td>30</td>
</tr>
</tbody>
</table>
RASHTRIYA ISPAT NIGAM LIMITED
APPLICATION FORM FOR DEPOSIT OF AMOUNT IN EMPLOYEES' FAMILY BENEFIT SCHEME

Ref. No.
(For office use only)

Any attempt to get the benefit under the Employees' Family Benefit Scheme on the basis of false information or on forged/fake documents will entail rejection of application and even render the Employee/Nominee liable for prosecution.

Photograph of Employee or Nominee (Attested)
Attestation of Signature/Photograph to be made by any Gazetted Govt. Officer/ RINL Officer

Name of Employee:
(Surname first)
Address
for correspondence:

Permanent Address:

Employee No.
Department
Designation
Date of superannuation(separation)
Occurrence of Death/Permanent total disability
Amount received on settlement:
Provident Fund (Rs.) :
Gratuity (Rs.) :
Total (Rs.) :
Amount deposited with the Company: (Rs.)
Dear Sir,

*i. Shri/ Ms.____________________________ met with death on __________________
   The death certificate issued by________________________ in his/her case is enclosed.

*ii. I _____________________________________suffered from permanent total disablement and a
   certificate issued by empowered competent medical authority is enclosed.

In terms of the Employees' Family Benefit Scheme, I (Self/Nominee) enclose herewith an account payee
Cheque/Draft No._____________dtd.__________________ for Rs.___________________
(Rupees_________________________________________________________________)
drawn in favour of _________________________ payable at _______________ to receive the benefits
under the Scheme as per the relevant rules and regulations.

Kindly issue me a receipt for the amount deposited under the Scheme.

Thanking you,

Yours faithfully,

Signature  :
Name      :
Employee No.  :
Department  :
Date   :

*Strike off which is not applicable
(i) for nominee   (ii) for self
The induction points for the dependants seeking the option for employment will be:

(a)* For the post of Khalasi/ Attendant in S-1 Grade:

Age : Minimum age limit of 18 years. (No minimum educational qualification stipulated).

(b)* For the post of Junior Trainee:

Age : Minimum age limit of 18 years.

Qualification : Matric + ITI / Diploma in Engineering
(On successful completion of 24 months training he will be appointed in the regular grade of S-3 as Technician).

(c)* For the post of Junior Assistant (S-3):

Age : Minimum age limit of 18 years.

Qualification : Graduate in any discipline

ANNEXURE-VI

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM - 530 031
DEPOSIT RECEIPT

Receipt No.______________ Date ______________ Due Date ________________

Received from: ________________________________ (Employee/Nominee)

Address: __________________________________________________________

____________________________________________________________________

a sum of Rs.__________ (Rupees _______________________only) vide Demand Draft /Banker's Cheque/Pay
Order No. ______________ dt. __________ drawn on ________________________ Bank as deposit
under RINL Employees' Family Benefit Scheme.

This deposit receipt is valid subject to realisation of the Demand Draft/Banker's Cheque/Pay Order No.
____________________________ dt. __________ through which the depositor has rendered deposit.

for and on behalf of Rashtriya Ispat Nigam Limited/Visakhapatnam Steel Plant,

_______________________________________________________________

AUTHORISED SIGNATORY

Conditions overleaf

1. The deposit is non-transferable and non-negotiable.
2. No interest is payable on this deposit.
3. In case of death of depositor, the payment will be made to his/her nominee on production of death certificate
   and other legal documents.
4. This receipt must be sent for repayment duly discharged by the depositor or nominee at least three weeks
   before due date.
5. Change in nomination/address should be intimated.

Receipt

(To be used at the time of discharge)

Received Demand Draft/Banker's Cheque/Pay Order No. ______________ dt. _________ for Rs.
____________ (Rupees ______________________only).

Revenue Stamp
Signature of the Depositor/Nominee

Deposit Receipt incorporated vide Circular No.PL/RR/8(8)/2005/514 dated 19.07.05.
CERTIFICATE
(To be submitted in duplication)

This is to certify that I have been receiving an amount of Rs. ________ (Rupees __________________________) per month towards monthly benefit under EFBS by way of NEFT from RINL, Visakhapatnam Steel Plant Visakhapatnam for the period from ______________ to ______________ and the same was being credited to my Savings Bank A/C No.________________ of __________________________ Bank, IFSC Code________________________, __________________________ Branch

LTI/RTI/Signature of the beneficiary

Name in full: ________________________________

Relationship with Employee

______________________________________________

Membership No._______________________________

Date:________________________________________

Attested by:

Signature with date

(Seal of the Banker)

Beneficiary particulars (Database up-date purpose)
(If any address change)

Residence Address: ______________________________

Postal PIN No.: ________________________________

Mobile No.: ____________________ Landline No./Residence Ph No.: __________________

E-mail id: ____________________ Aadhar: ____________________

*Amended vide HRPC No.04/17 Dt.01.03.2017
SCHEME FOR FAREWELL TO RETIRING EMPLOYEES

1.0 OBJECTIVE

2.0 COVERAGE

3.0 FAREWELL

4.0 TENURE
SCHEME FOR FAREWELL TO RETIRING EMPLOYEES

1.0 OBJECTIVE :
1.1 Employees superannuating from the service of the Company shall be given a befitting farewell.

2.0 COVERAGE :
2.1 The scheme shall cover all regular employees of the Company.

3.0 FAREWELL :
3.1 Employees superannuating from the services of the Company shall be properly recognised.
3.2 A function will be arranged by the Company to bid farewell to the employees who retire from the services of the Company, in the following manner :
   a) In case of non - executives, the function will be organised in the concerned department. Concerned Zonal Personnel Executive will coordinate. The function will be presided over by the concerned HOD and attended by a few executives and non - executives belonging to the department, not exceeding 30 to 40.
   b) In case of executives in E-1 to E-5 grades, the function will be organised by the concerned department. The Head of the Department / Division will grace the occasion. Executive Section of Personnel Department will coordinate.
   c) In case of Executives in E-6 grade and above, the farewell function will be organised in the Main Conference Hall of the Administrative Building. The farewell function for Executives in E-6 and E-7 will be presided over by the concerned Director. CMD will preside over the farewell function for Employees of E-8 and above level. Executive Section of Personnel Department will coordinate.

3.3 The superannuating employee who has put in eligible period of service for payment of gratuity under Payment of Gratuity Act till the date of superannuation, shall be presented on the occasion, a gold coin of 24 carats weighing 10g with the VSP logo embossed on one side and 'Thank You' on the other.
3.4 The retiring employees who have not put in a minimum period of 5 years of service or availing VRS shall be presented on the occasion a gift of Rs.1,000/- in the form of a cheque.
3.5 The Company will host high tea for the retiring employees.
3.6 A well designed 'Service Certificate' mounted suitably, commemorating the service of the employee to the Company will be presented on the occasion to the Retiring Employees.
3.7 After the farewell function mentioned at Para 3.2 above, a group photograph of the retiring employee along with the senior officers gracing the occasion would be taken and a copy of the framed photograph will be given to each of the retiring employees at Company's cost.
3.8 Action for final settlement of the dues of retiring employees should be initiated at least three months before the date of retirement. After the Company accommodation (if allotted to the employee) is vacated, final settlement should normally be done within 15 days.

3.9 Every effort will be made to pay at least 90% of the dues of the retiring employee to him on the occasion of the farewell.

4.0 TENURE

4.1 This scheme comes into force with immediate effect.

4.2 Company reserves the right to modify, cancel or amend any of the rules without prior notice.

* * * * * *
PRE – RETIREMENT MEDICAL CHECK UP FOR EMPLOYEES AND THEIR SPOUSES*

01. It has been decided to conduct through medical check up involving test / examinations as mentioned at Annexure I, for all retiring employees and their spouses.

02. The respective Personnel Establishment Sections shall inform the retiring employees regarding the above, six months before the date of retirement.

03. The modalities for such checkups (at Annexure-I) for the employees residing at various locations are as under:

i.) Ukkunagaram and Vizag City
   a. A list of retiring employees shall be sent by the concerned Personnel Establishment Sections to VSGH six months in advance.
   b. Depending upon the number of employees retiring, VSGH would draw out the schedule for individual’s tests/ examinations.
   c. The individual employees would be informed by VSGH through the respective Head of Deptt. / Personal Estt. Section.
   d. The medical checkup will be conducted at VSGH only. There shall be no referral on this account.

ii.) Outstation Marketing / Liaison offices
   a. The medical test and examinations as per Annexure I may be got done in the empanelled hospitals at the respective places of posting. Reimbursement will be as per the existing practice.
   b. The said tests and examinations may also be done at non – empanelled hospitals, in which case, reimbursement at Sir Gangaram Hospital’s rates may be allowed, subject to production of bills.

iii.) Mines locations (JLM, MDM, GMM, SSM)
   a. In respect of employees posted at MDM and JLM, the tests and examinations may be got done at the empanelled hospitals at Khammam and Vijayawada respectively.
   b. In case the said tests and examinations have been done at non – empanelled hospitals, reimbursement at VSP’s approved rates may be allowed, subject to production of bills.
   c. In all above cases, local conveyance as per existing rules/ practices travelling upto the hospital / diagnostic centre and back will be admissible.
   d. Alternatively, employees may also be allowed to come to VSGH for necessary tests with prior appointment, for which they may be paid TA for self and spouse as per entitlement. NO DA will be admissible.

04. The pre – retirement medical check up being conducted by OHSRC for retiring non – executive employees in the Plant, will be discontinued forthwith.

05. Employees undergoing medical check up as above may be considered ‘on duty’ that day (Single day for both husband and wife). However, if the check up necessitates treatment/ hospitalization on the following days(s), personal leave would have to be availed.

* Introduced vide Circular No. PL/RR/7(4)/4090000721, dated 29th July, 2009
<table>
<thead>
<tr>
<th><strong>TESTS</strong></th>
<th><strong>SPECIALITY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blood:</strong> Hb, TC, DC, ESR</td>
<td>General Medicine</td>
</tr>
<tr>
<td>Peripheral smear for abnormal cells</td>
<td></td>
</tr>
<tr>
<td>FBS/PPBS</td>
<td></td>
</tr>
<tr>
<td>Urea/Creatinine</td>
<td></td>
</tr>
<tr>
<td>LFT</td>
<td></td>
</tr>
<tr>
<td>Lipid profile</td>
<td></td>
</tr>
<tr>
<td>HBS Ag</td>
<td></td>
</tr>
<tr>
<td>Serum Uric acid</td>
<td></td>
</tr>
<tr>
<td>Serum Calcium</td>
<td></td>
</tr>
<tr>
<td><strong>Urine:</strong> Routine</td>
<td></td>
</tr>
<tr>
<td>ECG</td>
<td></td>
</tr>
<tr>
<td>X-ray Chest</td>
<td></td>
</tr>
<tr>
<td><strong>2D-ECHO WITH COLOR Doppler</strong></td>
<td>General Medicine / General Surgery</td>
</tr>
<tr>
<td>U/s Abdomen</td>
<td></td>
</tr>
<tr>
<td>TMT Test</td>
<td></td>
</tr>
<tr>
<td>U/s Breasts (for female)</td>
<td>Gynecology</td>
</tr>
<tr>
<td>PAP smear (for female)</td>
<td></td>
</tr>
<tr>
<td>Vision and Fundoscopy</td>
<td>Ophthalmology</td>
</tr>
</tbody>
</table>
GROUP MEDICLAIM INSURANCE COVERAGE SCHEME FOR SEPARATED EMPLOYEES OF RINL / VSP AND THEIR ELIGIBLE FAMILY MEMBERS

1.0 OBJECTIVE

2.0 COVERAGE

3.0 SCHEME

4.0 PROCEDURES

5.0 GRIEVANCE REDRESSAL

6.0 TENURE

ANNEXURE I: APPLICATION FOR COVERAGE UNDER THE GROUP MEDICLAIM INSURANCE SCHEME

ANNEXURE II: CHECK LIST OF DOCUMENTS REQUIRED

ANNEXURE III: ENROLLMENT FORM
1.0 **OBJECTIVE OF THE SCHEME**

To extend medical benefits to the separated employees and their eligible family members covered under the scheme.

2.0 **COVERAGE**

i) Retired employees and their spouses

ii) The employees who have taken voluntary retirement and their spouses

iii) The employees who cease to be in employment on account of total permanent disablement and their spouses

iv) The spouse of an employee who dies while in service

v) The Physically/ mentally challenged children of the employees separated on account of superannuation, voluntary retirement, total permanent disablement or death while in service

2.1 Besides being entitled to the medical facilities at Company hospitals as per existing Rules, separated employees and their family members as mentioned above may also opt for coverage under this Group Mediclaim Insurance Coverage Scheme.

2.2 The employees and their family members as mentioned at para 2 above, who opt for this scheme, will hereinafter be referred to as ‘members’.

3.0 **SCHEME**

The members will be covered through Group Mediclaim Insurance Policy of the insurance company.

3.1 **Membership:**

Each member who wishes to enroll in the scheme will be required to pay an enrollment fee of Rs. 1300/- per member per policy period and Rs. 2600/- per couple (employee and spouse) per policy period to the Welfare Section, Personnel Department, RINL/VSP. Changes, if any, in the amount of enrollment fee would be notified to the members from time to time by the Welfare Section.

** Members may opt for additional Insurance cover, if offered by the Insurance provider in any year, at their own cost and at the terms and conditions offered by the insurance provider. Details of offers of such additional facilities, if any, will be notified to the members separately each year by the Welfare Section/HR Department.

* Introduced vide RINL /VSP Board’s approval in its 62nd meeting held on 12.09.92 and subsequently amended in its 166th meeting held on 24.09.2003 and 235th meeting held on 01.08.2009.

** Incorporated vide HR Policy Circular No.06/16 Dated.27.06.2016
3.2 **Type of risk & coverage:**

i) Hospitalization

ii) Domiciliary Hospitalization

iii) OPD Treatment

iv) Pre & Post Hospitalization

v) Treatment of pre-existing diseases

3.3 **Benefits:**

a) The members covered under the scheme can get themselves admitted in any of the nursing home/ hospitals anywhere in India including Visakha Steel General Hospital (VSGH) for treatments covered at para 3.2.

b) Hospitalization Benefit: Reimbursement of actual charges upto Rs. 3,00,000/- per member and Rs. 6,00,000/- for couple with floater per policy period inclusive of domiciliary hospitalization benefits.

c) Domiciliary Hospitalization Benefits (Non-Surgical treatment Only): Rs. 13,500/- per member or Rs. 27,000/- per couple with floater per policy period. (Domiciliary hospitalization means medical treatment for a period exceeding 3 days for such illness/ disease/ injury which in the normal course would require care and treatment at hospital / nursing home / clinic but actually taken whilst confined at home under circumstances as prescribed in the mediclaim policy of the insurance company.)

d) OPD Treatment: Limited to an amount of Rs. 8000/- per member and Rs. 16,000/- per couple with floater per policy period.

e) The overall ceiling under (b), (c) and (d) above shall be Rs. 3.0 lakhs per member and Rs. 6.0 lakhs per couple with floater per policy period.

f) The clubbing facility is extended only to the employee and spouse. Physically/ mentally challenged children are treated as individual members.

g) There is no upper age limit for enrolment in the Scheme.

h) Any change/ inclusion/ exclusion made in the mediclaim policy by the Insurance Company from time to time will automatically form part of the Scheme.

4.0 **PROCEDURES**

4.1 **Procedure for Enrollment**

i) The concerned Zonal Personnel Executive shall hand over a copy of the Group Mediclaim Insurance Scheme along with the other final settlement documents to the employees who would be separating from the services of the Company.

ii) Separating / separated employees shall be required to submit an application as given at Annexure I to the Welfare Section for coverage under the scheme along with the required documents as prescribed in the check list at Annexure II, enrollment letter as given at Annexure III and enrollment fee on or before the 15th day of the preceding month for commencing the benefits of the scheme from the next month.
4.2 Procedure for Enrollment Fee

i) The members may pay required enrollment fee to the Welfare Section, Personnel Department, in the form of Demand Draft in favour of “RINL / VSP, VISAKHAPATNAM” payable at Visakhapatnam.

- Specified premium for additional coverage opted, if any, may be paid to the Insurance provider directly by the members, in the form specified by Welfare Section / HR Department.

ii) Any changes in the payment procedure would be notified to the members by the Welfare Section from time to time.

4.3 Procedure for settlement of claims

i) The addresses of office(s) of the Insurance Company, wherein the claims would be settled would be notified by the Welfare Section from time to time.

ii) Notice of claim should be sent to the Insurance Company, immediately and not later than 7 days of the injury/ hospitalization/ domiciliary hospitalization etc, with the details as prescribed in the policy.

ii) On receipt of such claim intimation, the Insurance Company will issue a claim form directly to the insured member. The claim form should be returned duly filled in all respects to the Insurance Company with the details and enclosures as prescribed in the policy.

iii) All claims for reimbursement under the scheme shall be settled by the Insurance Company within 15 days of receipt of complete claim document by way of bank draft/ local cheque to the member.

iv) In case claims are not settled by the Insurance Company within the prescribed time limit as specified above, subject to submission of required documents, the Insurance Company shall pay an interest on the claim amount to the member.

v) If the Insurance Company has entered into MOUs with various hospitals where members can get admitted, the hospital will send the bills directly to the Insurance Company for settlement of claims. List of such hospitals will be initially provided with the prospectus of the policy. Any change / addition / deletion therein will be intimated subsequently by the Insurance Company.

4.4 Procedure for renewal of the policy

Renewal notices shall be sent to each member two months in advance prior to the date of renewal of the said policy by the Welfare Section with a request to confirm the continuation of their membership in the scheme. The members then, shall send their response along with the renewal fee to the Welfare Section as prescribed in the renewal notice.

- Incorporated vide HR Policy Circular No.06/16 dated.27.06.2016
5.0 **GRIEVANCE REDRESSAL**

All grievances relating to the settlement of claims will be addressed directly to the Insurance Company by the members. Any clarification or assistance may also be sought from the Dealing Officer of the Insurance Company whose address and contact details would be communicated by the Welfare Section from time to time.

6.0 **TENURE**

This scheme is liable to be altered / amended / withdrawn at the discretion of Chairman – cum – Managing Director without any notice and without assigning any reason therefor.

* * * * *
APPLICATION

To,
GM(CP & C)
Personnel Department
Main Admin. Building
Visakhapatnam Steel Plant
VISAKHAPATNAM – 530031

Sir,

Sub: Enrollment to coverage under Group Mediclaim Insurance Scheme for separated employees and their eligible family members.

I would like to join the Group Mediclaim Insurance Scheme of RINL/VSP. I am herewith submitting the following:

1. Name of the separated employee _______________________________ Emp.No ____________
   Designation: _____________________________ Department ______________________
   (At the time of separation) (Where last worked)
2. List of applicants:
   Name _____________________________ Relationship with employee
   (a) _________________________________ ________________________________
   (b) _________________________________ ________________________________
   (c) _________________________________ ________________________________
3. Details of enrolment fee towards the Scheme (☐ the appropriate one):
   (a) Rs.1300/- for self only (OR) Spouse only ☐
   (b) Rs.2600/- for self and spouse (Couple) ☐
   (c) Rs.1300/- for physically/mentally challenged child of such employee, if any ☐
4. Details of Demand Draft drawn in favour of RINL/VSP, Visakhapatnam:
   DD No.: _______________ Date ___/___/______ Amount: Rs. ______________________
   Name of the Bank: ________________________ Branch: _________________________
5. Present Address
   Permanent Address
   __________________________________             ________________________________
   __________________________________             ________________________________
   Pin Code: ________________________             Pin Code: ________________________
6. Phone: __________________________   Mobile Ph:_______________________
7. Email address (optional): _________________________________________________________
8. Copy of relevant Office Order of the employee given on separation / demise while in service.
9. Duly filled in Proposal Form of Mediclaim Insurance Policy for each applicant.
10. Two copies of recent passport size colour photographs in respect of each applicant.

Yours faithfully,

Date:        Signature:
Place:        Name:
GROUP MEDICLAIM INSURANCE COVERAGE SCHEME FOR SEPARATED EMPLOYEES AND THEIR ELIGIBLE FAMILY MEMBERS

CHECK LIST

The separated employees and their eligible family members desirous of getting enrolled under the “RINL Group Mediclaim Insurance Scheme” for are required to submit the following:

1. Dully filled in Application.

2. Demand Draft drawn in favour of RINL/VSP, Visakhapatnam payable at Visakhapatnam, as enrolment fee towards the Scheme for:
   (a) Rs.1300/- for self only (OR) spouse only
   (b) Rs.2600/- for self and spouse (Couple)
   (c) Rs.1300/- for physically/ mentally challenged child of such employee, if any

3. Copy of relevant office order on separation / demise while in service with respect to the separated employee.

4. Duly filled in Enrollment Form of Mediclaim Insurance Policy for each applicant.

5. Two copies of recent passport size colour photographs in respect of each applicant.

Note:

- Applicants are advised to submit the above documents on or before 15th day of the month so as to ensure coverage from the 1st day of the subsequent month.

- Please note that the “Enrollment form for Group Mediclaim Insurance Scheme” needs to be filled in separately for each applicant.

- Members are advised to retain the Prospectus / Booklet issued at the time of enrollment for their guidance and information.

- Members are requested to make use of the Claim Formats given in the Prospectus/ Booklet for the settlements of their claims.

- While preferring claims form the Insurance Company, the members are required to indicate in the claim form the Policy Number issued to them under the scheme.

- For further details please contact Welfare Section, Personnel Department.
ENROLLMENT FORM
FOR RINL GROUP MEDICLAIM INSURANCE SCHEME

1. Name of the Insured Person : ______________________________________________
   Name of the employee : ______________________________________________
   (Incase of spouse/ Child)

2. Present Address              Permanent Address
   ____________________________             _____________________________
   ____________________________             _____________________________
   ____________________________             _____________________________
   ____________________________             _____________________________
   Pin Code:  _________________                       Pin Code:  _____________________

3. Phone No.:       Mobile:

4. Email address (Optional) : ______________________________________________

4. Gender    :  Male/Female

5. Date of Birth   :   Age:

6. Medical History
   a. Are you in Good Health & Free from Physical &   Yes/ No
      Mental Diseases/ Infirmity / Medical Complaints Etc.
   b. If not in good Health, give full Details

   ______________________________________________________________________
   ______________________________________________________________________

DECLARATION

I hereby declare & warrant that the above statements are true & complete.

