



पावर ट्रांसमिशन कारपोरेशन ऑफ उत्तराखण्ड लि०
Power Transmission Corporation of Uttarakhand Ltd.

264
कारपोरेट ऑफिस
CORPORATE OFFICE
मानव संसाधन एवं प्रशासनिक विभाग
Human Resource & Administration

No. 1298 /HR&Adm./PTCUL/P-2

Date: 23 /11/2009

OFFICE MEMORANDUM

Sub: Implementation of Employees' Suggestion Scheme (ESS).

The need for introduction of Employees' Suggestion Scheme (ESS) with a view to encouraging creative thinking vis-à-vis inspiring and channelizing the ideas/suggestions to promote organization-wide problem solving and improvement/achievement orientation has been under active consideration of the Management for quite sometime in the past. The draft Scheme was also debated/deliberated among the senior executives, following which consensus was developed to put it in practice.

Pursuant to the decision of the Board of Directors in their 23rd meeting vide item no. 23.15, the Management is pleased to introduce "Employees' Suggestion Scheme (ESS)" to ignite creative/constructive thinking among employees as well as reward worthy/valuable suggestions in appreciation/recognition of individual creativity for the benefit/improvement of PTCUL. Thus the spirit and underlying objective of the Scheme is to create a Win-Win situation, which will foster a sense of belonging, ownership, collaboration and strengthen employee-management relationship.

In order to carry out the Scheme in letter & spirit, Sr. Personnel Officer as the Coordinator & Secretary of the Suggestion Committee under the supervision and control of General Manager – HR will ensure adequate publicity of the Scheme through meetings, display notice boards, website of PTCUL and take steps for effective implementation of the Scheme.


The Hindi version of the Scheme will be circulated by the Corporate HR Department.

(S.K. Rath)
Director – HR

Encl: Copy of the Scheme.

CC:

1. P.S. to Managing Director, PTCUL, Dehradun.
2. Director – Finance, PTCUL, Dehradun.
3. Executive Director – Projects, PTCUL, Dehradun.
4. Chief General Manager – O&M, PTCUL, Dehradun.
5. General Manager – Fin., PTCUL, Dehradun.
6. All General Managers/Dy. General Managers, PTCUL.
7. Sr. Manager – HR, PTCUL, Dehradun.
8. All Executive Engineers, PTCUL, Dehradun.
9. Sr. Personnel Officer, PTCUL, Dehradun.
10. Cut file/Concerned file.


(S.K. Sharma)
General Manager - HR

PTCUL EMPLOYEES' SUGGESTION SCHEME (ESS)

In times ahead PTCUL will be operating on the leading edge of the technology on both Electrical Power Transmission Systems and Grid Operations. In order to achieve and sustain superior standards of technical & managerial excellence, especially in the light of the emerging challenges both within and outside the organization, it is imperative that all employees develop the habit of creative thinking and coming forward with suggestions. With a view to channelizing the ideas and innovative suggestions which will bring about tangible improvement and promote problem-solving approach, it is decided to introduce PTCUL Employees Suggestion Scheme, the salient features of which are given below:-

1.0 OBJECTIVE OF THE SCHEME

Broad objective of the Scheme is to inspire the employees to bring out ideas, suggestions latent within them & facilitate and identification of talent.

- 1.1 The Suggestion Scheme is intended to direct the creative ideas of employees in a constructive approach and provide them an opportunity for constructive thinking.
- 1.2 Appreciation/Recognition for individual ingenuity and creativity.
- 1.3 Providing opportunity to participate in the development and growth of the Company and also to tap employees' talent for the benefit of the Company.
- 1.4 Award for worthy suggestions and also to foster better employee management relations and to improve overall productivity.

2.0 COVERAGE / ELIGIBILITY OF THE EMPLOYEE AND SANCTIONING AUTHORITY FOR AWARD

- 2.1 All employees of the Company are encouraged to put forth their suggestion under this scheme. However, all levels of supervisory & workmen categories and executives upto the level of GM only are eligible for the award.
- 2.2 Managing Director shall be the Sanctioning Authority for grant of any award as specified under Clause 8 of this scheme.

3.0 NATURE OF SUGGESTIONS AND AREAS FOR WHICH THESE CAN BE MADE

- i. Savings in labour, material, supplies or expenses.
- ii. Prevention or reduction of waste including defective work.
- iii. Improvement in maintenance methods.
- iv. Improvement in grid system availability.
- v. Safety precautions, to eliminate possible accident.
- vi. Eradication of civic problems, better hygiene and cleanliness of work place or residential colony.

