



PERSONNEL

INCENTIVE SCHEME FOR ACQUIRING PROFESSIONAL QUALIFICATION

ISSUED BY : ADVISER (PERSONNEL)

APPROVED BY : BOARD ON 3.9.1970

1.0 OBJECTIVE

To encourage employees to improve their knowledge and professional competence by undertaking advance studies relevant their function in the Company.

2.0 POLICY

Employees shall be granted advance increments when they acquire additional qualification during their service in the Company. Such qualification must be relevant to their area of responsibility.

3.0 SCOPE

The scheme shall cover all employees in the grade of Rs. 700-1150 and below in works and non-works departments in all plants and units of the Company.

4.0 SANCTIONING AUTHORITY

The sanctioning authority for granting advance increments under this scheme shall be as follows :-

(a) Director (Personnel)	-	at Head Office including Central Research & Development Organisation.
(b) Director (Commercial)	-	at Sales and Transport & Shipping.
(c) Director-in-charge/General Managers	-	at Plants / CCWO
(d) Chief Engineer	-	at Central Engineering and Design Bureau.

5.0 ENTITLEMENT

- 5.1 The number of advance increments admissible for acquiring different professional qualifications is given in the Annexure I.
- 5.2 If the above entitlement exceeds the maximum of the grade of an employee, the amount in excess of maximum shall be treated as 'Personal Pay'. Subsequently, if the employee is promoted this personal pay shall be added to the basic pay while fixing his pay in the higher grade.
- 5.3 Advance increments under this shall be granted not more than twice during the tenure of service of an employee.
- 5.4 Advance increments granted under this scheme shall not in any way affect the annual increment and the due date.

6.0 ELIGIBILITY

- 6.1 Employees in the grade of Rs. 700-1150 and below who qualify in the final examination (per Annexure I) shall be eligible for the advance increments with effect from the date the final result of the examination is declared and the prescribed training, if any, completed.
- 6.2 Employees who have acquired the specified qualifications before the introduction of the scheme are also eligible for the advance increment(s) with effect from the date of introduction of the scheme.
- 6.3 Employees who have already received advance increment for passing specified examinations shall be eligible for the difference between the present rate and the amount drawn earlier, with effect from the date of introduction of the scheme.



6.4 Employees who acquire the specified qualification on being sponsored by the Company shall not be eligible.

6.5 Employees whose appraisal report is not satisfactory shall not be eligible for the increment(s).

7.0 PROCEDURE

An eligible employee may apply for the advance increments under the scheme through proper channel in the prescribed form.

8.0 TENURE

This scheme shall come into effect from 1st October 1970 and is liable to be cancelled/withdrawn at the discretion of the Chairman of the Company without any notice and assigning any reason therefore. Likewise, the Chairman reserves to himself the right to alter/or amend the scheme including the entitlement and the specified professional examination.

ANNEXURE - I
APPROVED PROFESSIONAL QUALIFICATIONS
(Reference Rules 5.1)

Specified qualification	Eligible employee	No of increments
Sections A & B of Associate membership examination of The Institution of Engineers, India	Employees other than Graduate in Engineering	2