I have read the prospectus & I am willing to accept the coverage subject to the terms, &
conditions prescribed by the Insurance Company & Rashtriya Ispat Nigam Limited,
Visakhapatnam Steel Plant.

Signature _____________________   Date ___ / ___ / __________
Place   _____________________

Name of the Insured Person_______________________________________________
(IN BLOCK LETTERS)

Note:  This proposal form of Mediclaim Insurance Policy needs to be filled in separately for
each applicant.
## MISCELLANEOUS RULES

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DETERMINATION OF DATE OF BIRTH

1.0 OBJECTIVES
2.0 SCOPE
3.0 DEFINITIONS
4.0 PROCEDURE/RULES
5.0 DECLARATION OF WRONG DATE OF BIRTH
6.0 TENURE
DETERMINATION OF DATE OF BIRTH*

1.0 OBJECTIVES:

To establish uniform Policy and Rules for determining the date of birth of employees of the Company.

2.0 SCOPE:

These Rules shall be applicable to all employees of VSP.

3.0 DEFINITIONS:

3.1 'Company' means Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant and the Plants/Units/Offices under its charge.

3.2 'Employee' means a person employed by the Company including one under probation, but does not include casual or part-time employee and trainee.

3.3 'Appropriate Authority' means an authority to whom powers have been delegated.

4.0 PROCEDURE/RULES:

4.1 Every employee must declare his date of birth in the application or the prescribed form, before his first appointment and must produce confirmatory evidence in support of his declaration as mentioned hereunder. No person should be allowed to join the services of the Company without his date of birth having been declared/recorded as prescribed.

4.2 The Company reserves the right to ask at any time an employee to produce documentary evidence about his date of birth.

4.3 Each person entering the services of the Company shall, in support of declaration of the date of birth, submit Matriculation/School Final Examination Certificate or equivalent examination or School Leaving Certificate which will be considered as final and no alterations will be allowed.

4.4 In case of those who have not passed Matriculation/School Final Examination/equivalent examination at the time of entering the service, the following documents containing their date of birth may be accepted as evidence of age, in the order in which they are enumerated below [in other words evidence at (b) will be accepted only if evidence at (a) is not possible, and so on]. Management, however, reserves the right, in doubtful cases, to refer to a Medical Board nominated by the Management and if there be a difference between the age declared in the evidence of age and age certified by the Medical Board, the higher age shall be accepted as final.

   a) School Certificate from Educational Institution where the candidate/employee studied.
   b) Service record/Service Certificate issued by previous employer in case of candidates/employees who had been in employment under Public Sector Enterprises/Government Departments or a local body prior to joining SAIL/RINL-VSP.
   c) Attested extracts from Registrar of Birth & Death maintained by Gram Panchayat, Municipality, Municipal Corporation, Town/Notified area or an appropriate authority.
   d) Baptism Certificate from Church in case of Christian employees/Horoscope in case of Hindu employees.
   e) Certificate of birth from Government hospitals where the candidate/employee was born.

 Introduced vide Circular No.PL/RR/III(37)/82 dated 10.07.82.
4.5 The date of birth shall be accepted only according to Christian Era. In case it is shown by some other Era, it shall be converted into corresponding Christian Era.

4.6 Where the employee has not passed Matriculation/School Final Examination/equivalent examination or has not studied in a school and none of the documents indicated in 4.4 can be produced by him, an affidavit attested by a Magistrate to that effect shall be given by him along with the declaration of his age which after due corroboration by a Medical Board nominated by the Management, may be accepted as the proof of age. In case of difference between the age declared in the affidavit and the age certified by the Medical Board, the higher age shall be accepted and recorded.

4.7 Wherever the Medical Board certifies a particular age in respect of an employee vide para 4.6, the date of birth shall be taken as the corresponding date after deducting the number of years representing his age from the date of his medical examination. For example, if the date of medical examination of an employee is 16th July 1981, and the Medical Officer of the Company certifies the age of the employee as 25 years on the date of medical examination, the date of birth, to be recorded in the personal record of the employee, shall be 16-7-1956.

4.8 In a case where the Matriculation or School Final or equivalent examination certificate or any acceptable document as produced by the employee/candidate, indicates only age in terms of years and months the date of birth for the purpose of service records may be taken as the last date of such month.

If age is mentioned in years only, the year of birth may be arrived at after deducting the given age from the concerned year and the last date of the year so arrived at, shall be taken as the date of birth.

4.9 Once the date of birth is accepted and recorded in accordance with provisions of para 4.4 at the time of joining or thereafter or as determined as per provisions of para 4.6, it shall become final and binding.

4.10 In respect of those employees whose date of birth has already been recorded in the descriptive roll/declaration form/service book of the employee and signed/thumb impressed by him, the date so recorded shall be deemed as final and binding.

4.11 In respect of employees already in service under RINL whose date of birth has yet to be determined, the provisions contained in these Rules shall apply.

4.12 In case an employee produces more than one documentary evidence in support of his date of birth/age, and if there be any difference, the certificate indicating highest age shall be accepted in writing, after the appropriate authority has given him an opportunity of being heard.

5.0 If an employee has declared wrong date of birth and has produced false/fake or forged documentary evidence, this will be considered as a serious misconduct, and will be dealt with as per Conduct, Discipline & Appeal Rules of the Company/Standing Orders, as applicable.

6.0 TENURE:

6.1 These rules shall come into force with immediate effect.

6.2 The Company reserves itself the right to modify, cancel or amend any of these rules without prior notice.

* * * * * *
CHANGE OF NAME

1.0 OBJECTIVES
2.0 COVERAGE
3.0 SCOPE
4.0 DEFINITIONS
5.0 PROCEDURE
6.0 CHANGE OF SURNAME OF FEMALE EMPLOYEES AFTER MARRIAGE
7.0 TENURE
CHANGE OF NAME

1.0 OBJECTIVES:

To regulate matters concerning change of name of employees and matters connected therewith.

2.0 COVERAGE:

These Rules shall be applicable to all employees of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant.

3.0 SCOPE:

These Rules shall be followed in respect of change in name whether consequent to change of religion or otherwise.

EXPLANATION:

i) 'Name' shall be construed as including a 'Surname'.

ii) 'Change in Name' shall mean addition, alteration or deletion in the name of an employee.

iii) Alteration in spellings shall constitute a change in name.

4.0 DEFINITIONS:

4.1 'Company' means Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Project and the Plants/Units/Offices under its charge.

4.2 'Employee' means person employed by the Company including those under probation, but does not include casual or part-time employee.

5.0 PROCEDURE:

5.1 Employee desirous of changing his/her name shall be required to take the following steps prior to making a request to the Company for recording the change in his/her name.

i) To swear on affidavit before a First Class Magistrate / Notary in support of the proposed change in name; and

ii) To get the copy of such affidavit published in the Official Gazette of the State concerned and also in a local language newspaper having wide circulation.

5.2 The employee shall, thereafter, submit to his Controlling Officer, an application for change of name along with the printed copy of the notification in the State Gazette as also the affidavit in original along with newspaper cutting.

5.3 The Company shall not entertain requests for change of name unless the concerned employee has taken the steps as mentioned in Clauses 5.1 and 5.2.

5.4 Applications for change of name shall be forwarded to the Head of the Personnel Department with the recommendations of the concerned Controlling Officer for approval.

Issued vide Circular No.PL/RR/III(37)/82 dated 10.07.82.
6.0 CHANGE OF SURNAME OF FEMALE EMPLOYEES AFTER MARRIAGE:

6.1 Above procedure shall not apply to a female employee who wishes to change her name after marriage. A female employee shall be allowed to change name after her marriage on the basis of a written request to that effect giving particulars of her marriage. Such change may be allowed with the approval of the Controlling Officer/Head of the Department.

7.0 TENURE

7.1 These rules shall come into force with immediate effect.

7.2 The Company reserves to itself the right to modify, cancel or amend any of the rules without prior notice.

* * * * * *
APPOINTMENT OF DEPUTATIONISTS IN THE COMPANY

1.0 PERIOD OF DEPUTATION
2.0 PAY, DEPUTATION PAY AND DEARNESS ALLOWANCE
3.0 OTHER ALLOWANCES
4.0 JOINING TIME PAY AND TRANSFER T.A.
5.0 T.A. FOR OFFICIAL JOURNEYS DURING THE PERIOD OF DEPUTATION
6.0 LEAVE
7.0 LEAVE TRAVEL CONCESSION
8.0 MEDICAL FACILITIES
9.0 CONVEYANCE ALLOWANCE OR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES
10.0 RESIDENTIAL ACCOMMODATION
11.0 PROVIDENT FUND, GRATUITY/PENSIONARY CONTRIBUTION
APPOINTMENT OF DEPUTATIONISTS IN THE COMPANY

Appointment of personnel in the Company on deputation will be done only in exceptional cases with the approval of Chief Executive. The Chief executive has the power to approve deviations from the Standard Terms on the merits of individual cases.

STANDARD TERMS AND CONDITIONS OF DEPUTATION OF PERSONNEL TAKEN ON DEPUTATION IN THE COMPANY FROM OUTSIDE:

1.0 PERIOD OF DEPUTATION:

The deputation will be normally for a period of one year which can be further extended depending on requirements. The maximum period of deputation should not exceed four years. The deputation period will commence immediately after the deputationist is relieved by the parent Organisation and will end on the expiry of the joining period admissible under the Travelling Allowance Rules, after the deputationist is relieved by the Company.

2.0 PAY, DEPUTATION PAY AND DEARNESS ALLOWANCE:

a) During the period of deputation, the deputationist will have the option either to draw his own pay in the scale of pay of his parent Organisation and the corresponding dearness allowance or draw pay as may be fixed in the scale of pay of deputation post in the Company and the corresponding D.A. If he opts for the former, he will be entitled to deputation allowance (pay) at the following rates:

i) 5% of his basic pay subject to a maximum of Rs.250/- per month when the transfer is within the same station; and

ii) 10% of his basic pay subject to a maximum of Rs.500/- per month in all other cases.

iii) Payment of deputation allowance will be further subject to the condition that the basic pay plus deputation allowance shall not exceed the maximum of the scale of the deputation post held.

b) If the deputationist opts for the scale of pay of the deputation post, then deputation allowance (pay) will not be admissible.

c) In those cases where the deputationist opts for the scale of pay of the deputation post, his pay will be fixed as on promotion.

3.0 OTHER ALLOWANCES:

City Compensatory Allowance and other local allowances will be regulated as per Company Rules.

4.0 JOINING TIME PAY AND TRANSFER T.A.:

The deputationist will be entitled to joining time pay and TA both on joining the post on deputation and on reversion therefrom under the Rules of the Company. The expenditure on joining time and transfer T.A. both-ways will be borne by the Company.

5.0 T.A. FOR OFFICIAL JOURNEYS DURING THE PERIOD OF DEPUTATION

This will be as per Company Rules.

Issued Vide Circular No.PL/RR/3(23)/110 dated 17.1.83.
6.0* LEAVE:

During the period of deputation, the deputationist will continue to be governed by the Leave Rules of his parent Organisation. He will, however, be governed by the Rules of the Company in respect of casual leave and holidays. The leave salary will be borne by the Company. The Company will pay leave salary contribution to the parent Organisation of the deputationist at the rates specified by them.

In cases of ALL India Service officers joining VSP in between the calendar year on deputation, they would be entitled to the balance CL carried forward from their previous organization or the proportionate number of days of CL for the remaining part of the calendar year on joining RINL/VSP, whichever is higher. During the year of repatriation / end of tenure in between a calendar year, they will be entitled to the proportionate number of days of CL based on the portion of the calendar year completed. However, on attaining the age of superannuation while on deputation they will be entitled to full CL during that year, at par with superannuating employees of RINL.

For the balance period of their tenure- [i.e. years(s) between joining and repatriation] in RINL/VSP, they will be entitled to 15 CLs in a calendar year.

7.0 LEAVE TRAVEL CONCESSION:

The deputationist will be entitled to Leave Travel Concession in accordance with the Rules of the Parent Organisation. The cost of LTC will, however, be borne by the Company.

8.0 MEDICAL FACILITIES:

The deputationist will be entitled to medical facilities as per the Rules of the Company provided these are not inferior to those applicable to an employee of the same status in the parent Organisation.

9.0 CONVEYANCE ALLOWANCE OR REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES:

This will be regulated as per the Rules of the Company.

10.0 RESIDENTIAL ACCOMMODATION:

The deputationist will be entitled to residential accommodation subject to availability or Company leased accommodation wherever such a system exists and will pay rent to the Company as per the Rules of the Company. If no residential accommodation is allotted to him by the Company, he will be entitled to house rent allowance as per the Rules of the Company.

11.0 PROVIDENT FUND, GRATUITY/PENSIONARY CONTRIBUTION:

The Company will pay the contributions towards retirement benefits to his parent Organisation for the period of deputation at the rates applicable.

* * * * * *

PROCEDURE FOR LEAVE BOOK AND LEAVE CARD SYSTEM

( Introduced vide Circular No.GM(P)-002 dated 28.12.91.)

1.0 OBJECTIVE:

1.1 To do away with the difficulties faced by the employees in case of discrepancy in the computerised leave balance.

1.2 To simplify the procedure of application of leave and its sanction.

1.3 To the Controlling Officers/Sanctioning Authorities in leave granting and control by providing the details of leave availed by the employee concerned.

1.4 To help the employee in better leave planning.

1.5 To ensure compliance of the statutory provision of providing leave books to the employees.

2.0 PROCEDURE:

2.1 The procedure for computerised leave accounting and the system of attendance recording will work concurrently with leave book and leave card system with necessary changes wherever required.

2.2 With the introduction of leave book and cards, the system of leave applications is done away with. However, this system (leave book and leave card) is applicable to the regular employees and trainees on the rolls of the company.

2.3 The departments will be given leave card for the purpose of maintaining leave account of the Casual Khalasis under their control. No leave book will be issued to the Casual Khalasis.

2.4 When the leave books and cards are issued for the first time to the employee, the Zonal Personnel Sections will make entries of the employee's particulars in the leave books and leave cards of the employees working in that particular zone and indicate the leave balance of the concerned employees as on 1.1.92 or such other date when the book is issued for the first time to the employees(new entrants).

2.5 Systems department shall provide a leave statement of all employees department-wise to the concerned Zonal Personnel Office in the second week of February.

2.6 After making necessary entries the Zonal Personnel Section shall arrange to send leave books and leave cards to the concerned HODs as per schedule. The HODs will arrange further distribution of leave books and leave cards to the respective sections located at various work spots.

2.7 If the employees are working in shifts other than `G' shift, the leave books shall be sent to the shift-in-charge of level of not less than Jr.Manager for further distribution to the employees.

2.8 Employees would be advised through a circular to apply for leave in advance to the extent possible in the leave books and submit their leave book to the respective reporting officers before proceeding on leave. The respective Controlling Officers shall recommend/sanction the leave and keep the leave books in their office which can be collected by the concerned employees subsequently.

If the Controlling Officer is not the Sanctioning Authority and only the Recommending Authority, he shall arrange to send leave books of his section to the Sanctioning Authority, who will in turn return the leave books after sanctioning of the leave to the respective Controlling Officer. The Controlling Officer shall
thereafter keep the leave books in his office which can be collected by the respective employees subsequently.

2.9 In case an employee applies leave on medical ground or seeks to apply for commuted leave, he is required to submit a medical certificate along with the leave books. After sanction of leave, medical certificate will be kept in the department for record.

2.10 The leave card shall be maintained by the respective Controlling Officer, who shall make necessary entries as soon as the leave is sanctioned in the leave book. The leave taken by the employee concerned in a month shall be fed in the computer along with attendance as is done presently. At the end of the year the leave card of the employee shall be forwarded by respective Controlling Officer to their HOD, whose office shall compile all the leave cards of that particular department and shall send the same to the zonal personnel department. The concerned zonal personnel department shall arrange to keep the leave card in the personal file or in a separate leave file for the purpose of record.

2.11 In case of refusal of leave, the Controlling Officer/ Sanctioning Authority shall immediately arrange record of refusal in leave book and leave cards, also should take necessary step to intimate the same to the employee concerned.

2.12 In case of extension of leave also the same procedure shall be followed except to the extent that the information of refusal of leave shall be sent to the employee concerned at his present address. In case an employee is out of station or is not in a position to send the leave book, he can send a proper intimation and entries in the leave book will be made after he reports to duty.

2.13 The employee while submitting the leave book to the Controlling Officer seeking sanction of leave is also required to furnish his address to which communication can be sent during the period of his absence in case of requirement.

2.14 Once the leave books are issued the further leave credit entries in case of non-ministerial employees will be made once at the end of the calendar year. Systems department will provide a statement of opening leave balances of the employees in respect of each department and entries will be made by the concerned department in the leave books of the employees accordingly. Care should be taken while crediting E L balance and the computer balance should be cross-checked with the number of actual duty days. The computing formula for E L will be provided by the Personnel Department.

In case of executives and ministerial employees, 2.5 days of E L per calendar month is to be added to the E L balance. The balance figure in points should not be rounded off.

2.15 If the leave book is exhausted then continuation leave book shall be issued by the department concerned after taking into account the leave balance i.e. available in the earlier leave book and the entries available in the leave card. Department should be make entries of leave balance as on the date of issue of new leave book.

2.16 The Stores Department will procure leave books and cards as an automatic recoupment item and such books and cards can be drawn by the respective departments along with their stationery as per their requirement.

2.17 If the leave book is lost somewhere in the transit (i.e. while recommending for leave or while sanctioning and returning leave book) duplicate leave book shall be issued to the employees by the department concerned basing on the leave record available in the leave card. If the book is lost by the employee then he is required to deposit Rs.25/- or Rs.50/- for loss of the leave book first time and subsequent time respectively. In case the leave book is lost by the employee he should submit an application intimating
the same to his controlling officer along with voucher of Rs.25/- or Rs.50/- as the case may be whereupon the concerned controlling officer shall issue a duplicate leave book basing on the entries that are available in the leave card/attendance statement etc.

2.18 In case there is any discrepancy of the leave account mentioned in the leave book/card vis-a-vis the leave mentioned in the pay slip or any other discrepancy whatsoever shall be pointed out by the employee through an application indicating the discrepancy to the Controlling Officer concerned, who will forward the same to Zonal Personnel Executive along with the leave book and leave card of the employee concerned. The Zonal Personnel Executive will look into the matter in consultation with the department concerned and Systems department if required and shall take corrective steps for removing the discrepancy. After the discrepancy is removed, the leave book and leave card of the employee concerned will be sent back to the department which will in turn pass it on to the employee concerned.

2.19 For LTC and LLTC the necessary forms existing as on date shall be filled by the employee concerned and submitted along with the leave book to the concerned department. The concerned department, after sanction of LTC/LLTC etc., shall forward the necessary format with leave book to the respective Zonal Personnel Executive, who will further issue the necessary orders as per the existing system in vogue.

2.20 In case of leave encashment, the employee will apply in the leave book for sanction and after sanction, it will be fed in computer along with attendance as per the existing system in vogue.

* * * * * *
FOREIGN TRAVEL

1.0 SCOPE AND OBJECTIVE
2.0 CATEGORIES OF FOREIGN TRAVEL
3.0 PROCEDURE AND CRITERIA FOR SELECTING PERSONS FOR TRAINING ABROAD
4.0 RELEASE OF FOREIGN EXCHANGE
5.0 FOREIGN TRAVEL SCHEME
6.0 OUTFIT ALLOWANCE
7.0 EXCESS BAGGAGE ALLOWANCE
8.3 ENTITLED CLASS OF TRAVEL
9.0 HOME LEAVE
10.0 CONSOLIDATED AMOUNT ALLOWED BY RBI GUIDELINES
11.0 SUBMISSION OF ACCOUNTS ON RETURN
12.0 ENTITLEMENT OF GOVT. DIRECTORS
13.0 MAINTENANCE ALLOWANCE (DAILY ALLOWANCE)
14.0 PASSAGE
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16.0 SUBMISSION OF TRAINING REPORTS
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ANNEXURE I: TERMS AND CONDITIONS FOR DEPUTATION OF EMPLOYEES FOR TRAINING ABROAD

ANNEXURE A: FORM OF PERSONAL BOND TO BE EXECUTED BY EMPLOYEES DEPUTED FOR TRAINING ABROAD
FOREIGN TRAVEL

1.0 SCOPE AND OBJECTIVE:

1.1 These guidelines shall apply to all employees of the Company including deputationists.

1.2 These guidelines have been formulated by consolidating the existing policy, rules, procedures and practice and to fix norms and criteria for sponsoring the Company’s employees for visits abroad for various purposes.

2.0 CATEGORIES OF FOREIGN TRAVEL:

2.1 TRAINING

2.1.1 The following are the broad categories of training for which the employees are sponsored by the Company/Government.

A. Programmes offered by Institutes of repute outside India in the area of general management and functional management like Operations and Maintenance, Marketing, Project implementation, Finance, Personnel, Materials etc. The course fees, living expenses and travel cost are normally borne by the Company in such cases. Training is sometimes funded by World Bank/Aid, etc., under agreements signed between RINL and the foreign party with prior approval of the Government, wherever required. The number of persons to be trained and the areas of training are normally decided before hand and the details of training, selection process, etc., are finalised with the concerned foreign party and are documented separately.

B. Training offered by foreign suppliers from whom the company buys new equipment. The training in such cases is provided by suppliers free of cost and living expenses and air fare are borne by the company.

C. Programmes fully funded by external agencies under Colombo Plan, UNIDO/UNDP, etc. Nominations from public sector undertakings for such programmes are sought by Department of Public Enterprises.