- vii. Improvement in tools, machinery, equipment or facilities and working procedures.
- viii. Economy in use of stationery, consumables, etc.
- ix. Improvement in energy accounts, audit.
- x. Improvement in quality and employee performance.
- xi. Improvement in systems and procedures.
- xii. Any other suggestions which are likely to bring economy and increase efficiency/productivity in the working of the organization.
- xiii. Employee engagement and development.
- xiv. Improvement in working & environment conditions.

4.0 SUGGESTIONS OUTSIDE THE PURVIEW OF THE SCHEME

- 4.1 All matters which are within the scope of collective bargaining (wages, allowances, bonus, hours of work, leave, etc.) grievance procedure, personal grievances, complaints and requests for additional benefits in welfare facilities, public relations, recreational programs, dealing with legal other policy decisions of the management will fall outside the purview of the Suggestion Scheme.
- 4.2 Decision of the Suggestion Committee regarding the admissibility of any items in the Suggestion Scheme shall be final.
- 4.3 Non-acceptance of a suggestion shall not constitute a grievance.

5.0 RIGHTS ON SUGGESTION

Suggestions, once accepted by the committee will be the possession of the Company and the employees are precluded from making any claims on such suggestion what-so-ever, except the award which is to be decided by the suggestion committee.

6.0 HUMAN RELATIONS

- 6.1 Suggestion Scheme is not a means of effecting reduction in career prospects or retrenchment of any employee.
- 6.2 Suggestions from employees shall not constitute any reflection on the ability or reputation of the non-executive/executive staff.
- 6.3 Suggestions in the guise of criticism or casting aspersion on any individual employee and undermining function or integrity shall be rejected outright.

7.0 SUGGESTION COMMITTEE

- 7.1 The Suggestion Committee, constitution of which is given at ANNEXURE-A, will deal with each Employee's suggestion and dispose it off in the manner laid down in the Annexure.

- 7.2 An employee who wishes to submit suggestion is required to prepare the proposal on plain paper with supporting details, requisite and other documents. The covering letter should be in the format given in Appendix-I to Annexure-A. Suggestion can be written either in Hindi or in English. The suggestion should be placed in closed cover and should be dropped in suggestion boxes placed at strategic, convenient and easily accessible places in various offices of the Company. However, an employee may also submit the suggestion directly to the Secretary of the Suggestion Committee.
- 7.3 Necessary assistance in the shape of discussions, drafting, drawing or sketching etc., can be provided by the controlling officer of the suggestor to the suggestor in case of illiterate and semi-literate employee so that suggestion can be submitted in a presentable form.
- 7.4 Suggestion boxes shall be opened by the Secretary of Suggestion Committee or by his authorized representative once in a month.
- 7.5 Suggestions collected from the suggestions boxes or received directly by the Secretary shall be duly acknowledged by the Secretary, Suggestion Committee in the prescribed form (copy at Appx-II) within a week, and in his absence by the authorized representative (who should be a member of the Suggestion Committee).
- 7.6 The suggestion will be examined by the Suggestion Committee and suggestions that can be implemented will be considered for award after proper evaluation and trials, if necessary.
- 7.7 Only those suggestions which Zonal Suggestion Committee can implemented within the respective Region will be considered by them. Suggestions on subject/matter beyond their jurisdiction will be referred to the Corporate Centre.

8.0 AWARDS

The award amount would be decided by the Committee formed under the scheme (ANNEXURE-A) as under:-

- 8.1 Suggestions resulting in savings which are of recurring nature and likely to benefit the Company for time to come, 10% of first years annual savings may be recommended as award subject to a maximum of Rs. 10,000/- (Rupees Ten Thousand). Duly recommended cases will be sent for approval of Director – HR and/or Managing Director.
- 8.2 In case of one time savings, 10% of saving may be recommended as award subject to a maximum of Rs. 7,500/ (Rs. Seven Thousand Five Hundred).
- 8.3 Suggestions where savings/benefits cannot be assessed on monetary terms will be rewarded to a maximum of Rs. 500/ (Rs. Five Hundred) per suggestion.
- 8.4 In case the suggestion happens to be of exceptional nature the amount of award may be recommended beyond Rs. 15,000/- by the Suggestion

Committee. Such recommendation, however, will be subject to the approval of MD.

- 8.5 Suggestion Committee may, wherever considered necessary, assesses the benefit of the suggestion only after putting it into practice. Till such time, the suggestion is tested and found useful, it will not be considered as accepted and no award will be given to the suggestor.
- 8.6 In addition to cash awards, commendation or appreciation letter will be issued to the individual award winner and a copy of the same shall be kept in personnel file/record of the concerned employee.
- 8.7 If suggestion is made by a group of employees, the reward will be distributed equally among them.
- 8.8 A token of Rs. 100/- (Rs. One Hundred Only) will be given for each suggestion worth considering. Zonal Head/GM-HR will nominate an executive not below the level of Manager for deciding the token award to be given; payment will be made through the monthly salary.
- 8.9 The accepted suggestion will be given adequate publicity on the Notice Board/Newsletter/Website along with particulars of the employee and his photograph.
- 8.10 In a year maximum Twelve suggestions shall be rewarded and the maximum number in a quarter shall be four.