D. International Seminars/Conferences, etc., held by International bodies/associates for short durations. These programmes are meant for senior level officers and the nomination includes prescribed registration fee. Fee, travel cost and living expenses are normally borne by the company.

2.2 BUSINESS TRIPS

2.2.1 Persons/delegations are sponsored for visits abroad for transacting Company’s business. Selection of individuals for business trips is made after due consideration at the level of CMD.

3.0 PROCEDURE AND CRITERIA FOR SELECTING PERSONS FOR TRAINING ABROAD:

3.1 Chairman-cum-Managing Director shall be the Competent Authority to approve nomination /sponsoring of an employee for any training abroad.

The proposals for training will be processed and coordinated by the Training Department. Hence, such proposals will be sent, duly recommended by the concerned Functional Director or where a particular department is placed directly under the CMD by respective Executive Director/General Manager, to the Head of Training Department for processing and obtaining the approval of the CMD.

Approved by Chairman-cum-Managing Director on 17.5.93 & Introduced vide PP Circular No.5/93 dt 1.6.93.
3.2 While sponsoring/nominating persons for training in a foreign country under different categories listed above, the following criteria shall be laid.

A. Performance Appraisal ratings of promotable standard or above in the last 3 years.
B. Proper matching of the area of working of the participant with the area in which the training is to be imparted.
C. The employee must continue in the area of training for at least 3 years after the foreign training. Normally persons sponsored for foreign training should not have attended any foreign training during the last 5 years.
D. For training in general/functional management areas, officers who have proven track record and are likely to take up higher positions may only be considered for training. For functional management, persons from concerned discipline may only be sponsored.
E. The persons sponsored for training abroad should be preferably below 50 years.
F. For International seminars, conferences, etc., officers at senior level, viz. AGM and above would normally be nominated.
G. SC/ST candidates, if any, will be given adequate consideration by relaxing the above criteria, wherever possible.
H. For training funded by external agencies under Colombo Plan, UNIDO/UNDP etc., the stipulations prescribed for nominations by such external agencies will apply.

3.3. The terms and conditions of deputation abroad for training shall be as prescribed at Annexure-I.

4.0 RELEASE OF FOREIGN EXCHANGE :

4.1 Employees shall be entitled to foreign exchange at the following per diem rates, subject to ceilings prescribed by Reserve Bank of India from time to time as daily allowance. This allowance shall be all inclusive and no further reimbursement or payment towards internal travel, telephone calls etc. will be allowed and further subject to Rule 4.2.2 and 4.2.3.

4.1.1 RATE OF FOREIGN EXCHANGE ADMISSIBLE FOR BUSINESS TOURS/TECHNICAL DISCUSSIONS, ETC :

The foreign exchange admissible to executives for business tours/technical discussions etc is given below:

CMD / Functional Directors
i) Reimbursement of Hotel Accommodation equivalent of upto five star rating or any other available Hotel including Breakfast wherever applicable on actual basis.
ii) Reimbursement of all office requirements like phone, fax, internet, interpreter, etc. on actual basis.
iii) Reimbursement of expenditure on hiring of vehicle for local travel engaged on a whole day basis for the number of working days as per requirement, on actual basis.
iv) Component of DA to cover footing etc., as per country-wide rates, specified by MEA, from time to time.

Executive Directors US $ 500
General Managers(E-8) US $ 350
DGMs & below(E-7 & below) US $ 300

NOTE: Under austerity measures US $25 to be reduced across levels.

❖ Amended vide approval of Board of Directors accorded in its166th meeting held on dated 24.9.2003.
4.2 Rates of Foreign Exchange Admissible in Case of Training of Different Categories Shall Be as Follows:

4.2.1 In case of training, an amount of US $300 per day during the first 30 days and US $200 per day for a period exceeding 30 days will be admissible, subject to ceilings prescribed by the RBI from time to time.

4.2.2 In cases where the organisers provide only certain facilities like lodging, boarding, transport etc., free of charge, the rates of foreign exchange admissible in such cases will be as follows:

   a) Where only accommodation is arranged, US $150 per day during the first 30 days and US $100 per day for a period exceeding 30 days, to meet the expenses on transport, food and incidentals.

   b) Where accommodation and transport are arranged by the organisers, US $125 per day during the first 30 days and US $90 per day for a period exceeding 30 days, to meet the expenses on food and incidentals.

   c) Where accommodation with breakfast and transport are arranged, US $105 per day during the first 30 days and US $80 per day for a period exceeding 30 days, to meet the expenses towards lunch, dinner and incidentals.

   d) Where accommodation with breakfast, lunch and transport are arranged, US $85 per day during the first 30 days and US $70 per day for a period exceeding 30 days, to meet the expenses on dinner and incidentals.

This provision shall apply for business visits/participation in Conferences, Seminars abroad also.

Clarification:

In case transport is not provided by the organiser during the tour abroad, the trainee will be entitled for an amount of US $25 per day towards transport expenses during the first 30 days and US $10 per day for the period exceeding 30 days. This will be applicable in case of training of different categories excluding training programme as under Clause 4.2.4.

4.2.3 In cases where boarding and lodging are provided by the organisers, the trainee will be paid US $50 only per day towards incidental expenses. This provision shall apply for business visits/participation in conferences, seminars abroad also.

4.2.4 No foreign exchange is admissible in cases where training is fully aided by the organising body, eg. under Colombo Plan, UNIDO, UNDP, WHO, etc.

4.2.5 In all cases of foreign travel, expenses borne in India in connection with travel abroad, eg. expenses towards passport, visa and airport tax shall be reimbursed by the company. (This will also be reimbursed in cases where training is fully aided by the organising body).

✦✦" Employees who are to be considered for deputation abroad, should get their passport made at their own expenses. Employees who are holding valid passport will only be considered for deputation hereafter. The passport made by the individual employees may be used for their private visits also subject to other conditions as may be applicable."

❖❖ Incorporated vide PP Circular No.6/96 dated 18.5.96
4.2.6* To meet incidental expenses during transit, any person going abroad is entitled to US $ 50 on payment of equivalent Indian rupees at the airport. This amount will be reimbursed by the company.

**" An amount of US $ 75 per diem as daily allowance will be allowed towards food expenses for halts at intermediate airports abroad after departure to the country of visit and vice-versa. While calculating the above daily allowance for transit, the period on Aircraft will be excluded. It will admissible for the period of waiting in transit. Any fraction of the day per day will be counted as a full day for the purpose of the above computation. This will be applicable in respect of business trips only."

5.0 FOREIGN TRAVEL SCHEME:

5.1 Under the Foreign Travel Scheme (FTS) of Government of India, any person going abroad is entitled to get certain amount of foreign exchange on payment of equivalent Indian rupees to meet additional expenses while abroad. This can be obtained from any authorised agent on producing the air-ticket and passport.

The above amount is not reimbursable by the company.

*Note : Entertainment Allowance during foreign trips will be admissible as under:

<table>
<thead>
<tr>
<th>Position</th>
<th>Amount (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>2000</td>
</tr>
<tr>
<td>Functional Directors</td>
<td>1000</td>
</tr>
<tr>
<td>Executive Director</td>
<td>750</td>
</tr>
<tr>
<td>General Manager &amp; below</td>
<td>500</td>
</tr>
</tbody>
</table>

Entertainment Allowance is for heads of delegations with the specific purpose of entertaining clients/foreign dignitaries while abroad. Entertainment Allowance will not normally be granted to below the level of Director except on commercial delegations. Entertainment Allowance will be sanctioned at the discretion of CMD, RINL/VSP.

In respect of CMD/Functional Directors, in case a larger group of delegates is to be entertained or any party is to be hosted while on tour abroad wherein, the actual expenditure on entertainment abroad exceeds the above limit, the same would be reimbursable on actual basis.

6.0 OUTFIT ALLOWANCE:

6.1 An outfit allowance of `1,000/- will be admissible to officers going abroad on training/official visit, provided the period of visit/training is not less than 4 weeks.

Outfit allowance will not be admissible if it has already been availed of during the last five years.

7.0 EXCESS BAGGAGE ALLOWANCE:

7.1*** In exceptional circumstances, an employee going abroad on tour/training will be allowed excess baggage ticket upto 5 kgs where the period of stay abroad for two (2) weeks or less and 10 kgs where the period of stay is more than two weeks with the approval of concerned General Manager.

7.2 Normally requests for excess baggage ticket beyond 5kg/10kg will not be entertained. However, where the exigencies or circumstances so demand where excess baggage beyond 5Kgs /10 Kgs is required to be carried for official reasons, it will be allowed with the approval of concerned Director/CMD.

-Incorporated vide Miscellaneous Circular No.4/96 dated.20.4.96
-Clarified vide Miscellaneous Circular No.4/95 dated.24.05.95
7.3 The payment of the bill for approved excess baggage tickets may be authorised by an executive not below E-4 grade of the department which arranges tickets for the employees.

7.4 On return from abroad, the employee will give an account of the sector-wise utilisation of the excess baggage tickets. Unutilised excess baggage tickets shall be returned forthwith to the Department which had arranged such tickets and receipt will be obtained therefor.

7.5 While submitting the T.A. claim to Finance, the employee shall be required to indicate the details with regard to the utilisation of the excess baggage tickets and return the unutilised excess baggage tickets to the concerned department. The cost of excess baggage tickets shall be treated as TA advance, until the same are accounted for as provided herein.

*Note: a) In case of business and other official trips, the daily allowance would be admissible further actual period of stay abroad. Any fraction of a day will be counted as one day for this purpose, subject to the condition that the total period does not exceed the approved period of tour.

b) Excess baggage allowance will be allowed upto 5 Kg where the period of stay is for two weeks or less and upto 10 Kg where the period of stay is for more than 2 Weeks.

8.0 DELETED vide Circular No. 13/97, dated 30.6.97

8.1 DELETED vide Circular No. 13/97, dated 30.6.97

8.2 DELETED vide Circular No. 13/97, dated 30.6.97

8.3** Entitled Class of Travel

8.4** Employees sponsored for visits abroad either for training or on business trips, the entitlement of class of travel by air will be as follows:

a. All employees upto E-8 grade ... By Economy Class

b. Executives in E-9 grade &

   Directors in Schedule-`B’ Scale of pay ... By Business/ Club Class

c. Directors in Schedule-`A’ Scale of pay/ CMD... By First Class

9.0 HOME LEAVE:

9.1 Home Leave not exceeding one week before proceeding abroad and one week soon after return from abroad will be admissible to the Trainees provided period of training is 90 days or more.

9.2 If period of training is less than 90 days but (60 days or more) Home Leave for one week will be admissible.

9.3 If training is more than 30 days but less than 60 days, not more than 3 days leave will be admissible.

9.4 If the period of training is (30 days or less) no leave is admissible.

* Clarified vide Miscellaneous Circular No.4/95 dated.24.05.95
*** Incorporated vide Personnel Policy Circular No.8/96 dated 30.5.96
9.5 An employee may, subject to the exigencies of public service, be granted leave while abroad for a period not exceeding 50% of the actual period of duty abroad (excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight, whichever is less, for personal reasons. In such cases, however, the employee shall not be entitled to home leave after his return to India. For the number of days an employee is on leave, no daily allowance shall be paid. He shall have to make his own arrangements.

9.6 Where an employee travels back to Headquarters directly from abroad, he can be granted either regular leave or casual leave or home leave but not in combination. If the employee reports for duty at Headquarters, home leave can be granted starting from a date within three days of his reporting for duty.

10.0 The consolidated amount allowed by RBI guidelines would cover room rent, taxi charges, entertainment (if any), official telephone calls, other contingent expenditure and daily allowance.

Taxi charges and contingencies will be allowed on self certification of employees where receipts are not available.

10.1 Expenses on hotel accommodation will be on actual basis supported by receipt issued by the hotel. In case the executive does not stay in the hotel, he can claim 25% of the per-diem payment without production of receipt.

10.2 Local conveyance, Telephone Charges, incidentals etc., if any, will be admissible on certification by the concerned executives.

11.0 SUBMISSION OF ACCOUNTS ON RETURN

Employees should render the accounts on return from tour for all items other than daily allowance which normally covers food, etc. as per MEA rate for each country. Any surplus after calculation of the expenditure incurred (after including daily allowance) for the tour as a whole shall be refunded to the Company.

12.0 ENTITLEMENT OF GOVT. DIRECTORS

The Govt. Nominee Directors in the Board of Rashtriya Ispat Nigam Limited shall be governed by Govt. rules and procedures in matters relating to foreign tour (as per Deptt. of Expenditure's OM No. 19015/1/E-IV/93 dated 12.2.1993) and rendering of expenditure accounts etc.

13.0 MAINTENANCE ALLOWANCE (DAILY ALLOWANCE) :

13.1 The Company will arrange for the payment of the maintenance allowance (Daily Allowance) to the employee in the country of training to cover the boarding and lodging, internal travel and all incidental expenses. The trainee is required to maintain an appropriate standard of living while abroad, commensurate with the maintenance allowance admissible. In case maintenance allowance is directly borne by Visakhapatnam Steel Plant and the necessary foreign exchange is released from the Reserve Bank of India, the trainee will be entitled to spend the amount to the extent of his entitlement as per Reserve Bank permit. Maintenance Allowance at the rates decided from time to time will be admissible for the actual number of days the trainee stays abroad for training. In case the period of training is reduced due to any reason whatsoever, the amount of foreign exchange proportionate to the period by which the period of training is reduced shall be refunded by the trainee immediately on return to India.

In no case the excess amount of foreign exchange shall be disposed off or spent by the trainee himself. In case of default, the trainee shall be liable to disciplinary action in addition to action which may be taken against him under the Foreign Exchange Control Rules and Regulations.

❖❖ Incorporated vide approval of Board of Directors accorded in its166th meeting held on dated 24.9.2003
14.0 **PASSAGE:**

14.1 a. **In India:** Travelling allowance from the place of duty to the place of embarkation on the onward journey and from the place of disembarkation to the place of duty on the return journey, will be paid by the company according to the TA Rules in force from time to time.

b. **Outside India:** The Company will make arrangements for passage to and from the country/countries of training.

c. Expenses on the surface travel in the country of training are to be borne by the individual out of the foreign exchange released to him.

15.0 **BOND:**

15.1 The trainee shall, prior to being relieved from duty for the purpose of training, execute a bond to serve the Company for a minimum period as indicated below. The bond and amount of bond will depend on the period of training abroad which is as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Period of Training abroad</th>
<th>Bond period (Years)</th>
<th>Amount of Bond (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>More than 15 days but less than 2 months</td>
<td>3 Years</td>
<td>Rs.1,50,000/- or cost to the Company for the training, whichever is higher.</td>
</tr>
<tr>
<td>2.</td>
<td>2 months to less than 6 months</td>
<td>4 years</td>
<td>Rs.2,50,000/- or cost to the Company for the training, whichever is higher.</td>
</tr>
<tr>
<td>3.</td>
<td>6 months to less than 1 year</td>
<td>5 years</td>
<td>Rs.4,00,000/- or cost to the Company for the training, whichever is higher.</td>
</tr>
<tr>
<td>4.</td>
<td>1 year to less than 2 years</td>
<td>5 years</td>
<td>Rs.5,00,000/- or cost to the Company for the training, whichever is higher.</td>
</tr>
</tbody>
</table>

Note: In case an employee leaves service during the currency of the bond period, he will be required to pay the bond amount proportionately.

If the employee had earlier executed a bond to serve the company, the second bond to be executed will include the remaining period under the previous bond and to this period will be added the period to be covered by the second bond which will run consecutively with the period of the earlier bond. For instance, if the remaining period under the previous bond is 3 years and the period for which the employee is to be bound under the second bond is five years, the second bond will be for eight years from the date of signing of the bond.

An employee will not be required to execute a bond:

i. When sent abroad to carry out a special assignment.

ii. When nominated as a member of delegation or a team either by the Government or by the Company.

iii. When sent abroad to attend programme fully funded by external agencies under Colombo Plan, UNIDO/UNDP etc.

*Amended vide PP Circular No.5/2006(PL/RR/9(6)A/2006/676) dated 23.5.2006*
When a senior officer of the level of Departmental Head and above is sent abroad for a study tour for a short duration not exceeding two months, he will also not be required to execute a bond. The question whether an officer is being sent on training or on a study tour will be decided on the merits of each case.

16.0 SUBMISSION OF TRAINING REPORTS:

The Trainee shall submit a detailed report in quadruplicate of the training undertaken on his return to India. The training report should include all important data pertaining to the relevant and other allied areas of his work/training, documents, log sheets, drawings, flow diagrams, working instructions received in writing and orally etc. Three copies of the report should be submitted to Superintendent of Training, Visakhapatnam Steel Plant and one copy to respective Departmental Head.

Unless the training report is submitted to the satisfaction of the competent authority, the annual increment/promotion will be withheld after giving adequate warning in advance. The training report shall be submitted within 3 weeks of his reporting to duty on return. In case of delay in submission of the report, an entry to the effect will also be made in the appraisal form of the Trainee.

NOTE:

* All employees who are visiting foreign countries on training or on business trip or for attending, seminars, conferences, etc. should also submit a report after the visit to the Company Secretary within a fortnight of their return from the foreign trip.

17.0 GENERAL:

17.1 The Trainee shall follow and complete the training programme successfully as planned for by the Company.

17.2 The Trainee shall follow the Rules and Regulations of the organisation in which he is undergoing training and day-to-day instructions with regard to the training. The Trainee shall concentrate on his training and observe strict punctuality in regard to attendance, working hours etc.

17.3 The Trainee shall conduct himself in the most disciplined manner and shall not give any room for complaints from any quarter.

17.4 The Trainee shall ensure that the information and data obtained by him from the know-how adviser/equipment supplier is kept secret and shall be used only for the purpose of work connected with Visakhapatnam Steel Plant and shall not be divulged to any outsider.

17.5 The Trainee shall ensure that any items/property that he may receive from the organisers of the training are returned in a proper manner on completion of training.

17.6 Cases of sickness shall immediately be brought to the notice of the concerned Medical Officer of the Plant/Agency imparting training and his advice taken for treatment.

17.7 All the medical expenses are to be borne by the individual during his stay abroad. Where there is no medical insurance done by the Company who are imparting training abroad, individual trainees are advised to take medical insurance themselves. No separate foreign exchange will be released for this purpose.

* * * * *

Incorporated vide Miscellaneous Circular No.8/97 dated 22.09.1997

* * * * *
TERMS AND CONDITIONS FOR DEPUTATION OF EMPLOYEES
FOR TRAINING ABROAD

1.0 PERIOD OF DEPUTATION:

1.1 The period of deputation will commence from the date an employee is relieved from the Plant/Office for the purpose of training and will expire on the date the employee resumes duty. In case, however, earned leave/half-pay leave/extra-ordinary leave is sanctioned to an employee immediately before departure for training abroad or immediately after return to India, the employee will not be entitled for home leave either before or after deputation abroad for training.

Where earned leave/half-pay leave/extra-ordinary leave is sanctioned to an employee prior to deputation abroad, the period of deputation will commence from the date of embarkation and, in case it is sanctioned immediately after return to India, the period of deputation will expire on the date of disembarkation.

1.2 The period of training may be extended or curtailed at the discretion of the competent authority.

1.3 The Trainee shall not take up without prior written permission of the competent authority, the matter of extension/variation of training period or any change in training programme with the outside authorities responsible for the training.

2.0 PAY:

2.1 Full Pay and Dearness Allowance admissible to the Trainee will be payable in India.

2.2 House Rent Allowance is admissible for the entire period of deputation provided the family of the employee is left back in India and prior to leaving India, the individual was in receipt of house rent allowance. If the employee has been allotted a quarter by the Company, he may retain it till his return from training, provided it is required for occupation of his family during his training period.
FORM OF PERSONAL BOND TO BE EXECUTED BY EMPLOYEES DEPUTED FOR TRAINING ABROAD

KNOW ALL MEN BY THESE PRESENTS THAT WE *_____________________son of ____________________________________________ resident of ____________________________________________ in the District of ____________________________________________ (Hereinafter called employee) at present employed as _____________________________________ in the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, a Company incorporated under the Companies Act, 1956 and having its registered office at Main Administration Building, Visakhapatnam 530 031 (hereinafter called the Company) and **________________________________________________ (Name of the Surety) son of ____________________________________________ of District__________________ State ______________ (hereinafter called the surety), do hereby bind ourselves and our respective heirs, executors and administrators to pay to the Company on demand the sum of Rs.__________(Rupees_________________________________________) together with interest thereon from the date of demand at the rates for the time being in force on Central Government Loans, or, if payment is made in a country other than India, the equivalent of the said sum in the currency of that Country, converted at the official rate of exchange between that country and India.

Dated this__________________________day of _________________(month)Two thousand __________ .

Whereas the above bounden *has been selected by the Company for training in______________ (indicate the place of training abroad).

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT :-

In the event of the above bounden*

(a) not conforming to the instructions regarding training and discipline conveyed to him by the company or by an authorised representative of the Company.

(b) getting adverse reports regarding the progress of his training or regarding his conduct.

(c) failing to complete the training for which he has been selected for reasons other than ill-health, provided that such ill-health has not been brought on by his own neglect, carelessness or misconduct PROVIDED FURTHER that the opinion of the Medical Officer of the Company or any other Medical Officer nominated by the Company shall be final both in regard to the ill-health, or whether the ill-health has been brought on by the negligence, carelessness or misconduct of the above bounden.

(d) failing on successful completion of his training to rejoin forthwith the post/originally held by him or any other post at the discretion of the Company on existing terms and conditions.
(e) refusing to serve the Company or any of its subsidiaries for a minimum period of ______________ after his return to duty on successful completion of training.

(f) failing to refund to the Company any overpayment made to him during the course of the training.

(g) failing to intimate to the Company the amount and other particulars in respect of any honorarium or other money earned or received by him during the period of his training.

(h) refusing to hand over and surrender to the Company the whole or any part of such honorarium or other money received by him if and when required to do so by the Company.

(i) contracting a marriage with a Non-Indian National during the continuation of these presents without the prior permission of the Company.

(j) taking up at his own initiative the question of extension/variation of his training with the authorities responsible for his training on arrival or during his stay in the country of his training other than through the Company.

(k) not maintaining a suitable standard of living and of conduct during the period of training considered reasonable by the Company.

The training will be liable to termination and the above bounden *_________________ shall forthwith refund to the Company on demand and without demur all money paid to him or expended on his account in respect of the pay and allowances, leave salary, cost of fees, travelling and other expenses on account of his having been selected for training abroad as aforesaid, not exceeding Rs._________________ (Rupees________________________) and as to the amount so to be refunded, the decision of the Company shall be final, together with interest thereon from the date of demand at rates for the time being in force on Central Government loans.

And upon his making such refund, the above written obligation shall be void and of no effect, otherwise it shall be and shall remain in full force and virtue.

PROVIDED ALWAYS THAT IT IS hereby agreed that the personal bond signed by the above bounden *_________________ on the_______________Day of_________________20____at the time of his joining as Management Trainee in the company, shall continue to be operative and the bond periods under this bond and the bond dated_______________ shall run consecutively. The amount payable by him under the provisions contained in the previous bond dated _____________ shall be in addition to the amount payable by him under this bond.

PROVIDED ALWAYS THAT IT IS hereby agreed and declared that the decision of the company as to whether the above bounden *

The company may, however, at its discretion, alter, interrupt or stop the said training for any reason, whatsoever, without incurring any liability to the above bounden*____________. All suits or legal proceedings by or against the Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, matter arising out of this bond shall be triable only in appropriate Civil Court of Visakhapatnam District.
The conditions of this bond will be effective from the _______________ day of _______________.

Signed and delivered by the bounden* _______________________________ this____________ day of___________ , 20_____.

Employee’s Signature    Surety’s Signature

_________________________    ____________________________

Name* _______________    Name**____________

Add ress: (Permanent) Address: (Permanent)

_________________________    ____________________________

_________________________    ____________________________

Present    Present

_________________________    ____________________________

In the presence of witnesses:***

witness 1    witness 2

Signature    :    

Name    :    

Occupation    :    

Address    :

At (Place)______________    At (Place)______________

Dated the _______________    Dated the _______________

1. * Full name of the employee.

   ** Full name of the surety (Surety should be a Government/ Public Sector employee or in the case of Non-Government employee, details of the property with Survey No., Exact location, boundary etc. duly certified by MRO/any Revenue Official equal to MRO with present estimated market value should be indicated).

   *** The attesting witness: He should be a Gazetted Officer in the employment of the Central/ State Government or any Officer of the Company.

2. This para is to be included in the bond proforma of Management Trainees only.

3. The bond is to be executed on a non-judicial stamp paper of appropriate value as prescribed by the State Government from time to time. The present value is Rs.30/- only.
SETTING UP OF OFFICES ABROAD – TERMS AND CONDITIONS OF FOREIGN POSTINGS*

1.0 INTRODUCTION
2.0 EXECUTIVES ELIGIBLE TO TAKE THEIR FAMILIES
3.0 PAY AND ALLOWANCES
4.0 HOUSING
5.0 TRANSFER BENEFITS
6.0 MEDICAL FACILITIES
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10.0 HOME LEAVE PASSAGE
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12.0 ENTITLEMENT OF TA/DA ON TOUR
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14.0 REPATRIATION
15.0 RECOVERY OF PROVIDENT FUND ON INDIAN PAY PLUS DA
16.0 INDIAN PAYMENTS
17.0 INCOME TAX
18.0 RATE OF EXCHANGE
19.0 BOND
20.0 MODIFICATIONS / AMENDMENTS

* Approved by RINL Board, in its 289th meeting held on 13.5.2015 and circulated vide HR Policy Circular No.HR/RR/12(01)/136 Dt.03.07.2015
1.0 INTRODUCTION

1.1 These rules called the “RINL, Visakhapatnam Steel Plant Overseas Site Posting Rules” will be applicable to all regular executives of the Company.

1.2 These rules are effective from 13th May 2015.

1.3 These Rules do not apply to employees going on tour to Project Sites abroad. However, if an executive is transferred /posted to an overseas posting more than 3 months’ time continuously to serve in the overseas posting whole time till further orders, it will be treated as "Overseas Posting" for the period of his/her staying at overseas.

1.4 All project sites abroad/Site Office/ Branch Sales Office/ International Marketing Office (IMO) will normally be “Non Family Stations” and executives deputed/posted at these sites are not entitled to take their families except in the circumstances stated herein.

2.0 EXECUTIVES ELIGIBLE TO TAKE THEIR FAMILIES

2.1 The following shall be eligible to take their families to the Overseas Site:
   a. Head of the Project/General Manager, resident Director/ Resident Manager in each project site.
   b. Executives who are initially posted for a minimum period of one year.

2.2 Approval of CMD will be required in each case. The period of proposed stay will be indicated in the posting order.

2.3 'Family’ means an executive’s spouse, legitimate children and step children residing with and wholly dependent on the executive. The term “children”, wherever mentioned hereinafter in the scheme, shall mean wholly dependent children, subject to other prescribed conditions.

3.0 PAY AND ALLOWANCES

3.1 Basic Pay
   Basic Pay includes personal pay as applicable in India after deductions on account of loans, PF, Income Tax, Children’s Education Allowance, etc. The executives posted in overseas will be paid in India in Indian Currency. The question of basic pay to be drawn in foreign exchange in the country of posting or in Indian Rupees in India will be decided for each Project Site.

3.2 Dearness Allowance
   No Dearness Allowance, which may be applicable in India, will be payable.

3.3 Perks and allowances at the rate as applicable.
3.4 **Deputation Allowance**
In case of persons joining RINL on deputation for posting at sites abroad, basic pay will also include deputation allowance. If basic pay has been fixed including deputation allowance, no separate deputation allowance will be admissible.

**NOTE:** Unless otherwise provided in the terms of contract, the executives taken on deputation from Government /other Public Sector Enterprises and posted direct to the foreign sites are entitled to deputation allowance as per rules.

3.5 Superannuation Benefit as applicable

3.6 **Foreign Allowance and Representational Grant**

3.6.1 Foreign Allowance is intended to cover the additional cost of living at the station where the executive is posted as well as expenditure which an executive, while serving abroad, has necessarily to incur either at home or abroad, over and above which an executive of corresponding category serving in India is expected to bear. Where husband and wife are posted to the same Office/Project abroad, each executive would be entitled to full foreign allowance.

3.6.2 Representational grant is an annual grant for the whole of a financial year, but is expressed in monthly figures representing one-twelfth of the grant. It is sanctioned to Heads of Office/Project abroad and other executives of representational grades and is meant to be utilised on representational expenditure as described in the Ministry of External Affairs (MEA) guidelines.

3.6.3 Based on the practice followed by MEA and the equivalent of public sector executives with MEA officials followed by BHEL, IOCL, etc., for the purpose of foreign allowance and representational grant, the status of executives posted abroad will be governed as per the following grades:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>RINL Grade</th>
<th>MEA Representational grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>E5, E6, E7 &amp; E8</td>
<td>Counsellor</td>
</tr>
<tr>
<td>2.</td>
<td>E3 &amp; E4</td>
<td>First Secretary</td>
</tr>
<tr>
<td>3.</td>
<td>E1 &amp; E2</td>
<td>Second Secretary</td>
</tr>
</tbody>
</table>

3.6.4 The executives will draw foreign allowance and representational grant at rates fixed by the Government from time to time.

3.7 **Children Education Allowance**

3.7.1 The Children Education Allowance shall be admissible only for a child who has attained 5 years of age.

3.7.2 The number of children in respect of whom an executive shall draw the children education allowance at any given time shall not exceed two. Within this number, however, one child may be replaced by another at any time.
3.7.3 The allowance shall be admissible in respect of children receiving education in a school at the place of posting of the executive, imparting education in English medium and is on the panel of schools approved by the MEA.

3.7.4 If the child is receiving education at the place of posting of the executive in a school imparting education in English medium and is on the panel of schools approved by the MEA for the station, the school fees, admission fees and registration fees shall be paid by the foreign office concerned against recovery of an amount of ₹2400/- per annum per child from the executive. The recovery shall be made on a monthly basis from the pay bills of the executive. Expenditure relating to school uniforms, books, stationery, bus fares, extra curricular activities, etc. will be borne by the executives themselves.

3.7.5 The foreign office shall not pay any education allowance or reimburse any school fee in cases where children are studying in India or a place other than the place of posting of the executive. Expenditure incurred by executives on the education of their children who are pursuing studies through correspondence courses shall also not be reimbursable.

3.7.6 In stations where satisfactory education in English medium is available without payment of any school fees, no education allowance shall be admissible nor any recoveries be made from the executives on this account.

3.7.7 In case of children studying in higher classes or are not able to obtain admission in the schools not on the panel approved by the MEA, the Company shall meet the expenses limited to notional expenses for a child studying in the MEA approved schools.

3.7.8 Reimbursement of Children Education Allowance will be admissible provided the executive produces a certificate from the Institution once in the beginning of academic year, stating that the children are on the rolls of the institution.

3.8 **Conveyance/Conveyance Allowance**

No Corporate owned car will be provided. Reimbursement of actual expenditure incurred on conveyance for official work. For transport from the place of work and back, travel card facility will be provided wherever it exists, otherwise the conveyance expenses reimbursement as per entitlement of officer in India.

3.9 **Outfit Allowance**

3.9.1 An executive posted to a foreign site shall be entitled to an outfit allowance as under:

a. ₹30,000/- if proceeding with family

b. ₹15,000/- if alone

Half of the amount as admissible can be claimed in foreign currency. The above shall be a one-time allowance, admissible to the executive immediately on his overseas posting.
3.10 Foreign Allowance, Representational Grant, Children Education Allowance for children receiving education at the foreign place of posting of the executive, Travel Card facility, Outfit Allowance, Home Leave passage and Children Holiday passage would be over and above the perks & allowance admissible to the executive.

4.0 HOUSING

4.1.1 Abroad

During the period of posting abroad, free furnished family/bachelor accommodation, as the case may be, will be provided to the executive as approved by the management from time to time, subject to a rental ceiling fixed by MEA for an equivalent grade of executive.

In the event of RINL deciding that it would not be possible to provide Company Leased Accommodation to its officers, the company would then pay HRA to its officers as per rates applicable to officers in MEA.

4.1.2 Power/Gas, Water charges etc. will be paid by the executive and property and other local taxes of similar nature will be reimbursable by the Company in foreign currency.

4.2 India

4.2.1 Executives who are in occupation of Company accommodation whether owned or leased will be permitted to continue occupation for the bonafide use of their families if they do not take their family abroad.

4.2.2 If Company accommodation is not availed of, House Rent Allowance will be paid in India with reference to the actual place of living of the executive's family subject to the rules of the Company.

4.2.3 No House Rent Allowance/ Company's accommodation will, however, be admissible if an executive takes his spouse abroad but keeps his children/parents in India.

5.0 TRANSFER BENEFITS

5.1 TRAVELLING ALLOWANCE

5.1.1 For onward journey

a. Executives permitted to proceed with family will be provided Economy/Entitled Class Air Ticket each at full rates for self and spouse and children above 12 years of age.

b. For children less than 12 years of age, half ticket or concessional ticket in economy / entitled class, as actually charged by the Airlines will be provided by the Company. Executives proceeding alone will be provided single economy class air ticket.

c. Any tax paid by the executive at the port of embarkation shall be reimbursed in full.

d. Baggage Allowance @ 25 Kgs per full ticket and 12.5 Kgs per half ticket (over and above the free allowance given by the Airlines) shall be provided.
e. In addition to the above, additional baggage as indicated may be availed of by surface/sea:- (i) 1,000 Kgs, if individual is accompanied by family, (ii) 500 Kgs, if not accompanied by family.

**NOTE**: The additional baggage will be allowed to be converted into air freight, subject to the expenditure being limited to the ocean freight payment. However, this facility will be allowed for return journey only.

f. T.A. for journey upto the point of Embarkation/ Disembarkation.

g. Executives transferred from various Units/Divisions of the Company to a Project site abroad will be entitled to travel in the class permitted in the T.A. Rules of the Company for journey upto the point of embarkation.

h. Excess baggage within the maximum limit can be availed by the executives transferred from a Unit/Division to the point of embarkation for going to the Site abroad as per TA Rules of the Company.

5.1.2 **For return journey**

For return journey (including from the point of disembarkation), the entitlements as mentioned in Rule 14.1.4 shall be admissible.

5.2 **SALARY ADVANCE**

Salary Advance as applicable under TA Rules for transfers within India will be admissible. It shall be paid in India in Indian Currency and recovered from the salary of the executive as per the TA rules.

5.3 **JOINING TIME**

5.3.1 Executives, who are posted to sites abroad or are transferred back to India, will be allowed joining time as per T.A. Rules of the Company. Such joining time can either be availed of in the country of posting or in India or en route at the discretion of the executive.

5.3.2 However, during the period of joining time, an executive will be paid joining time pay and allowances in India and in Indian Rupees.

5.3.3 No foreign allowance would be paid for such joining time. However, notional D.A. will be taken into account for this purpose. In case of posting to sites abroad, even if the executive does not avail Joining Time immediately or at once, foreign allowance for the joining time period would be deducted from his first month’s foreign allowance abroad. The executive may avail Joining Time anytime within a year of reporting at the new station as per RINL’s TA rules.

5.4 **TRANSFER GRANT**

5.4.1 Transfer Grant as applicable under TA Rules for transfers within India will be admissible to an executive posted to a site abroad. Payment in respect of this will be made in Indian rupees.
5.4.2 No Transfer Grant if the executive’s family is not disturbed and continues to reside in Visakhapatnam Steel Plant’s Townships.

5.4.3 In the case of those who are living in Company-leased accommodation or are drawing HRA, transfer grant is admissible only if the executive's family shifts from the previous station of posting.

5.4.4 Similarly, on his posting back, an equivalent amount as mentioned above shall be payable in Indian Rupees, if an executive is posted to a station other than the place at which his family is residing, requiring resetting up of domestic establishment.

5.4.5 Executives will also be permitted to leave their families and household effects, as per entitlement, at any place in India and they will be reimbursed the actual amount of expenditure against documentary proof. Such place shall be treated as the place of normal residence of his family left behind in India for all purposes during the executive’s posting to site. Similarly, reimbursement will also be made when executive is transferred back and shifts his family to the place of posting.

6.0 MEDICAL FACILITIES

6.1 For Executive during the period of posting abroad:-

6.1.1 Wherever National Health Scheme or Social Security Scheme is available, the Company shall pay both the employer's and executive's contribution.

6.1.2 In case the above schemes are not available, the Company will reimburse medical expenses on the basis of Govt. of India’s Assisted Medical Attendance Rules as amended from time to time for its India based executives serving in foreign office and their families residing with and wholly dependent on them.

6.1.3 Cases of maternity confinement should be referred to the Corporate Office at their early stages to facilitate mutually satisfactory arrangement for home leave (to be adjusted against home leave passage), transfer, etc.

6.2 For Members of Family left behind in India:-

6.2.1 The family members left behind in India will be entitled to medical attendance and treatment (both out-patient and in-patient treatment) as per RINL’s Medical Attendance Rules applicable to regular executives of the Company posted in India.

6.2.2 Where Company's Hospitals / Dispensaries facilities are available, the treatment should be availed from these Hospitals /Dispensaries.

7.0 LEAVE/LTA

7.1.1 Executives posted at Office/Project abroad shall continue to be governed by Leave Rules of the Company.

7.1.2 LTA Travel within India only is allowed. Taxation of LTA would be governed as per taxation rules of the place of the foreign posting, provided the executive comes under the category of “Non-Resident”.

Setting up of Offices Abroad – Terms and Conditions of Foreign Postings
7.2.1 **Leave spent in India/places other than the country of posting**:

For leave spent in India/places other than the country of posting, full foreign posting allowance will be paid if the period of leave does not exceed 30 days. In case the period exceeds 30 days, for such excess periods, foreign posting allowance will be admissible @ 50% of the normal rate, upto the period not exceeding 60 days.

The foreign posting allowance will be payable as per the rules stated above only in respect of leave earned in the country of posting abroad. Executives may be permitted to come to India or go to any other country to avail leave with a condition of expenses being borne by themselves.

8.0 **HOLIDAYS**

Closed Holidays and working hours as followed by other PSEs/commercial enterprises in the country of posting shall be followed. Prior approval of Director (Commercial) and CMD shall be obtained for closed holidays to be followed in the ensuing calendar year.

9.0 **ENCASHMENT OF EARNED LEAVE**

9.1 Executives may be allowed to encash their Earned Leave in accordance with the normal rules of the Company and the payment will be made on the basis of pay and notional DA which they would have drawn had they been serving in India.

9.2 Encashment of leave earned in India would be made in Indian Currency only and payment on account of encashment of leave earned abroad may be allowed in the country of posting with reference to basic pay and notional DA an executive is in receipt of on the date of sanction, and at the exchange rate prevailing on the date of sanction.

10.0 **HOME LEAVE PASSAGE**

10.1 Home Leave passage to the executive, (and his family) for to and fro journeys to India will be admissible after completion of a minimum of one year stay in a foreign site provided the executive is likely to continue abroad for a further period of six (6) months after availing Home Leave Passage and provided the leave does not exceed 15 days excluding journey time.

10.2 Journey within India in both the cases will be considered as per the entitlement of the executive as per TA Rules.

10.3 Passage from the Project site to the place of residence of the family in India will be admissible.

10.4 Part of the journey from the place of posting abroad to the Airport in India nearest to the hometown may be permitted to be performed by air.

10.5 Executives who after having availed of home leave passage, desire to come back on their own request, before expiry of six months of their availing of home leave passage will be allowed to do so at their own cost.
11.0 CHILDREN HOLIDAY PASSAGE

If spouse accompanies abroad, the company may allow to & fro air passage for not more than two dependent children studying in India in recognized educational institutions pursuing full time courses of study to join their parents during long vacations once in an academic year.

12.0 ENTITLEMENT OF TA/DA ON TOUR

12.1 For undertaking official journey within the country of posting or adjoining countries, the executive will be entitled to travel by Air by Economy Class or by Rail/Road in the class of travel as applicable in India.

12.2 During tours to adjoining countries, all allowances/ reimbursements shall be regulated as if the executive has proceeded on foreign tour from India.

12.3 While undertaking tours within the country of posting, the rules as applicable in India shall be applicable. However, the facility of Daily Allowance/hotel accommodation/local conveyance etc shall be available as applicable in the case of MEA officials of equivalent grade.

13.0 PAYMENT OF PERFORMANCE RELATED PAY (PRP)

The executives posted abroad will be paid PRP, if admissible, at the same rates as applicable to the area prior to the present. This payment will be made in Indian rupees and in India only.

14.0 REPATRIATION

14.1 For any reasons (except in case of self sickness, where the executive has been hospitalised during the first year of posting and it has been certified by the Authorised Medical Attendant designated for the purpose that the sickness of the executive concerned is not likely to be cured within a reasonable time and that his repatriation to India is inevitable), if an executive is to be repatriated to India before the expiry of the tenure of posting:

14.1.1 Within six months of his posting – the executive has to bear the cost of passage for both ways i.e. initial onward and return.

14.1.2 Beyond six months but within 12 months of his posting abroad - the executive may be reimbursed the expenditure involved in TA/DA and visa fees incurred by him for himself.

14.1.3 In respect of cases at 14.1.1 & 14.1.2 above, he will not however, be entitled to any transfer grant or TA for the family even if the posting in India is to a station other than the one where the family was allowed to stay during the period of his posting abroad. The cost of return passage will also be borne by the executive concerned.
14.1.4 Beyond one year - the executive concerned will be allowed the excess baggage on return passage to the extent it was permitted to be brought by air from India. Other facilities like entitlement of salary advance, joining time, travelling allowance and daily allowance for self up to the point of embarkation while leaving for India and from the point of disembarkation in India to the place of posting as also travelling allowance for the family if the posting to a station other than the place where the family was permitted to stay during the period of his posting abroad will also be allowed. The executive will, however, not be entitled to the transfer grant.

14.2 In all the above cases, the executive will be permanently repatriated to India. Mere compliance with the above stipulation does not confer or constitute a right for an executive to get himself repatriated to India from overseas site. This has to be only at the convenience of the Project Site Management. Repatriation under this rule has the effect of forfeiture of other entitlements like excess baggage and transfer grant.

14.3 In case of death of an executive during the posting in overseas site the full expenditure of the transportation of body, passage money for family etc. will be borne by the company.

15.0 RECOVERY OF PROVIDENT FUND ON INDIAN PAY PLUS DA

Contributory Provident Fund recovery may be made on the Indian Pay plus notional DA, which the executives would have drawn had they been serving in India. However, in case India enters into social security / bilateral agreement with the country of posting the rules for recovery of provident fund would be as according.

16.0 INDIAN PAYMENTS

16.1 Payments in respect of claims which arise in India such as Basic Pay, HRA, reimbursement of Children Education expenses in respect of children getting education in India, Medical reimbursement in India, etc. shall be made in Indian currency.

16.2 The Site Office will pay the entitlements to the executives up to the date of release from the Site Office. The joining time pay and allowance, even if the joining time is availed of abroad, will also be paid in Indian Currency. However, the entitlement for the transit (journey) period between India and the country of posting may be claimed either in rupees or in the currency of the country of posting as may be desired by the executive.

From the foregoing it will be seen that the payments become due to the executives both in foreign currency and in Indian Rupees. Similarly, recoveries also will have to be effected both in foreign currency and Indian currency.

16.3 All the payments and recoveries whether in Foreign Currency or in Indian Rupees will be arranged by site offices to have a centralized control.
16.4 For this purpose, Site Office(s) will prepare two bills i.e. one including the payments and recoveries in Foreign Currency and the other including the payments and recoveries due in Indian Rupees. Foreign currency salary will be paid by the site office after effecting the recoveries to be made in foreign currency by corresponding credit of recoveries to Head of the Overseas Office through intra Division account; who will further dispose of the recoveries statement of Foreign recoveries received in support of the credit from site offices by arranging payments to various agencies i.e. Provident Fund Trust etc.

16.5 In the case of bill covering payment and recoveries in Indian Rupees, site office will send the passed and checked bill to Head of the Overseas office for further action.

Where the payments in Indian Rupees due to the individual are more than the recoveries, the payment due will be arranged by Head of the Overseas office for the sites, by credit to the executive’s salary account in India. If the amount of recoveries is more than the payments due for a particular month, the same will be held in suspense and adjusted in subsequent month. However, if the recoveries continue to be more than the payments due in Indian Rupees, the employee has to deposit the required amount in the Indian office. If this is not possible, the employee may authorise Site Office to recover the amount equivalent to foreign currency (conversion at the prevailing exchange rates).

17.0 INCOME TAX

17.1 **Period of stay of executives at the posted country abroad above 182 days in a financial year:**

In case the executive in a financial year are going to stay for more than 182 days in the posted country abroad, they would become “NON-RESIDENTS” and would become liable for taxation in the posted country abroad as per domestic laws of the country in respect of salary & allowances receivable/received either in INR or in foreign currency. Since salary paid for the executive is for the services rendered in the posted country abroad and not in India, salary paid/payable in INR is also taxable in the posted country abroad and not in India.

In case of RINL establishing a PE (Permanent Establishment) in the form of Branch Sales Office in the country abroad and the salary of the employee is going to be borne by such PE, then, as per DTAA provisions, branch at the country abroad has to comply with TDS formalities against the total income of the employee. Head office in India will not be liable for deduction of tax at source for salary paid to the employee in INR. Also, employees will have to file return in the posted country abroad and not in India.

17.2 **Period of stay of executive in India above 182 days in a financial year (i.e. less than 182 days in the posted country abroad):**

Since, the executive exercise employment in the posted country abroad, he will be liable for taxation in the posted abroad country in respect of salary and allowances towards services rendered in the country abroad. At the same time he being the resident in India will be liable for taxation for the global income and should avail benefits under DTAA.
17.3 The taxability of salary, allowances, perks, etc. envisaged in the Policy shall be subject to the prevailing provisions as amended from time to time of the Indian Income Tax Act, Domestic Tax Laws of the country of posting and relevant Double Taxation Avoidance Agreement as applicable to the employee.

18.0 RATE OF EXCHANGE

18.1 Indian pay and Children Education Allowance (Foreign) and other entitlements stated in rupees and payable in the currency of the country of posting will be converted at the rate of exchange applicable to Indian Embassy executives working in that country.

18.2 Facilities for remittance of savings to India at the prescribed exchange rate will also be made available to executives, at his option through the Project Site Office. This will be subject to the rules of the foreign country applicable to the repatriation of savings to India and the relevant rules of the Government of India.

19.0 BOND

The executives shall be required to execute an agreement with the Company before they are posted to the overseas site abroad in the form and manner as may be prescribed by the Company from time to time. At present, the officer will be required to execute a bond to serve the company for a minimum period of 3 years after return from the said posting and failing which they shall pay an amount of ₹5 lac to the company.

20.0 MODIFICATIONS / AMENDMENTS

The Company reserves to itself the right to withdraw, review, alter and/or amend these rules or any part thereof as may be deemed necessary from time to time. However, CMD, RINL is authorized for effecting changes in the terms and conditions of Foreign Postings with a financial implication not exceeding 10%.

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ISSUE OF IDENTITY CERTIFICATE/
*PRIOR INTIMATION/*NO OBJECTION CERTIFICATE
TO EMPLOYEES FOR OBTAINING PASSPORT

I. GUIDELINES FOR ISSUE OF IDENTITY CERTIFICATE TO EMPLOYEES FOR OBTAINING PASSPORT

II. *GUIDELINES FOR ISSUE OF NO OBJECTION CERTIFICATE

III. *GUIDELINES FOR ISSUE OF PRIOR INTIMATION CERTIFICATE

IV. GUIDELINES FOR ISSUE OF NO OBJECTION CERTIFICATE (NOC) AND/OR SERVICE CERTIFICATE TO EMPLOYEES FOR OBTAINING VISA

ANNEXURE-A : APPLICATION FOR GRANT OF 'IDENTITY CERTIFICATE' FOR OBTAINING PASSPORT.

ANNEXURE-B : *IDENTITY CERTIFICATE

ANNEXURE-C : *NO OBJECTION CERTIFICATE

ANNEXURE-D : *PRIOR INTIMATION CERTIFICATE

ANNEXURE-E : NO OBJECTION CERTIFICATE (NOC) AND/OR SERVICE CERTIFICATE FOR OBTAINING VISA

*Amended vide HR Policy Circular No. 08/2015 Dated.21.09.2015
I. ISSUE OF IDENTITY CERTIFICATE TO EMPLOYEES FOR OBTAINING PASSPORT *

1. These guidelines shall apply to all employees except casual employees.

2. The employee desirous of obtaining ‘Identity Certificate’ for passport shall submit an application to the Personnel Establishment Section concerned forwarded by his/her controlling officer (not below the grade of E-6) in the proforma given at Annexure-A.

3. In the application the applicant will have to declare that the provisions of Sec.6(2) of the Passport Act, 1967, are not attracted in his/her case or if attracted, the details of the criminal case/cases registered against him/her will have to be furnished. An extract of the Provisions of the Section 6(2) of the Passport Act, 1967 is given at Annexure-‘A’

4. In case of employees who have a criminal case/ cases registered against on personal grounds the application for issue of Identity Certificate will be processed only on submission of NOC from the concerned Court to obtain/renew their Passport by the employees concerned.

5. Legal assistance will be provided through Legal Affairs Department to get NOC from concerned Court to obtain/renew the passport in such cases of employees, who have a criminal case/ cases registered against them due to incidents occurring in their official capacity and the case may not be personal to the employees, as covered under Personnel Policy Circulars No. 03/93, dt 19.03.93 and No.02/11, dt 31.01.2011

6. Before putting up the case to the Competent Authority for issue of Identity Certificate, the Personnel Establishment Section concerned shall further check the following points specifically from the records available in the personal file of the employee concerned:-
   
   a) Whether the individual has, during his employment in the Company, been involved in any activities prejudicial to the State or the Company.
   b) Whether any criminal proceedings/vigilance case is pending against him.

7. The Personnel Establishment Section concerned shall process the application for approval and signature of the Competent Authority and three original ‘Identity Certificates’ on the office letterhead in the format given at Annexure-B shall be prepared.

8. The employee shall be issued the Identity Certificate in duplicate on the official stationary of the authorized executive, while the third original shall be filed in the personal file of the employee.

9. Identity Certificate shall not be issued by Visakhapatnam Steel Plant in respect of deputationists from Central/State Government, Public Sector Undertakings and other Organizations. Applications of deputationists shall be forwarded to their parent Organizations, for further processing and issue of Identity Certificate at their end.

10. The validity of ‘Identity Certificate’ will be six months from the date of issue*.
11. If Identity Certificate is submitted, Passport will be issued on No-Police Verification basis

*Approved by Chairman-cum-Managing Director and issued vide Personnel Policy Circular 05/2011 dated 31.03.2011.
*Amended vide HR Policy Circular No.08/15 dt.21.09.2015
II. ISSUE OF NO OBJECTION CERTIFICATE TO EMPLOYEES FOR OBTAINING PASSPORT*

1. No Objection Certificate will be issued from Controlling / Administrative Authority.
   (If NOC is submitted, Passport will be issued on Post-Police Verification basis)

2. The format for `No Objection Certificate’ is enclosed at Annexure-C.

3. The executives authorized to approve and issue the Identity Certificates to the employees would also be the Competent Authority for issue of `No Objection Certificate’.

4. The validity of `No Objection Certificate’ will be six months from the date of issue.

III. ISSUE OF PRIOR INTIMATION CERTIFICATE TO EMPLOYEES FOR OBTAINING PASSPORT*

1. With a view to simplifying the procedure and facilitating issuance of Passport to Govt. employees who find difficulties to obtain Identity Certificate (IC) / No Objection Certificate (NOC) from their department, Ministry of External Affairs, Govt. of India, vide OM No.VI/401/01/05/2014 dt. 26.5.2015, has issued guidelines to the effect that any one document (Identity Certificate, No Objection Certificate and Prior Intimation Certificate), can be submitted by the employees, for submission of application for Passports.

2. Copy of Prior Intimation to Controlling / Administrative Authority

   Prior Intimation is a letter from the Passport applicant giving intimation in the prescribed format to his/her Controlling/Administrative Authority (employer) regarding submission of Passport application. After submission of Passport application by such an employee to the concerned Regional Passport Office, the copy of this Prior Intimation would be sent to the same Controlling / Administrative Authority under which the employee is working. In case the employer has any objection regarding issuance of Passport to that employee, they may revert to Regional Passport Office mentioning the details of such objection. However, the final decision will be taken by the Passport Issuing Authority.

   If Prior Intimation is submitted by the applicant, Passport would be issued by the Passport Issuing Authorities on the basis of Pre-Police Verification, however, the provisions of Police Verification in reissue cases will remain applicable.

3. The formats for `Prior Intimation’ is enclosed at Annexure-D.

4. The executives authorized to approve and issue the Identity Certificates to the employees would also be the Competent Authority for submission of `Prior Intimation’.

5. The validity of `No Objection Certificate’ will be six months from the date of issue

*Amended vide HR Policy Circular No.08/15 dt.21.09.2015
IV. Guidelines for issue of No Objection Certificate (NoC) and/or Service Certificate to employees for obtaining Visa*

The guidelines as under will be followed for issue of No Objection Certificate (NoC) and/or Service Certificate to employees for obtaining Visa:

(i) The employee desirous to obtain a NoC and/or Service Certificate for Visa may submit an application to the Personnel Establishment Section concerned forwarded by his/her controlling officer (not below the grade of E-6) along with the details to be certified for obtaining Visa to visit the foreign country(s).

Note: The onus of furnishing the list of details to be certified in NoC and/or Service Certificate for obtaining Visa for the Country(s) being visited would lie with the employee.

(ii) On receipt of application, Personnel Establishment Section may issue the NoC and/or Service Certificate furnishing the particulars as requested by the employee in his/her application, to the extent they are available in his/her personal records in VSP.

(iii) A sample format (illustrative only) is given at Annexure-E which may be modified suitably as per the need/ request of the employee.

(iv) The Personnel Establishment Section In-charge would be the competent authority to sign on the NoC/ Service Certificate w.r.t. Visa.

* Incorporated vide PPC 01/2011, dated 19.01.2011
To
Personnel Establishment Section I/C
Visakhapatnam Steel Plant

//Through Proper Channel//
(Not below E-6 grade, affix seal giving Emp. No.)

Sub:  Application for grant of Identity Certificate to obtain / renew my passport,

Dear Madam/Sir,

I request you to kindly issue Identity Certificate in my name to facilitate me to obtain / renew my passport.

I hereunder furnish requisite particulars along with 3 Nos. of passport size colour photos of self for necessary action at your end.

<table>
<thead>
<tr>
<th></th>
<th>Name of the Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Father/Husband’s Name</td>
</tr>
<tr>
<td>3</td>
<td>Employee Number</td>
</tr>
<tr>
<td>4</td>
<td>Designation/Department</td>
</tr>
<tr>
<td>5</td>
<td>I D Card Number</td>
</tr>
<tr>
<td>6</td>
<td>Purpose for obtaining passport</td>
</tr>
</tbody>
</table>

**DECLARATION**
I have read and understood the contents of Sec.6(2) of the Passport Act, 1967, as given overleaf and hereby confirm that
(*Strike out whichever is not applicable in para (a) below)

(a)* No provision therein is attracted in my case,    

(OR)
One of more provisions of Sec.6(2) of the Passport Act, 1967, as given overleaf are attracted in my case and the full details of the same are duly signed and enclosed.

Necessary NOC from the concerned court to obtain/renew my passport is also enclosed (applicable in case of pending criminal case)

(OR)
A case has been registered against me due to an incident occurring in my official capacity and is not personal to me. Legal assistance may kindly be provided as per rules to get NOC from concerned Court to obtain/renew my passport.

(b) I hereby declare that the information furnished above is true to the best of my knowledge and belief and that in the event that any of information furnished above is found to be false, I shall make myself liable not only for regular departmental action under the Rules of the Company, but also liable for such action as deemed fit by the Company.

**Encl:**
1. Passport size colour photos of self – 3 Nos.
2. NOC from concerned Court (Strike out if not applicable)

Signature of the employee & Date
Name : __________________
Ph No. : __________________

(Please turn overleaf for the contents of Sec. 6(2) of the Passport Act, 1967)
“Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under the clause (c) sub – section (2) of section 5 on any one or more of the following grounds and on no other ground namely –

That the applicant is not a citizen of India.

That the applicant may, or is likely to engage outside India in activities prejudicial to the sovereignty and integrity of India.

That the departure of the applicant from India may, or is likely to, be detrimental to the security of India.

That the presence of the applicant outside India may, or is likely to prejudice the friendly relations of India with any foreign country.

That the applicant has, at any time during the period of five years immediately preceding the date of his application been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years.

That the criminal proceedings in respect of an alleged to have been committed by the applicant are pending before a court in India.

That a warrant or summons for the appearance, or a warrant for the arrest, of the applicant has been issued by a court under any law for the time – being in force or that an order prohibiting the departure from India of the applicant has been made by any such court

That the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation.
IDENTITY CERTIFICATE*

This is to certify that Shri/Smt./Kum _________________, son/daughter/wife of Shri _______________, Employee No. ________________, who is an Indian national, is a permanent employee of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant from _____________ (date of joining) and his/her present designation is _______________. This Organisation has no objection to his/her acquiring Indian Passport. The undersigned is duly authorized to sign this Identity Certificate. I have read the provisions of Section 6(2) of The Passport Act 1967 and certify that these are not attracted in the case of this applicant. I recommend issue of Indian Passport to him/her. It is certified that this organization is a Public Sector Undertaking. The Identity Card Number of Shri/Smt./Kum (employee)______________________ is ____________.

Ref.No. : Signature :
Date : Full Name :
Designation :
Tel. Off :
Res :
Cell :

*Amended vide HR Policy Circular No.08/15 dt.21.09.2015
NO OBJECTION CERTIFICATE

Ref.No.________ Date:________

[No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.]

Shri/Smt./Kum ________________________________, S/o, D/o __________________, who is an Indian national, is employed in Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant as ____________________ from _______ till date. This Organisation has no objection to his/her obtaining a passport.

Signature : 
Full Name : 
Designation : 
Tel. Off : 
Res : 
Cell :

ANNEXURE-C

Issue Of Verification Certificate To Employees For Obtaining Passport
ANNEXURE-D

PRIOR INTIMATION

To

The Competent Authority  (Executives authorized to approve and issue Identity Certificate to employees)

Subject: Prior Intimation for submission of Passport application.

---

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office ____________________________.

2. This is for your kind information and record.

Yours faithfully,

Signature  :

Name  :

Date of Birth  :

Designation  :

Name of Office where working:

Address of Present Office:

Residential Address:
(To be given on RINL-VSP letter head)

RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM

PERSONNEL DEPARTMENT

Ref: __________________________
Date: ________________

SERVICE CERTIFICATE/ NoC

To Whomsoever It May Concern

Shri / Smt ______________________ Employee No. __________ presently working as _______________(Designation), in ____________ Department, is in regular employment of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant since ________.

This certificate is being issued on the request of the employee for the purpose of obtaining VISA for personal visit to _____________(Country) during _______ to _______.

It is to further certify that RINL-VSP has no objection to Shri / Smt __________________ visiting ______________________ (Country) on his/her own.

(Zonal Personnel Executive)

To

Shri / Smt __________________________ through controlling Officer

Note:
In case the employee is unable to visit abroad as per Certificate issued above, he/she is required to inform the concerned Personnel Establishment immediately.
Copy to: Personal file
FORWARDING OF APPLICATIONS OF EMPLOYEES
FOR OUTSIDE EMPLOYMENT

1.0 OBJECTIVE

2.0 SCOPE

3.0 PROCEDURE AND GUIDELINES

4.0 FORWARDING APPLICATIONS TO UNION PUBLIC SERVICE COMMISSION

5.0 TENURE

FORWARDING OF APPLICATIONS OF EMPLOYEES FOR OUTSIDE EMPLOYMENT

1.0 OBJECTIVE
To define the Company’s policy and to prescribe procedure with regard to forwarding of application from employees seeking employment in outside organizations.

2.0 SCOPE
These rules/guidelines are applicable to all employees of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant.

3.0 PROCEDURE AND GUIDELINES

3.1 Application of employees for outside employment in Government/Semi-Government Organisation and Public Sector Undertaking against press/open advertisements will be forwarded by the Company, subject to employees fulfilling the requisite conditions specified in these Rules. Such applications should invariably accompany the relevant clipping of the advertisement.

3.2 Where a Government/Semi-government Organisation or a Public Sector Undertaking sends a general circular to Visakhapatnam Steel Plant and the same is circulated by Visakhapatnam Steel Plant among employees, applications against such circular will also be forwarded, subject to fulfilling the conditions contained in these Rules.

3.3 Applications for outside employment will be forwarded only if an employee fulfills the specifications given in the advertisement with regard to qualifications, experience, age etc. However, no applications for outside employment will be forwarded in the following circumstances:-

3.3.1 (Deleted vide HR Policy Circular No.09/17 Dt.28.09.2017)

3.3.2 During the probation period after promotion to a higher grade, except for PESB notified posts. (Amended vide HR Policy Circular No.09/17 Dt.28.09.2017)

3.3.3 (Deleted vide HR Policy Circular No.09/17 Dt.28.09.2017)

3.3.4 Pending enquiry/investigation/prosecution/disciplinary proceedings etc against an employee.

NOTE:
Where, however, the Competent Authority, based on the recommendations of the Head of Department, is satisfied that the Company’s interests will not suffer by allowing an employee to seek outside employment; the application of such employee may be forwarded. In such cases, while forwarding the applications, mention will be made about the enquiry/investigation/disciplinary proceedings etc pending against an employee.

3.4* The Competent Authority to forward an application for outside employment will be as follows:

<table>
<thead>
<tr>
<th>Application of</th>
<th>Competent Authority to forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Directors</td>
<td>CMD</td>
</tr>
<tr>
<td>Executive Directors, Executive in E-8 grade and HoDs**</td>
<td>Next higher authority</td>
</tr>
<tr>
<td>Non-executives and Executives up to E-7 grade</td>
<td>HoD concerned not below the grade of E-7**</td>
</tr>
</tbody>
</table>

All applications for outside employment should be sent to HR Department for scrutiny and further processing through the Head of the Department.

*Amended vide Office Order No. CA-DOP/Amdnt No./08/2014-15/20 dt.17.09.2014

**Amended vide HR Policy Circular No.09/17 Dt.28.09.2017
3.5 Forwarding of applications for outside employment would not mean that the release shall be automatic in the event of selection of the applicant. This will be subject to the rules, including notice period and conditions stipulated in the bond, if any, executed by the applicant.

3.6 Application of an employee who is on deputation shall be forwarded to his parent department for necessary action.

3.7 In exceptional cases and in the interest of the Company, applications in relaxation of any of these Rules may be forwarded. Similarly, even though an employee fulfils all the requirements, his application may be rejected to be forwarded if the Competent Authority decides so. In both the above cases, the Competent Authority to decide whether or not to forward an application shall be the Chief Executive.

3.8 OTHER CONDITIONS

3.8.1 For PESB circulated / advertised posts

(i) An employee shall be considered on tour. Tour advance shall be restricted to a maximum of 5 times in his/her entire career. However, such restriction on tour advance shall not be applied for attending interviews called by PESB for posts of RINL-VSP or those under Ministry of Steel as circulated by RINL-VSP.

On return, the employee shall submit the tour bill to the HR Estt. concerned, which shall take it up with Finance Deprt. for settlement of the claim as per the entitlement of the employee. A copy of the claim along with copies of documents of proof of travel, lodging, etc. shall be certified by HR Estt. as per the entitlement of the employee, and shall be forwarded to the PSE concerned for payment to RINL.

(Amended vide HR Policy Circular No.09/17 Dt.28.09.2017)

(ii) (Deleted vide HR Policy Circular No.09/17 Dt.28.09.2017)

(iii) (Deleted vide HR Policy Circular No.09/17 Dt.28.09.2017)

(iv) Applicants must fill their applications “online” only for PESB circulated/advertised posts. The printouts of application must reach the HR Establishment Section concerned at least 7 days before the last date of receipt of application by PESB. HR Establishment Section will process for vigilance clearance, verify the particulars filled in by the candidate, certify the same on the printout after receipt of vigilance clearance/status and forward it to the Nodal Officer of RINL designated for forwarding the “online” to PESB. (Amended vide HR Policy Circular No.09/17 Dt.28.09.2017)

3.8.2 For posts other than those circulated / advertised by PESB

For posts other than those circulated/advertised by PESB, the employee concerned has to avail his/her own leave and shall not be eligible for TA/DA from the Company.

4.0 FORWARDING APPLICATIONS TO UNION PUBLIC SERVICE COMMISSION

Procedure contained in Ministry of Home Affairs letter No.42/15/4/78-Estt(c), dated 1st January 1979 will be followed in respect of RINL-VSP employees in regard to forwarding of applications to Union Public Service Commission. In the event of selection, release of employees who are under bond will be subject to conditions stipulated in the bond executed by them.

5.0 TENURE:

5.1 These Rules shall come into force with immediate effect. The Company reserves the right to alter, modify, amend or withdraw these Rules at any time without notice.

* * * * * *
The undersigned is directed to refer to the Dept. of Personnel & Administrative Reforms OM.No.28012/1/76-Estt. (C), dt. the 16th July, 1976 on the subject mentioned above and to say that the procedure of forwarding of applications to the UPSC from candidates serving under the Govt. has been further examined. It has now been decided that persons already in Govt. service who wish to appear at a competitive examinations conducted by the UPSC or wish to apply for a post recruitment to which is proposed to be made by selection through the UPSC may submit their completed applications in the prescribed printed forms direct Commission. They should however, immediately inform the Head of their Office/Deptt. giving details of the examinations posts for which they have applied requesting him to communicate his permission to the Commission directly. In case the Head of Office/Deptt. considers it necessary to withhold the requisite permission, he should inform the Commission within 30 days of the closing date for the receipt of the applications. In case no such communication is received from Head of Office/Deptt., it shall be presumed by the Commission that there is no objection on the part of the employing department to the candidature of the Govt. employees in question to be considered by the Commission.

2. Ministry of Finance etc. are requested to bring these instructions to the notice of all concerned attached and subordinate offices as well as Public Sector Undertakings under their administrative control.

Sd/-
(R.C.Gupta)

Deputy Secretary to the Govt. of India.
TRANSFER BENEFITS TO EXECUTIVES JOINING VSP ON APPOINTMENT FROM CENTRAL GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS AND VICE-VERSA

1.0 The following transfer benefits shall be extended to Executives joining Visakhapatnam Steel Plant on appointment from Central Government/Public Sector Undertakings and Executives moving from Visakhapatnam Steel Plant to similar Organisations.

1.1 Where the movement of an Executive from Visakhapatnam Steel Plant to another Public Sector Undertaking is with the approval of the Management of VSP the Executive would be allowed the benefit of carry forward of leave and gratuity. Transfer expenses would be payable by the Organisation to which the Executive moves, as per the rules of that Organisation.

1.2 Executive joining Visakhapatnam Steel Plant from other Public Sector Undertakings and Central Government Departments will be eligible for single rail fare for self and family members in entitled class, transportation of personal effects and vehicle only. The benefits are applicable to cases of transfer and also appointment against open advertisement in case the applications had been forwarded by the Management.

1.3 Reciprocal arrangement between Visakhapatnam Steel Plant and other Public Sector Undertakings shall not be a precondition for allowing these transfer benefits.

1.4 The benefits referred to above shall be applicable only for Executives joining Visakhapatnam Steel Plant from Public Sector Undertakings and Central Government.

1.5 Claims of transfer benefits under these Rules shall be settled as per the Rules of the Company applicable in the cases of normal transfer within the Company.

1.6 Those Executives who are appointed in Visakhapatnam Steel Plant from Public Enterprises Selection Board will be given the same transfer benefits as are applicable to Visakhapatnam Steel Plant employees on transfer from one station to another including transfer grant, disturbance allowance etc.

Issued vide No.PL/RR/1(4) dated 11.9.1984 and effective from 1.4.1982
EXECUTIVE GRIEVANCE REDRESSAL PROCEDURE

1.0 OBJECTIVE
2.0 APPLICABILITY
3.0 GRIEVANCE
4.0 PROCEDURE FOR HANDLING GRIEVANCES
5.0 COMPOSITION OF GRIEVANCE COUNCIL
6.0 PREVENTION OF RECURRENCE OF SIMILAR GRIEVANCES
7.0 GENERAL

ANNEXURE I: EXECUTIVE GRIEVANCE PROCEDURE - FORM-I
ANNEXURE II: EXECUTIVE GRIEVANCE PROCEDURE - FORM-II
ANNEXURE III: EXECUTIVE GRIEVANCE PROCEDURE - FORM-III
EXECUTIVE GRIEVANCE REDRESSAL PROCEDURE

1.0 OBJECTIVE:

1.1 The objective of grievance redressal is to provide an easily accessible machinery for settlement of grievances of executives and to adopt measures as would ensure expeditious settlement of grievances leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organisation.

1.2 To study and recommend preventive action to minimise grievances of executives.

2.0 APPLICABILITY:

2.1 This scheme will cover all executives of VSP upto the level of E-5.

3.0 GRIEVANCE:

3.1 'Grievance' for the purpose of this scheme would only mean a grievance relating to any executive arising out of the implementation of the policies/rules or decisions of the organisation. It includes matters of individual nature like those relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of Service Rules etc.

3.2 Matters falling in the following areas shall not be covered by the Executive Grievance Redressal Procedure:
   a) Annual Performance Appraisals/Confidential Reports;
   b) Promotions including DPC’s minutes & decisions; probation;
   c) General issues pertaining to fringe benefits;
   d) Disciplinary action taken under Conduct, Discipline & Appeal Rules of the Company;
   e) Cases relating to vigilance, security and termination of service;
   f) Matters of training in India or abroad;
   g) Grievances arising out of discharge or dismissal of an executive;
   h) All grievances whose cause of action had arisen before 1.4.1982.

4.0 PROCEDURE FOR HANDLING GRIEVANCES:

Subject to the Provisions contained in Clause 3 above, individual grievances of executives shall be processed and dealt with in the following manner;

STAGE-I

4.1 An aggrieved executive shall send his grievance immediately and in any case within a period of 3 months of its occurrence to his Head of the Department in Form-I in duplicate. The Head of the Department will give a personal hearing and try to resolve the grievance at his level and intimate his decision to the aggrieved executive in writing within a week. Decision of the Head of the Department will be within the framework of the existing rules/policies of the Company.

In case grievance is not settled within the stipulated time, an interim reply will be sent and in any case final reply/decision will be given within 15 days of sending the interim reply.

Approved by Chairman-cum-Managing Director on 02.11.87, Introduced Vide PER/11/01 dated 11.11.87 (PL/RR/10/(7))
STAGE-II

4.2 If the aggrieved executive is not satisfied with the reply of Stage-I authority, or has not got a reply within the stipulated time, he may submit his grievance in writing in Form-II in duplicate to the Divisional Head (other than Directors of the Company) concerned within 15 days of receipt/due date of receipt of reply from the Stage-I authority. The Divisional Head concerned shall go through the Grievance and settle the same at his level. Decision of the Divisional Head will be within the framework of the existing rules/policies of the Company. If the aggrieved executive desires to present his case personally before the Divisional Head, he shall be given an opportunity to do so before the Divisional Head takes a decision on the grievance. The decision taken shall be communicated in writing to the aggrieved executive within 15 days of receipt of the grievance. In case grievance is not settled within the stipulated time, an interim reply will be sent and in any case the final reply/decision will be given within 15 days of sending the interim reply.

4.3 STAGE-III

If the aggrieved executive is not satisfied with the reply of Stage-II Authority, or has not got a reply within the stipulated time, he may address his grievance in writing in Form-III in duplicate, to the Grievance Council within 15 days of receipt/due date of receipt of reply from the Divisional Head. At this stage, the grievance shall be addressed to the Secretary of the Grievance Council.

4.4 The Grievance Council shall examine the grievance in detail and give their recommendation before the end of the month following the month in which the representation is received by the Grievance Council. If the aggrieved executive desires to present his case personally before the Grievance Council he shall be given an opportunity to do so before taking a decision on the grievance by the Grievance Council.

4.5 (i) Unanimous recommendations of the Grievance Council will be implemented with the approval of the competent authority when the recommendations are in conformity with the rules/policies of the Company.

(ii) However, in cases where the unanimous recommendations of the Council involve deviation from the existing rules, regulations and policy or calls for a change of rules, regulations and policy, the Council shall record its full justification in the recommendation which shall be put up by the Head of Personnel Department to CMD for his orders/approval.

(iii) In case of difference of opinion amongst members of the Council, the recommendations will be put up to CMD for his orders.

The action taken on the basis of the unanimous recommendations of the Grievance Council as mentioned at (i) above shall be communicated to the executive concerned by the Secretary, Grievance Council, within 7 days of receipt of the recommendations of the Council.

4.6 The aggrieved executive shall have the right to represent his grievance before CMD direct if his grievance is not settled to his satisfaction at Stage-III or within the time limits mentioned above. Such representation shall be made within one month from the due date/date of receipt of reply of the Grievance Council. He may also avail the opportunity of representing his case personally to Chairman-cum-Managing Director, if he so desires, before a decision is taken on the grievance.

4.7 The decision of the Chairman-cum-Managing Director shall be communicated in writing by the Secretary, Grievance Council to the aggrieved executive as early as possible (within 10 days of the receipt of orders) and shall be final.
4.8 Grievance in respect of executives working in departments which do not have Divisional Heads of the level indicated for Stage-II will be considered by the Grievance Council directly after examination at Stage-I.

4.9 Executives reporting to Directors/Chief Executive will directly approach Grievance Council for resolving their grievance.

5.0 ♦ COMPOSITION OF GRIEVANCE COUNCIL:

5.1 ♦ The Grievance Council shall consist of:

1. ED(Works) ... Chairman
2. ED(Projects) or his nominee not below E-7 Grade ... Member
3. ED(F&A) or his nominee not below E-7 Grade ... Member
4. ED(MM) or his nominee not below E-7 Grade ... Member
5. ED(P&IR) or his nominee not below E-7 Grade ... Member

5.2 ♦ Incharge Executive Section-II shall function as Secretary of the Executive Grievance Council.

5.3 While considering a particular grievance, the Grievance Council may take the assistance of an officer(s) having intimate/specialised knowledge of the grievance in its deliberations, from time to time.

5.4 Presence of 4 (four) members shall constitute quorum for the Council.

5.5 The Grievance Council shall meet at least once in a month or more frequently if the need arises.

6.0 While examining and finalising individual grievances the concerned authorities at different stages may also analyse the grievance and in suitable cases recommend adoption of appropriate policies in future to prevent recurrence of similar grievances.

7.0 GENERAL:

7.1 The executives of the Company shall avail this procedure for redressal of their grievances. The time limits prescribed for presentation of grievances at every stage shall be followed strictly. However, the concerned authorities at different stages may condone the delay in putting up the grievance within the prescribed time limits, if they are satisfied that the delay is due to valid reasons and circumstances beyond the control of the aggrieved executive.

7.2 If the grievance arises out of an order given by the Management, the said order shall be complied with before the executive concerned invokes the procedure laid down for redressal of his grievance.

7.3 The Secretary, Grievance Council shall maintain necessary records concerning grievances at different stages. The number of grievances received, settled and pending at the end of each month shall be reported to the Chief Executive before 10th of the following month by the Secretary, Grievance Council through Head of Personnel Department. For this purpose, Heads of Department shall send a monthly report pertaining to grievances at Stages I & II to the Secretary, Grievance Council in the prescribed format before 5th of every month.

♦ Modified vide Circular No.PL/RR/10(7)/302 dated 20.08.2007.
7.4  In calculating the various time intervals in the above procedure, holidays, rest days and the days when the aggrieved executive or members concerned with the procedure are not available, shall not be taken into consideration.

7.5  If the grievance of the executive relates to a member of the Grievance Committee, he will not function as a member of the Committee.

7.6  If the grievance is against the Officer dealing with the Grievance at the first stage, the executive can directly refer his case to the 2nd stage.

7.7  If the grievance is against the Head of the Department to which the executive belongs, the executive can directly go to the 3rd stage i.e., the Grievance Council.

* * * * * *
VISAKHAPATNAM STEEL PLANT
EXECUTIVE GRIEVANCE PROCEDURE

FORM-I

STAGE-I

Name
Designation
Department/Division
Grievance in brief :

Signature :
To.  Date :

FOR OFFICE USE ONLY

Grievance No.  Received on:
Details of action taken:

Discussed on:
Details of final action taken after discussion:

Replied on:

(This form should be sent in duplicate)
Delete whichever is not applicable
Additional information, if any, may be given in separate sheets.
Annexure II

VISAKHAPATNAM STEEL PLANT
EXECUTIVE GRIEVANCE PROCEDURE

FORM-II

STAGE-II

Name  Employee No.
Designation  Section
Department/Division
Grievance in brief :

Reasons for appeal :

Signature :

To  Date :

FOR OFFICE USE ONLY

Grievance No.  Received on:
Details of action taken :

Discussed on:
Details of final action taken after discussion:

Replied on:

(This form should be sent in duplicate)

Delete whichever is not applicable.

Additional information, if any, may be given in separate sheets.
EXECUTIVE GRIEVANCE PROCEDURE

FORM-III

STAGE-III

Name ___________________________ Employee No. ___________________________

Designation ___________________________ Section ___________________________

Department/Division ___________________________

Grievance in brief :

Reasons for appeal :

To ___________________________ Signature :

Date :

FOR OFFICE USE ONLY

Grievance No. ___________________________ Received on ___________________________

Details of action taken:

Discussed on ___________________________

Details of final action taken after discussion :

Replied on ___________________________

(This form should be sent in duplicate)

Delete whichever is not applicable.

Additional information, if any, may be given in separate sheets.
FORMAL GRIEVANCE REDRESSAL PROCEDURE FOR NON-EXECUTIVES

1.0 OBJECTIVES

2.0 COVERAGE

3.0 SCOPE

4.0 GRIEVANCE REDRESSAL MACHINERY

5.0 GRIEVANCE REDRESSAL PROCEDURE

6.0 GENERAL

GRIEVANCE REDRESSAL FORM NO. I

GRIEVANCE REDRESSAL FORM NO. II

ANNEXURE I: GRIEVANCE REDRESSAL MACHINERY
FORMAL GRIEVANCE REDRESSAL PROCEDURE FOR NON-EXECUTIVES*

1.0 OBJECTIVES:
1.1 To introduce a simple and well defined procedure for redressal of grievances of Non-executive employees of the Company.
1.2 To provide forums for redressal of grievances at shop/section, Department, and Plant / Company level.
1.3 To settle the grievances of employees expeditiously within the stipulated time and to help avoiding dissatisfaction.
1.4 To integrate the existing informal grievance redressal system with the formal one, and to develop a Comprehensive Grievance Redressal System.

2.0 COVERAGE:
2.1 This system shall apply to all non-executive employees (regular/trainees) of RINL/ Visakhapatnam Steel Plant.

3.0 SCOPE:
3.1 Grievance is defined as a representation of an individual employee to the Management reflecting discontent in matters relating to terms and conditions of service, working conditions, non-implementation of orders, agreements or awards etc.
3.2 The informal way of redressal of grievance will continue to remain flexible and open as shown in Annexure-I. It is the first step before approaching formal grievance redressal system.

The formal redressal system may be invoked by an employee for redressal of individual grievance such as:

i) Payment of wages and incentives

ii) Increments

iii) Deduction/Recovery of dues

iv) Allowances & Advances

v) Seniority and Promotion

vi) Attendance and Leave

vii) Workmen’s Compensation

viii) Working conditions at the place of work

ix) Transfers, etc.

*Amended vide Personnel Policy Circular No.18/96 dated 7.11.96
3.3 The following matters shall not come within the ambit of the Formal Grievance Redressal System:

a) General issues like wage structure, incentive scheme, promotion policy, upgradation of posts etc., and such matters which are collective in nature and are to be taken up by the Recognized Union with the Management at the appropriate level.

b) Grievances relating to:
   i) Adverse remarks recorded in the CCRs/Appraisal Reports;
   ii) Extension of probation period on appointment/promotion; and
   iii) Extension of training period in the case of trainees;

c) Grievances relating to disciplinary action for which normal channel of appeal is provided for in the Certified Standing Orders;

d) Such matters which are the prerogatives of the Management;

4.0 GRIEVANCE REDRESSAL MACHINERY:

4.1 Controlling Officer

4.2 The machinery for grievance redressal at Departmental level, Plant level and Company level, shall consist of:

i. Area Grievance Redressal Forum (AGREF).
   All major departments will have AGREF and the small departments will be clubbed into groups with each group having one AGREF. The grouping will be notified separately.

   Constitution:
   Head of the department .. Chairman
   Zonal Personnel In-charge .. Convenor
   Representative of Finance Dept. .. Member
   Representative of Mgmt. Services Dept. .. Member
   *Representative of Recognized Union .. Member

ii. *Central Grievance Redressal Forum (CENGREF):

Constitution:

(a) **Works Division:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED(Works)</td>
<td>.. Chairman</td>
</tr>
<tr>
<td>GM(Maint.) I/c</td>
<td>.. Member</td>
</tr>
<tr>
<td>GM(MS)</td>
<td>.. Member</td>
</tr>
<tr>
<td>DGM(F&amp;A)</td>
<td>.. Member</td>
</tr>
<tr>
<td>DGM(P) I/c PP</td>
<td>.. Convenor</td>
</tr>
<tr>
<td>One Representative of Recognized Union</td>
<td>.. Member</td>
</tr>
</tbody>
</table>

(b) **Non-Works Departments:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED(MM)/GM(MM)</td>
<td>.. Chairman</td>
</tr>
<tr>
<td>GM(M&amp;HS)</td>
<td>.. Member</td>
</tr>
<tr>
<td>GM(Constn.)</td>
<td>.. Member</td>
</tr>
<tr>
<td>GM(TA&amp;A)</td>
<td>.. Member</td>
</tr>
<tr>
<td>GM(Mines)</td>
<td>.. Member</td>
</tr>
<tr>
<td>DGM(F&amp;A)</td>
<td>.. Member</td>
</tr>
<tr>
<td>DGM(P)-CER&amp;NW</td>
<td>.. Convenor</td>
</tr>
<tr>
<td>One Representative of Recognized Union</td>
<td>.. Member</td>
</tr>
</tbody>
</table>

5.0 **GRIEVANCE REDRESSAL PROCEDURE:**

5.1 Before invoking the formal Grievance Redressal System, the aggrieved employee may approach his Controlling Officer/HOD informally for redressal of his grievance. The grievance registered with the Controlling Officer will be sent to the concerned Zonal Personnel Executive. The concerned ZPE will segregate the grievances. The grievances which are collective in nature will be referred to Shop Level Joint Production Committee (SJPC) and Shop Level Safety Committee (SLSC) respectively for decision. The decision taken in SJPC and SLSC will be intimated to the individual through controlling officer. The grievances pertaining to other departments will be referred by the ZPE to the respective departments for redressal. Failing this informal procedure of grievances, the employee shall record his grievance in Form-I and send it to the concerned Zonal Personnel Executive (ZPE), within a reasonable period not exceeding 3 months of the occurrence of the grievance.

5.2 The ZPE shall examine the grievance, prepare a brief and circulate the same to the Chairman and Members of the AGREF before 2 days of the holding of the meeting.

5.3 The Area Grievance Redressal Forum shall meet at least once in a month. AGREF will go into the details of each grievance and, if required, give personal hearing to the aggrieved employee before deliberating on the grievance. Unanimous decisions of AGREF will be recorded in Grievance Dossier and if the decision is favorable to the employee, the same will be conveyed within 3 days to the concerned department(s) for implementation. The implementation of the decision of AGREF will be done within 3 days from the date of the receipt of the communication. If the decision is not in favor of the aggrieved employee, the same will be conveyed to him/her. In case the decision is not unanimous or the AGREF feels that the grievance is genuine but it falls beyond the Company’s Policy/Rule, the AGREF will refer such grievance(s) to the Central Grievance Redressal Forum, for a decision. Grievance Redressal Procedure at the level of AGREF shall be completed within 5 weeks from the date of receipt of grievance(s) by the convenor of AGREF.

5.4 The aggrieved employee, if not satisfied by the outcome at AGREF level, shall, within 7 days of receipt of feedback submit the grievance in form-II to the convenor of the CENGREF (Central Grievance Redressal Forum).

5.5 Convenor, CENGREF, shall call for the Grievance Dossiers relating to cases of appeal, examine the same and prepare a brief on grounds of appeal and put up all appeal cases as well as those referred by AGREF to the Chairman and Members of CENGREF.

5.6 The CENGREF shall meet atleast once in a month and consider the appeals as well as the cases referred by AGREF. In CENGREF the decisions will be taken by unanimity. Decisions taken by CENGREF are final and binding on the employee as well as the management. Decision of CENGREF will be implemented within 3 days. In case there is no unanimity or CENGREF feels that the grievance is beyond the rules and policy framework of the Company, the Chairman, CENGREF shall record the views and send it to Director(Personnel), for a decision.

5.7 Convenor, CENGREF, shall give feedback to the employee through the HOD concerned about the outcome of his grievance, within 3 days from the date of the meeting of the CENGREF.

5.8 In case the CENGREF comes to conclusion that the grievance is genuine but it falls beyond the rules/ procedure/ policy, the Chairman of CENGREF will take up the issue with the competent authority and process for the necessary approval.

5.9 Grievance redressal procedure at the level of CENGREF shall be completed at the level of CENGREF within 8 weeks from the date of receipt of grievance(s), by the Convenor of CENGREF.

**Monitoring the working of the system:**

The working of the grievance system will be reviewed by Director (personnel). For this purpose, there will be Monitoring Cell. The Coordn. section of Personnel Deptt. will act as a Monitoring Cell. The Convenor, AGREF and the Convenor, CENGREF shall furnish monthly report on number of grievances received and its status. Manager(Per)-Rules & Coordn. will put up the status to Director(Per) once in a month. The review meeting will be held by Director(Per) once in a quarter.
6.0 GENERAL:

6.1 If grievance arises out of any order given by the Management, the employees can invoke the grievance system immediately on receipt of the order causing grievance. The operation of the order, however, need not be held up till the grievance is completely exhausted. If there is time lag between the issue of the order and the date from which the order is to be effective, attempts should be made to complete the grievance procedure between the time the order is passed and when it is acted upon.

6.2 In calculating the intervals in the above procedure, holidays/weekly off days and the days when the aggrieved employee or Executives/Members concerned with the procedure are not available, shall not be taken into consideration.

6.3 If the grievance of an employee relates to a Member of the Grievance Redressal Committee, he will not participate in the deliberations pertaining to that particular grievance.

6.4 The employee shall not take recourse to any other agency/ authority for redressal of his/her grievance until all the stages of the Grievance Redressal System are exhausted.

6.5 The status of the representation etc. received by the ZPE will also be put up to the HOD for information. The feedback on the redressal of grievance raised through representation will also be channelised through HOD.

6.6 The above procedure of redressal of grievances will be reviewed from time to time and suitable modifications etc. in the procedure will be made.

* * * * * *
VISAKHAPATNAM STEEL PLANT
GREVANCE REDRESSAL FORM NO. I

From:
NAME:
EMP NO:
REDRESSAL
DESIGNATION:
SECTION:
DEPARTMENT:

To
THE CONVENOR,
AREA
GRIEVANCE
FORUM (AGREF)

NATURE OF THE GRIEVANCE:
(With complete details and relevant documents)

DATE:
SIGNATURE/LTI OF THE EMPLOYEE

TO BE FILLED IN BY THE ZONAL PERSONNEL OFFICE

1) Code No : (*)

2) All Relevant data and documents enclosed : YES/NO

3) Date of despatch to the Convenor, AGREF : __________

SIGNATURE OF ZONAL PERSONNEL EXECUTIVE

(*) Zonal Personnel Executive to intimate the Code Number allotted to the grievance to the concerned employee.
VISAKHAPATNAM STEEL PLANT
GRIEVANCE REDRESSAL FORM NO.II

From:
NAME:
EMP NO:
DESIGNATION:
SECTION:
DEPARTMENT:

To
THE CONVENOR,
CENTRAL GRIEVANCE REDRESSAL FORUM (CENGREF)

NATURE OF THE GRIEVANCE,
ITS CODE NO. AND GROUNDS OF APPEAL

DATE:

SIGNATURE/LTI OF THE EMPLOYEE

TO BE FILLED IN BY THE OFFICE OF CONVENOR
CENTRAL GRIEVANCE REDRESSAL FORUM

01. Code No:

02. Relevant papers and brief enclosed : YES/NO

03. Date of submission to CENGREF:

SIGNATURE OF THE CONVENOR, CENGREF
Annexure-I

Grievance Redressal Machinery

Review by D(P)

Plant Grievance Redressal Machinery

Non-Plant Grievance Redressal Machinery

TLM - 4 Weeks
TLR - 8 Weeks
TLC - 3 days

TLM - 4 Weeks
TLR - 8 Weeks
TLC - 3 days

Chairman CENGREF

Chairman CENGREF

Form - II

Form - II

Chairman AGREF

Chairman AGREF

TLM - 4 Weeks
TLR - 5 Weeks
TLC - 3 days

TLM - 4 Weeks
TLR - 5 Weeks
TLC - 3 days

1. Registration & Segregation

1. Registration & Segregation

Registration of Grievance with Controlling

Registration of Grievance with Controlling

SJPC

SJPC

SLSC

SLSC

Employees

Employees

Feedback

Feedback

Grievance

Grievance

TLM = Time Limit for Meeting
TLR = Time Limit for Redressal
TLC = Time Limit for Communication
DEPUTATION TO OTHER ORGANIZATIONS/ RETENTION OF LIEN IN THE COMPANY IN RESPECT OF RINL/VSP EMPLOYEES

1.0 DEPUTATION

2.0 LIEN

3.0 PROCEDURE

RETENTION OF LIEN ON APPOINTMENTS BELOW THE BOARD LEVEL IN THE CASE OF INDIVIDUALS SELECTED AND APPOINTED TO BOARD LEVEL POSITIONS IN THE PUBLIC SECTOR.
The cases of placing the services of employees on deputation to other organizations and cases of retention of lien by employees in the Company, will be dealt with as follows:

1.0 DEPUTATION:

Deputation may be permitted from RINL/VSP to outside organisations, Government Departments, and Public Sector Enterprises under the Ministry of Steel, etc. Here, one of the considerations will be that RINL/VSP is likely to benefit in terms of co-ordination from such postings.

2.0 LIEN:

a) Lien may be allowed up to second (below Board) level appointments in public sector organizations, terms being agreed to between the lending and borrowing organizations. The period of lien should not normally exceed one year in order to avoid perpetuation of uncertainty in manning the position in RINL/VSP, but which may be extended for a further period of one year on the merits of the case.

b) Lien may also be allowed in cases where an employee goes to a Government Department or such organizations where RINL/VSP is likely to benefit in terms of co-ordination from such postings. In such cases, the period of lien should not exceed two years.

c) Regarding allowing of lien on first (Board) level appointments in public sector enterprises, the guidelines of the PESB, subject to overriding Government decision, would be followed.

3.0 PROCEDURE:

a) An employee on deputation to another organisation may be considered for promotion in the Company during the period in accordance with selection methodology prescribed in promotion policy/rules. If selected, however, the promotion would be effective only on his return to the Company.

b) In case of an employee who is not on deputation to another organisation but merely retaining lien in the Company, he would not be considered for promotion during the period. He would merely retain the option to return to his substantive scale for the duration of lien.

c) All cases of deputation and lien should be referred to Director (Personnel), and the competent authority for approval will be Chairman-cum-Managing Director.

RETENTION OF LIEN ON APPOINTMENTS BELOW THE BOARD LEVEL IN THE CASE OF INDIVIDUALS SELECTED AND APPOINTED TO BOARD LEVEL POSITIONS IN THE PUBLIC SECTOR.

In terms of DPE OM No. 23/19/98/GL-014/DPE(GM) dtd 13.1.99 and the decision of Board of Directors in its 229th meeting held on 19.9.2007, the policy for retention of lien on appointments below the Board Level in the case of individuals selected and appointed to board level posts in RINL/VSP or any other Central Public Enterprises is as under:

“CMD is authorized to permit lien to the below board level employees of RINL/VSP appointed to Board level posts in RINL/VSP or any other central Public Enterprises, for a period not exceeding five years from the date of their relief from the below Board level post in RINL/VSP, by creating supernumerary posts”.

The above policy of retention of lien would be effective from 13.1.99

* * * * * *
COMPILATION OF ENTITLEMENTS TO EXECUTIVES IN THE GRADE OF E-8 & E-9

1. Executives in the grades of E-8/E-9 are entitled to the following benefits at Office/Residential Office.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Entitlement for General Manager (E-8)</th>
<th>Entitlement for Executive Director (E-9)</th>
<th>Concerned Dept./Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
</tr>
<tr>
<td>01</td>
<td>Laptop</td>
<td>Same as Column (B)</td>
<td>IT Deptt.</td>
</tr>
<tr>
<td>02</td>
<td>Provision of Hired Vehicle for the office of General Manager</td>
<td>Provision of Hired Vehicle for the office of Executive Director</td>
<td>Genl. Admn.</td>
</tr>
<tr>
<td>03</td>
<td>Landline phone in Office &amp; Residence with STD facility</td>
<td>Same as Column (B)</td>
<td>Genl. Admn.</td>
</tr>
<tr>
<td>04</td>
<td>Broadband connection will be provided to the residence landline phone under plan H-250 with a ceiling limit of ₹250/- per month on the internet usage</td>
<td>Same as Column (B)</td>
<td>Genl. Admn.</td>
</tr>
<tr>
<td>05</td>
<td>Pantry Coupons for treating official guests as per entitlement</td>
<td>Same as Column (B)</td>
<td>Genl. Admn./ Works Admn.</td>
</tr>
<tr>
<td>06</td>
<td>*Reimbursement of expenditure towards entertainment of official guests at residential office @ ₹450/- per month: Deleted in view of Cafeteria Approach for Executives, effective from 26.11.2008</td>
<td>*Reimbursement of expenditure towards entertainment of official guests at residential office @ ₹600/- per month. 1. Concerned executive 2. General A/cs Section of F&amp;A Dept.</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Extension of Medical treatment at VSGH to the non-entitled children on payment of medicine charges only</td>
<td>Same as Column (B)</td>
<td>Medical Department</td>
</tr>
</tbody>
</table>
| 08    | (A) **Furniture at Residential Office:**  
  i) Writing Table, Side Rack, Revolving chair (one each)  
  ii) 1.5 ton Window AC (1 No.) | (A) **Furniture at Residential Office:**  
  i) Writing Table, Side Rack, Revolving chair (one each)  
  ii) Window ACs 1.0T/1.5 T (2 Nos.)  
  iii) Geyser (1 No.) | Office of the concerned executive.  
 Town Admn. Dept. |
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Entitlement for General Manager (E-8)</th>
<th>Entitlement for Executive Director (E-9)</th>
<th>Concerned Dept./Section (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>In Office:</td>
<td></td>
<td>Office of the concerned executive.</td>
</tr>
<tr>
<td></td>
<td>i) T-201 Godrej or Equivalent 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>ii) Revolving Chair (with Cushion)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>CHS-203 Godrej or Equivalent 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>iii) Steel armed chair CHR-6 Godrej or Equivalent (6 Nos.)</td>
<td></td>
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<tr>
<td></td>
<td>iv) Wall Clock – 1 No.</td>
<td></td>
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<tr>
<td></td>
<td>v) Table Lamp – 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>vi) Towel stand with towel &amp; Mirror, soap case and soap – 1 No.</td>
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<td></td>
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<tr>
<td></td>
<td>vii) Wall to wall Carpet – 1 No.</td>
<td></td>
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<tr>
<td></td>
<td>viii) Room AC - 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>ix) Glass Book case – 1 No.</td>
<td></td>
<td></td>
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<td></td>
<td>x) Door Mat – 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>xi) Steel Almirah-6 Ft. – 1 No.</td>
<td></td>
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<tr>
<td></td>
<td>xii) Foot rest – 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>xiii) Two drawer Filing Cabinet – 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>xiv) Pen Stand with 4 dot pens/Ink Pens - 1 No.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>xv) Table Top glass – 1 No.</td>
<td></td>
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<tr>
<td></td>
<td>xvi) Back runner side rack 2400x450x750 mm - 1 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>xvii) File tray (Plastic) 2 Nos.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>xviii) Desk Calendar Stand 1 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>xx) Sofa Seater (3-Seater-1No., 1-Seater - 2 Nos. Centre Table – 1 &amp; Inside tables – 2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: (Sl.No.6)*

The Claims of reimbursement of expenditure towards entertainment of official guests (as per the format enclosed) are to be submitted to General Accounts Section of F & A Department every month. In cases of delay in submission of the said claims, such reimbursement would be limited to a maximum period of three months only including that of the current month’s claim.

2. The above are subject to budget provision and austerity measures.

* * * * *

* Compiled vide Circular No. PL/RR/5(16) 4090000720, dated 24th July, 2009*
RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
VISAKHAPATNAM.

CERTIFICATE

This is to certify that I had incurred an amount of ₹__________ (Rupees ___________________________ ) only towards official entertainment expenditure at my residence from __________ to __________ which may be reimbursed to me.

Signature:
Name:
Designation:
Emp.No.:
Date:
GUIDELINES FOR CHANGE OF RELIGION*

Guidelines as under will be followed for change of religion by employees:

i. The employee shall submit to his/her Controlling Officer, an application for change of religion along with a certificate of conversion, wherever applicable, and also an undertaking that he/she accepts any change(s) in the eligibility for benefits as such change in religion may entail.

ii. The application shall be forwarded by the Controlling Officer to the concerned Personnel Establishment Section In-charge.

iii. Based on the above, an Office Order indicating the effective date of the conversion, will be issued by the Personnel Establishment Section with copies marked to HoD, Finance-Pay & PF Section, HRIS, IT, Welfare Section and SC/ST Cell, if the employee belongs to SC/ST category.

iv. On conversion, in case the status of the employee changes from ‘Schedule Caste’ as per the provisions of the Constitution of India [The Constitution (Scheduled Castes) Order, 1950 (C.O.19)], a suitable communication shall be sent to the Tahsildar concerned intimating such change in status for incorporating the same in their records. Separately, the employee would be required to furnish a certificate from the Tahsildar/Revenue Authorities concerned withdrawing the earlier caste certificate issued by them within 6 months of his/her application, to the concerned Personnel Establishment Section In-charge.

In case the employee’s status changes from ‘SC’, the benefits admissible earlier vide Presidential Directives, will cease after conversion.

2. The above guidelines will come into force with immediate effect and the cases pending with the Personnel Establishment Sections will be dealt with as per the above guidelines. However, these guidelines shall not be applicable to the past cases in which conversion of religion has already been accepted based on employee’s undertaking, etc.

* Incorporated vide PP Circular No. 02/2010, dt 25.02.2010
RULES REGARDING GRANT OF DISABILITY COMPENSATION
TO EMPLOYEES OF RINL/VSP

(Originally circulated vide IOM No. PL/RR/ 7(12) dt, 8.10.1986 and amended from time to time)

1.0* OBJECTIVE:

1.1 To formulate rules and procedure for grant of disability compensation to executive and non-executive employees.

2.0* SCOPE:

2.1 These rules shall cover all executive including management trainees, non-unionised supervisory cadre and non-executive employees.

Note: Non-executive Trainees are also entitled to disability leave as per Leave Rules for The Trainees (Non-Executive Cadre)

3.0 ELIGIBILITY AND CONDITIONS FOR GRANT OF DISABILITY:

3.1 The disability compensation may be granted to an employee who is disabled on account of personal injury caused by accident arising out of and in the course of employment, for such period/ periods of disablement on medical certificate from the Medical Officer of the Company authorized for the purpose.

3.2 The term ‘in the course of employment’ will include the journey undertaken by an employee from his / her residence to the place of work and back provided that the accident takes place on the normal route of journey between such residence and place of work and within one hour of the start or end of the duty hours of the employee concerned.

Note**:

The Service Rules for executives (Clause No. 29.0) and Certified Standing Orders (Clause No. 41.0) provide that an employee is required to notify to the company in writing his / her address in full and all changes thereof from time to time immediately after such change takes place. The last address given shall be deemed to be his / her correct address for all purposes.

In the light of the above, employees are required to intimate any change in their residential address immediately. Cases of disability compensation would be processed only if the intimation has been made in time.

3.3 An employee shall not be eligible for this benefit unless the disability manifests itself within three months of the accident to which it is attributed and the person so disabled acted with due promptitude in bringing it to the notice of the management.

* Amended vide Personnel Policy Circular 5/99, dt 22.09.99
** Circulated vide Misc. Circular 3/05, dt 25.02.05
3.4 An employee shall not be entitled for disability compensation if such injury caused by an accident is directly attributable to –

(i) The workman having been at the time thereof under the influence of intoxicating or alcoholic beverages / drugs etc.

(ii) The willful disobedience of the workman to an order expressly given or to a rule expressly framed, for the purpose of securing the safety of workman, or

(iii) The willful removal or disregard by the workman of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of workman.

3.5 In case of temporary disablement owing to an accident i.e. arising out of and in the course of employment, full wages and dearness allowance will be paid to the employee as compensation for the period of disablement.

3.6 If an employee due to accident arising out of and in the course of employment sustains loss of earning capacity either through permanent partial or permanent total disablement or meets with death, he shall be entitled for the benefits admissible under the Employees’ Compensation Act, 2010 (formerly known as Workmen’s Compensation Act, 1923) as amended from time to time.

3.7 The period of disablement shall not be reckoned towards computation of 240 days for the purpose of determining the entitlement of earned leave. The employee will also not earn any leave for the period of his / her absence on account of disability. This provision will apply to all non-executives governed by the Standing Orders except those belonging to the ministerial category.

4.0 PROCEDURE FOR GRANT OF DISABILITY COMPENSATION:

4.1 All accidents occurring within the plant premises / works and arising out of and in the course of employment and accidents referred to in para 3.2 occurring outside the plant premises shall be reported by the employee to the respective Head of Department immediately who in turn shall report to the Safety Department within a period of 2 (two) days of occurrence of such accidents in the format given at Annexure-I. A copy of this report may also be endorsed to the concerned Zonal Personnel Executive for information.

Note*:
In case of road accidents, a Preliminary Committee consisting of the HoD or his /her nominee, Zonal Personnel Executive and a Representative of the Safety Department shall visit the site of the accident within 8 hours of reporting of the accident and investigate its genuineness. This committee shall prepare a prima – facie report based on its findings which shall form the basis for examination by the Joint Examination Committee as per the Scheme.

4.2 The injured employee shall report to the First Aid Station or the Health Center in Ukkunagaram or Visakha Steel General Hospital (VSGH) for treatment. In respect of accidents referred to in para 3.2 occurring outside the plant premises, if for valid reasons to be accepted by the Management, an injured employee is unable to report to the VSGH or First Aid Station and undergoes medical treatment in the Govt. Hospital or Private Clinic / Nursing Home, he shall produce a certificate issued by the Medical Officer of the Govt. Hospital / Private Clinic / Nursing Home recommending the period of absence from duty on account of disability DUE TO THE ACCIDENT. The certificate issued by the Medical Officer of the Govt. Hospital / Private Clinic / Nursing Home shall be got countersigned by the Company’s Authorized Medical Officer. In such cases, the Authorized Medical Officer of the Company may at his /her discretion take suitable measures to satisfy himself about the extent of injuries sustained and the period of absence from duty recommended by the Medical Officer of the Govt. Hospital / Private Clinic / Nursing Home before counter signing the certificates issued by them. In any case, the recommendation of the Authorized Medical Officer of the Company shall be accepted as final with regard to the extent of injuries suffered by the employee and the period of absence from duty required for treatment. For this purpose, the Medical Board consisting of not less than two Doctors in the grade of E-3 and above of the Company shall be the Authorized Medical Officer. Such Medical Board may be constituted by GM(M&HS) / HoD of Medical Dept.*

4.3 The employee who is injured in an accident arising out of and in the course of employment, either within the plant premises / works or outside as referred to in para 3.2 shall apply to his / her Controlling Officer for disability compensation in the proforma at Annexure II, enclosing the medical certificates issued / counter signed by the Company’s Authorized Medical Officer. This certificate for disability compensation shall be submitted at the earliest and in any case not later that 3 (three) days from the date of accident.

4.4.1 On receipt of application for disability compensation from the employee along with the medical certificates issued / counter signed by the Company’s Authorized Medical Officer, the Head of the Department or his /her nominee shall conduct joint examination along with the concerned Zonal Personnel Executive and representative of Safety Department to fully satisfy that the employee concerned has sustained injury actually while on duty / during the course of journey in the normal route between employee’s place of residence and his / her place of work within one hour of the start or the end of duty hours. A report on joint examination shall be given in proforma at Annexure-III.

4.4.2 Procedure w.r.t. Outstation Offices **

(i) The committee for joint examination to examine the cases for grant of disability compensation in respect of employees working in outstation offices will consist the following:

(a) Concerned RM or his / her nominee
(b) Branch Manager
(c) RFM / BFM

(ii) The committee will examine the case and forward its report to the concerned Zonal Personnel In-charge along with other documents as required under the scheme for further processing of the case for grant of disability compensation.

(iii) Since the road accidents are required to be investigated by the committee on the same day by visiting the spot of accident and verifying the hospital records, FIR, etc., the concerned Branch Manager shall ensure that the committee will investigate the road accidents on the same day.

4.5 The application for disability compensation along with the medical certificate and report of joint examination shall be forwarded by Zonal In-charge/ Head of the Department to the concerned Zonal Personnel Executive who, in turn, will process the matter further for obtaining approval of Competent Authority.

4.6 Competent Authority to sanction disability compensation would be as per Delegation of Powers. However, cases where disability compensation is allowed beyond 4 (four) months shall be reported to CMD for information.

Note:
(i) The current DoP under clause 6(c) of General Powers in this regard (as on 01.11.10) is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>No. of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-5</td>
<td>Up to 10 days</td>
</tr>
<tr>
<td>E-6</td>
<td>Up to 15 days</td>
</tr>
<tr>
<td>E-7</td>
<td>Up to 3 months</td>
</tr>
<tr>
<td>E-8 &amp; E-9</td>
<td>Up to 4 months</td>
</tr>
<tr>
<td>Functional Director</td>
<td>Period beyond 4 months</td>
</tr>
</tbody>
</table>

(ii) Reimbursement of medical expenses in such accidents would be regulated as under:

<table>
<thead>
<tr>
<th>Injury sustained while actually discharging official duties at the place of work*</th>
<th>Injury sustained in course of employment as provided under ‘Rules regarding grant of Disability Compensation to employees’**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Full reimbursement of medical expenses subject to deduction of inadmissible items as under GOI rules</td>
<td>1. Full reimbursement of medical expenses subject to deduction of inadmissible items as under GOI rules after the injury is so determined by the Joint Examination Committee</td>
</tr>
<tr>
<td>2. To this extent, the concerned Head of the Department and Head of the Division not below the rank of E-8 should certify.</td>
<td>2. To this extent, the concerned Head of the Department and Head of the Division not below the rank of E-8 should certify and approval of the concerned Functional Director should be obtained</td>
</tr>
</tbody>
</table>

5.0 TENURE
These Rules shall come in to force with immediate effect. The Company reserves the right to alter, modify or amend these Rules as may be necessary from time to time.

* Incorporated vide IOM No. PL/RR/7(4)/2005/454, dt. 28.4.05
** Incorporated vide IOM No. PL/RR/7(4) 2005/548, dt. 10.9.05.
INJURY REPORT

Name of the employee who is injured : 
Employee No. and Designation : 
Section / Department : 
Place of accident : 
Date and time of the accident : 
Nature and cause of accident : 
Action taken for providing medical treatment : 

Signature of Controlling Officer with date and time of report.

-----------------------------------------------

Forwarded

Signature of the Zonal – 
In-charge / HoD with date

To
Safety Department

Copy to : Zonal Personnel Executive for information.
APPLICATION FOR GRANT OF DISABILITY COMPENSATION

Name of the employee who is injured : 

Employee No. : 

Designation : 

Department / Zone / Section : 

Nature and cause of accident : 

Date and time of the accident : 

Place of accident : 

Date and Time of reporting for medical treatment : 

Period for which disability compensation is sought : No. of days _________________ From _________ To __________

Medical Certificate issued / counter – signed by Company’s Authorized Medical Officer is enclosed.

DECLARATION

I hereby declare that:

1. I suffered personal injury on account of accident arising out of and in the course of employment.

2. I was not under the influence of intoxicating or alcoholic drinks/drugs at the time of accident.

3. I have also not violated / disregarded any of the safety provisions laid down in this regard.

Dated: 

Signature of employee

Forwarded to : Head of the Department

Signature of the Controlling Officer with date
Annexure-III

JOINT EXAMINATION REPORT

Shri ______________________________ E.No. ____________________ of ________________________________ Section / Department has met with an accident at ______________ (time of accident) in ______________ (place of accident) on ______________ (date).

The Committee consisting of:

1. Shri _____________________________ (HoD or his / her nominee)
2. Shri _____________________________ (Zonal Personnel In-charge)
3. Shri _____________________________ (Representative of Safety Department)

has made an independent enquiry into the matter and the brief case-history of the accident is as enclosed.

The Committee has considered the following:

1. Injury Report
2. Medical Report / certificate on the accident
3. Statement of witnesses (if any)
4. Any other evidence (please specify)

Findings and recommendations of the Committee

Signature of the HoD/ Representative
Signature of Zonal Personnel In-charge
Representative of Safety Dept.
with date with date with date.
TREATMENT OF HOLIDAYS ON TRANSFER OF EMPLOYEES *

The following guidelines would be followed in case of treatment of holidays on transfer of employees:

(i) **Transfer from one location to another with different closed holiday pattern**
In case the total number of holidays availed by the employee exceeds 10, the concerned Personnel Establishment Section shall process for grant of Full Pay Leave in lieu of the additional closed holidays that the employee had to avail due to his/her transfer.

This shall be done on submission of an application by the employee duly forwarded by HOD/Executive not below E-8 grade to the concerned Personnel Establishment Section.

(ii) **Transfer from optional holiday pattern to closed holiday pattern**
In case the No. of unavailed holidays (National + Closed + Optional holidays) is less than the No. of holidays (National + Closed holidays) available to be availed at the new place of posting, the employee would have to convert the excess optional holidays already availed, as leave to his / her credit.

This shall be done as per the existing system of leave conversion notified vide Circular PL/RR/1(1)/2(1)/ 4090000604, date 23.03.2009.

(iii) **Transfer from closed holiday pattern to optional holiday pattern**
No. of optional holidays to be credited to the employee on transfer would be calculated by reducing the no. of closed holidays (excluding National holidays and RINL Formation Day) already occurred in the pre-transfer period from total 6 optional holidays permissible in a year.

This shall be done as per the existing system by Information Technology Department.

* * Incorporated vide Circular No. PL/RR/10(2)/4100001139, dt. 06.12.2010
1.0 SCOPE AND OBJECTIVES

1.1 These guidelines shall apply to all regular employees of the Company including MTs.

1.2 These guidelines have been formulated by consolidating the existing policies, rules, procedures and practice in the matter of transfer of executive and non-executive employees.

2.0 CATEGORIES OF TRANSFER

2.1 TRANSFER: Rules of VSP provide that an employee may be transferred from one shop or department to another or from one station to another or from one establishment to another under VSP according to the exigencies of work.

2.2 REQUEST TRANSFER: Normally applications containing request for transfer from one department to another from an employee will not be entertained. But, however, in some exceptional cases, where the grounds for seeking transfer are considered to be valid, application for request transfer may be entertained for examination and necessary action.

2.3 MUTUAL TRANSFER: Applications for transfer on mutual basis will also not be entertained normally. However, stray requests would be considered by the management if the reasons are compelling and on the consent of both the departments involved.

3.0 PROCEDURE AND CRITERIA FOR TRANSFER

3.1 As mentioned at Para 2.2 above, the management may transfer an employee from one shop, department/station to another by an order.

3.2 An employee seeking a request transfer will have to apply through Controlling Officer and HoD to the concerned Head of Division not below the rank of General Manager with the reasons etc. for the request made.

An employee desiring to get transferred mutually with another employee should obtain an application from the latter and enclose it along with his/her application to be submitted to his/her department. Similarly, the other employee would also submit his/her own application along with the application of the person with whom he/she is planning to get mutual transfer through his/ her department to the Divisional Head.

The Divisional Heads after examining the request will forward the application to the concerned Zonal Personnel Incharge for further processing.
4.0 TERMS AND CONDITIONS RELATED TO TRANSFERS:

4.1 SENIORITY & LOP: In case an employee is transferred by the management from one department to another, then he/she will carry forward the seniority in existing grade.

However, if an employee is selected against an Internal Circular of VSP/Open Advertisement, he/she will not carry forward the seniority in the existing grade unless and otherwise it is specified in the Circular/Selection/Appointment Order.

4.2 In case of request transfer the period of service put in by the employee in the grade in the previous department shall not be counted for reckoning eligibility period for promotion to the next grade. This will be equally applicable both in case of stroke grade promotion as well as vacancy based promotion.

4.3 The employee transferred from one department to another on his own request or on mutual basis, will have to put in the prescribed years of service in the grade in the new Department afresh to become eligible for promotion, both in respect of stroke grade promotions as well as vacancy based promotions. Also, the service in the grade will be reckoned afresh from the date of his joining the new Department on transfer, for the purpose of promotion.

CLARIFICATION: If an employee is selected against Internal Circular of VSP/Open Advertisement, he/she will not carry forward the seniority in the existing grade unless otherwise it is specified in the Selection/Appointment Order.

5.0 TRANSFER BENEFITS:

5.1 Transfer benefits as per TA Rules will be admissible to the employee only in case the transfer has been effected by the Management. This will also include temporary transfers and those selected against Internal Circulars/Open Advertisements and which involve movement from one station to another. Transfers involving financial implication will require clearance of Director (Pers) and Approval of the concerned Director.

5.2 Transfer Benefits will not be admissible to an employee whose transfer is on his/her own request. *(Vide PP Circular No.1/98, Dt.3.1.98)

5.3 Transfer Benefits will also not be admissible in case of mutual transfers. *(Vide PP Circular No.1/98, Dt.3.1.98)

6.0 APPROVING AUTHORITY

6.1 Transfer of employees within the department shall be approved by the HoDs. After approval, a copy of the transfer order shall be endorsed to the concerned Zonal Personnel Executive and Manpower Cell of Personnel Department.
6.2 Transfer of employees from one department to another department within the same division or within the department in a different LOP shall be approved by the respective Divisional Head not below the rank of General Manager, in consultation with the Personnel Department. (For e.g. the transfer of an employee from Coke Ovens to Blast Furnace Department in Works Division shall be approved by ED(W), in consultation with Personnel Department). * All such transfers will be put up to Director (Personnel) through Manpower Cell, Personnel Department for information before issue of order. Orders will be issued by the Personnel Department*.
*(Vide IOM No.PL/RR/1(4), Dt.3.9.97)

6.3 Transfer of employees from one division to another division shall be approved by the concerned Divisional Head (not below the rank of GM/ED) and Director (Personnel). Orders will be issued by Personnel Department.

****
POLICY ON DETERMINATION OF ‘INTER-SE SENIORITY’ OF EXECUTIVES
(Approved by RINL Board, in its 317th meeting held on 6.12.2018 and circulated vide HR Policy Circular No.02/19 Dt. 16.01.2019)

1.0 Objective
To lay down a Policy for determining the seniority of the Executives.

2.0 Scope
2.1 The Policy shall be applicable only to the Executive cadre (including the Non-unionised Supervisory cadre and Management Trainees).
(The Policy shall be applicable only to New joinees and will continue to be applicable to this group upto E-9 grade).

3.0 Determination of seniority is required for the following purposes:
a) Reporting Relationship
b) Determination of Head of the Department/Section
c) Assigning functions & Additional charge
d) Pay Anomaly
e) Sanction of Advance by the Company

4.0 Principles of seniority
4.1 Executives drawing higher Basic Pay:
Drawing of higher Basic Pay of an Executive will not in itself rank him/her senior to those, who are drawing lower Basic Pay in that grade.

4.2 Date of Promotion/ Induction:
(a) An Executive promoted in the grade earlier will be senior to those, who are promoted in the grade subsequently. Where the date of promotion is the same for a batch of Executives, their ‘Inter-se Seniority’ shall be determined with reference to the date of promotion in the next below grade and so on till the induction grade.

(b) In case, the dates of Promotion in all the previous grades are the same, the ‘Inter-se Seniority’ shall be as determined by the ‘Order of Merit’ at the time of Induction:
i. Management Trainee (MT):
‘Inter-se Seniority’ shall be as determined as per the ‘Order of Merit’ based on the cumulative marks obtained by them in the MT Selection Test comprising Written Test, Interview and any other tool adopted for selection of the candidates.

ii. Lateral Recruitment (other than MT route):
‘Inter-se Seniority’ shall be as determined as per the ‘Order of Merit’ drawn up by the Selection Committee.

However, the ‘Inter-se Seniority’ with reference to (b) above, shall be as determined on the basis of ‘Order of Merit’ provided that the candidate joins within 100 days from the date of the ‘Offer of Appointment’.

Candidates joining after 100 days shall be junior to those, who have joined within 100 days irrespective of the ‘Order of Merit’. The ‘Inter-se Seniority’ of these candidates will be based purely on the Date of Joining. However, in case of those candidates joining on the same date after 100 days, ‘Inter-se Seniority’ will be determined based on the ‘Order of Merit’.
4.3 ‘Inter-se Seniority’ between Direct Recruits and those promoted:

If the Date of Joining of a Direct Recruit is the same as that of employees who are promoted in the same grade, the employees who are already on the rolls of RINL will be senior to such Direct Recruit.

5.0 Interpretations and Amendments

5.1 In case of any doubt or any interpretation of this Policy, the decision of the Chairman-cum-Managing Director shall be final.

5.2 The Company reserves the right to withdraw, review, alter and/or amend this Policy as deemed necessary.

***
# APPENDIX

<table>
<thead>
<tr>
<th>Topics</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>76. List of Black Listed Doctors, Nursing Homes and Medical Stores</td>
<td>721</td>
</tr>
<tr>
<td>S.No</td>
<td>Name of the Doctor</td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
</tr>
<tr>
<td>01</td>
<td>Dr.(Mrs.) P Nirmala Kumari, MBBS, Regn.No.7547</td>
</tr>
<tr>
<td>02</td>
<td>Dr. Baba Krishan Singh, MBBS,MS., Regn.No.10616</td>
</tr>
<tr>
<td>03</td>
<td>Dr. B Satyanarayana Murthy, MBBS, Regn.No.5677</td>
</tr>
<tr>
<td>04</td>
<td>Dr. S Madhav Rao, MBBS, Regn.No.13932</td>
</tr>
<tr>
<td>05</td>
<td>Dr. P Muralidhar, MBBS, Regn.No.13493</td>
</tr>
<tr>
<td>06</td>
<td>Dr. B Sree Ramulu, Regn.No.14315</td>
</tr>
<tr>
<td>07</td>
<td>Dr. (Mrs.) B Komala Jagadish, MBBS Regn.No.14296</td>
</tr>
<tr>
<td>08</td>
<td>Dr. B Jagadish, MBBS, Regn.No.15073</td>
</tr>
<tr>
<td>09</td>
<td>Dr.K.Suryanarayana, M.S.(Gen.Surgery), Regn.No.9575</td>
</tr>
<tr>
<td>10</td>
<td>Dr. K Ramaprasad, MBBS, Regn.No.11596</td>
</tr>
<tr>
<td>11</td>
<td>Dr. M V Lakshmana Kumar, Civil Asst. Surgeon, K.G.H., Visakhapatnam</td>
</tr>
<tr>
<td>12</td>
<td>Dr. V V S Prasad, Aswani Hospital, Gajuwaka, Visakhapatnam - 530026.</td>
</tr>
<tr>
<td>13</td>
<td>Dr. K Ramakrishna, Nagalakshmi Clinic, New Nakkavanipalem, Visakhapatnam.</td>
</tr>
<tr>
<td>14</td>
<td>Dr. P Narayana Rao, Main Road, New Gajuwaka, Visakhapatnam-26.</td>
</tr>
<tr>
<td>15</td>
<td>Dr. B I N Prasad, 18-42/1, Kanithi Road , Gajuwaka, Visakhapatnam-26.</td>
</tr>
<tr>
<td>16</td>
<td>Dr. K Sasi Prabha, D.No.7/33/1, Gajuwaka, Visakhapatnam-26.</td>
</tr>
<tr>
<td>17</td>
<td>Dr. K V A Prasad, D.No.7/33/1, Gajuwaka, Visakhapatnam.</td>
</tr>
<tr>
<td>18</td>
<td>Dr. V V L N Rao, D.No.23-175, B C Road, Gajuwaka, Visakhapatnam-26.</td>
</tr>
<tr>
<td>19</td>
<td>Dr. B V S Appa Rao, B C Road, Gajuwaka, Vizag-26.</td>
</tr>
<tr>
<td>20</td>
<td>Dr. D S Patnaik, B C Road, Gajuwaka, Vizag-26.</td>
</tr>
<tr>
<td>21</td>
<td>Dr. W Balasubrahmanyam, Madhava Hospital, Kurmannapalem, Vizag-44.</td>
</tr>
<tr>
<td>22</td>
<td>Dr. K Babu Prasada Rao, Gangavaram, Pedagantyada, Visakhapatnam-44.</td>
</tr>
<tr>
<td>23</td>
<td>Dr. K Ramakrishna, Manisha Clinic, Malkapuram Bazar Street, Vizag-11.</td>
</tr>
<tr>
<td>24</td>
<td>Dr. B Appa Rao, D.No.59-8-30/A,Malkapuram, Vizag-11.</td>
</tr>
<tr>
<td>S.No</td>
<td>Name of the Doctor/Nursing Home/Clinic</td>
</tr>
<tr>
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<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>01</td>
<td>Sunitha Nursing Home, Gajuwaka, Visakhapatnam - 26.</td>
</tr>
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<td></td>
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<tr>
<td>02</td>
<td>Sawan Clinic, Gajuwaka, Visakhapatnam - 530026.</td>
</tr>
<tr>
<td>03</td>
<td>Mori Clinic, Akkayyapalem Junction, Vizag - 16.</td>
</tr>
<tr>
<td>04</td>
<td>Sri Uma Maheswari Clinic, Pedagantyada, Vizag - 26.</td>
</tr>
<tr>
<td>05</td>
<td>Rajyalakshmi Nursing Home, 44.15.80, Thatichetlapalem, Visakhapatnam-530016.</td>
</tr>
<tr>
<td></td>
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<tr>
<td>06</td>
<td>Gayatri Poly Clinic, Gajuwaka, Visakhapatnam - 530026</td>
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<tr>
<td>No.</td>
<td>Name of the Facility</td>
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<tr>
<td>08</td>
<td>Prathima Maternity Hospital/Pratima Nursing Home, Ramakrishnapuram, Visakhapatnam - 530011.</td>
</tr>
<tr>
<td>09</td>
<td>Srinivasa Clinic &amp; Nursing Home, Gopalapatnam, Vizag.</td>
</tr>
<tr>
<td>10</td>
<td>Balaji Clinic, Pedagantyada, Visakhapatnam - 530026.</td>
</tr>
<tr>
<td>11</td>
<td>S R L Hospital, 58-1-328, Main Road, Butchirajupalem, Visakhapatnam-530027</td>
</tr>
<tr>
<td>12</td>
<td>Amrutha Nursing Home, Gajuwaka, Visakhapatnam.</td>
</tr>
<tr>
<td>13</td>
<td>Aswani Hospital, Gajuwaka, Visakhapatnam - 530026.</td>
</tr>
<tr>
<td>14</td>
<td>Nagalakshmi Clinic, New Nakkavanipalem, Vizag.</td>
</tr>
<tr>
<td>15</td>
<td>Madhava Hospital, Kurmannapalem, Vizag-44.</td>
</tr>
<tr>
<td>16</td>
<td>Manisha Clinic, Malkapuram Bazar Street, Vizag-11.</td>
</tr>
<tr>
<td>17</td>
<td>Visakha Hospital NAD Kotha Road, Visakhapatnam-27.</td>
</tr>
<tr>
<td>18</td>
<td>Sri Venugopal Clinic, Main Road, Gajuwaka, Vizag-26.</td>
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<tr>
<td>19</td>
<td>Sri Srinivasa Clinic Gajuwaka, Vizag-26.</td>
</tr>
<tr>
<td>21</td>
<td>Kotagiri Hospital, Kancharapalem Bus Stop, NH-5, Vizag-8</td>
</tr>
<tr>
<td>22</td>
<td>Mytri Nursing Home, 16-1-4, via, KGH/ Beach Road, Vizag-2.</td>
</tr>
<tr>
<td>30</td>
<td>M/s CITI Hospital, Waltair Main Road, Visakhapatnam</td>
</tr>
<tr>
<td>31</td>
<td>M/s Sri Venkata Ramana Hospital, Kancharapalem</td>
</tr>
<tr>
<td>32</td>
<td>M/s Divya Hospitals, Main Road, Vepagunta Junction</td>
</tr>
<tr>
<td>33</td>
<td>Gadam Multi-Speciality Dental Hospitals and Implant Centres,</td>
</tr>
</tbody>
</table>
### BLACKLISTED MEDICAL STORES.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Medical stores</th>
<th>Circular No. &amp; Date</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>M/s Tirumala Medical Stores, Lalithanagar, Vizag-16.</td>
<td>Miscellaneous Circular No.7/86 Dated 21.4.86.</td>
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<tr>
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<td>M/s Sunitha Medicals, Pedagantyada, Vizag-530016</td>
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<td>M/s Shri Devi Medicals, Gajuwaka, Vizag-530026</td>
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<td>04</td>
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<td>Sri Venkata Padma Medical Stores, Kanchrapalem, Visakhapatnam - 530008.</td>
<td>-do-</td>
</tr>
<tr>
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<td>Peoples Medical Stores, Allipuram Visakhapatnam - 16.</td>
<td>-do-</td>
</tr>
<tr>
<td>07</td>
<td>Vijaya Medical Stores, Kanchrapalem, Visakhapatnam - 8.</td>
<td>-do-</td>
</tr>
<tr>
<td>08</td>
<td>Surya Medicals, Golla Kanchrapalem, Visakhapatnam - 8.</td>
<td>-do-</td>
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<tr>
<td>09</td>
<td>Dolphin Drugs, (Chemists &amp; Druggists) Ganesh Nagar, Visakhapatnam - 530006.</td>
<td>Misc.Cir.No.12/87 dt.27.6.87</td>
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<tr>
<td>10</td>
<td>Sri Krishna Medicals, Balacheruvu Road, Gajuwaka, Visakhapatnam - 530026.</td>
<td>-do-</td>
</tr>
<tr>
<td>11</td>
<td>Lakshmi Medical Stores, Pedagantyada, Vizag - 530026.</td>
<td>-do-</td>
</tr>
<tr>
<td>12</td>
<td>Tirumala Medicals, Pedagantyada, Visakhapatnam - 16.</td>
<td>-do-</td>
</tr>
<tr>
<td>13</td>
<td>M/s Visakha Medical Stores, Kanchrapalem, Vizag - 8</td>
<td>Misc.Cir.No.1/88, dt.7.1.88</td>
</tr>
<tr>
<td>14</td>
<td>M/s Gruhalakshmi Medical Stores, B.C Road, Gajuwaka, Visakhapatnam.</td>
<td>-do-</td>
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<tr>
<td>15</td>
<td>M/s Sri Lakshmi Medical Stores (APGST NO. VVV III - 724) Kanchrapalem, Visakhapatnam</td>
<td>Misc.Cir.No.5/88 dt.31.3.88</td>
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<tr>
<td>16</td>
<td>R.V. Medical &amp; Fancy Stores, Gopalapatnam, Vizag.</td>
<td>-do-</td>
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<tr>
<td>17</td>
<td>M/s Jai Santosh Medicals, Chemists &amp; Druggists, Police Station Road, Pedagantyada, Nellimukku, Vizag-26</td>
<td>Misc.Cir.No.8/91 dt.21.5.91</td>
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<td>18</td>
<td>Aswani Medical &amp; General Stores, Kanithi Road, Kailash Nagar, Gajuwaka, Visakhapatnam - 530026</td>
<td>Misc.Cir.No.9/98 dt.5.12.98</td>
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<tr>
<td>19</td>
<td>Shri Purna Medical &amp; General Store, B.C.Road, Gajuwaka, Visakhapatnam-26.</td>
<td>-do-</td>
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<tr>
<td>20</td>
<td>Dolphin Medicals &amp; Stationery, GT Road, Opp:Laxmikanth Theatre, Visakhapatnam-26.</td>
<td>-do-</td>
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<tr>
<td>21</td>
<td>Chinni Medicals, Chinagantyada, Visakhapatnam.</td>
<td>-do-</td>
</tr>
<tr>
<td>22</td>
<td>Sainadh Medicals, Opp: APSRTC, Gajuwaka Depot, Visakhapatnam-26</td>
<td>-do-</td>
</tr>
<tr>
<td>23</td>
<td>Keerti Medicals, Main Rd, Gajuwaka, Visakhapatnam-26.</td>
<td>-do-</td>
</tr>
<tr>
<td>24</td>
<td>Madhava Medicals, Kurmannapalem, Visakhapatnam.</td>
<td>-do-</td>
</tr>
<tr>
<td>No.</td>
<td>Store Name</td>
<td>Address</td>
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<td>------------------------------------------------</td>
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</tr>
<tr>
<td>25</td>
<td>Saiteja Medical &amp; General Store, Main Road, Gangavaram, Visakhapatnam-44.</td>
<td>-</td>
</tr>
<tr>
<td>26</td>
<td>Eswar Medicals, Malkapuram Bazar Street, Vizag-11.</td>
<td>-</td>
</tr>
<tr>
<td>27</td>
<td>Sri Murali Drug Centre, Pedagantyada Vizag-44.</td>
<td>-</td>
</tr>
<tr>
<td>28</td>
<td>Sri Raghuram Medical &amp; General Store Prakash Nagar, Malkapuram, Vizag-11.</td>
<td>-</td>
</tr>
<tr>
<td>29</td>
<td>Payaswami Pharmaceuticals, NAD Kotha Road, Vizag.</td>
<td>-</td>
</tr>
<tr>
<td>30</td>
<td>Sri Lakshmi Medicals, BC Road, Gajuwaka, Visakhapatnam-26.</td>
<td>-</td>
</tr>
<tr>
<td>31</td>
<td>Sri Venkataramana Medical Stores BC Road, Gajuwaka, Visakhapatnam-26.</td>
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</tr>
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<td>32</td>
<td>Mytri Medical Stores, 16-1-4, KGH to Beach Road, Visakhapatnam-530002.</td>
<td>Misc.Cir.No.4/99 dt.13.2.99</td>
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