9.0 COMMUNICATION OF DECISION

- 9.1 The decision with regard to acceptance/award or rejection of suggestion will be taken by the Suggestion Committee and the same will be informed to the suggestor within a week in the prescribed form (copy at Appendix – III & IV) by the Secretary, Suggestion Committee. In case of acceptance, the tentative date of implementation of the accepted suggestion will also be informed to the suggestor.
- 9.2 The decision of the Suggestion Committee shall be final and no appeal shall be entertained against such decision.

10.0 PRESENTATION OF AWARD

Award will be presented to successful Suggestors in special function organized at the Corporate Centre/Zonal Office/Sub-stations on occasions such as Independence Day, Republic Day or any other suitable occasion in presence of as many employees as possible including the top management/functional head.

11.0 IMPLEMENTATION OF ACCEPTED SUGGESTION

GM - HR and CGM – O&M/Executive Director - Projects of the concerned Zone will implement the accepted suggestions at Corporate Centre (for the Company if suggestions is implementable in all zones) and Zone/Project respectively.

12.0 PUBLICITY OF THE SCHEME

With a view to give a sense of participation to the employees and to make the suggestion scheme attractive and effective, the following steps may be taken by the Suggestion Committee.

- i) Publicity can be carried out as under:
 - a) By use of posters, general circulars and the departmental notice board for displaying "Suggestion of the Month".
 - b) Sign boards with suitable slogans for promoting the scheme may be displayed in suitable places in the sub-stations/offices.
- ii) Wide circulation of suggestion schemes.
- iii) An Honour board at the main entrance of Corporate office/Zone office displaying the names of the prize winners for a considered period may be placed.
- iv) Suggestion week shall be celebrated on eve of the Company Foundation Day (01st June) every year and competition on Slogans, Cartoon, Essays on the theme "Suggestions for Faster Growth of the Organization" shall be organized in every establishment of the Company. Three prizes shall be given for each event. Each establishment shall spend Rs. 1500/- for distribution of prizes for the competitions.
- v) All first time Suggestor (i.e. An employee whose suggestion has been first time accepted during service with the Company) shall be given additional gift of a Pen Set (Cost not to exceed Rs. 100/-).

13.0 GENERAL

- 13.1 In case of any ambiguity in the matter of interpretation of the provision of the scheme, the matter shall be referred to Corporate Human Resource Department for clarification addressed to Sr. Personnel Officer.
- 13.2 The Suggestion Scheme will be reviewed from time to time by Director-HR in consultation with Managing Director.

ANNEXURE - A

CONSTITUTION OF SUGGESTION COMMITTEES AND ADMINISTRATION OF EMPLOYEES SUGGESTION SCHEME

1.0 SUGGESTION COMMITTEE

1.1 There will be only Single Suggestion Committee for the whole organization at Corporate Office constituted with following members:-

Suggestion Committee of PTCUL:

ED (Projects)	:	Chairman
CGM – O&M	:	Member
GM/DGM (Commercial & Regulatory)	:	Member
GM (HR)	:	Member
GM (C&P)	:	Member
G.M. (Finance)/Dy. CAO	:	Member
G.M. – Projects	:	Member
Sr. Personnel Officer	:	Coordinator & Secy.

APPROVING AUTHORITY for acceptance of suggestion and grant of Award as per provisions of the Scheme will be the Director – HR and MD.

- 1.2 Suggestion Committee may co-opt additional members depending upon the need in regard to examination of suggestion received.
- 1.3 Coordinator shall render necessary assistance like discussions, drafting, drawing or sketching, etc. to the suggestor in case of illiterate and semi-literate employees, so that suggestion can be submitted in a presentable style.

2.0 FUNCTIONS OF THE SUGGESTION COMMITTEE

- 2.1 The Suggestion Committee shall function under the overall guidance/direction of the Chairman of the Suggestion Committee.
- 2.2 The Suggestion Committee will:-
 - i) Evaluate each suggestion and decide whether to admit or reject it.
 - ii) Recommend for authorizing trial of suitable ideas given by the employees, if necessary.

- iii) Determine & recommend acceptance of suggestion and grant of Awards/Recognition Certificate etc. for the approval of Director, HR and MD.
- iv) Follow-up the implementations of the suggestion.
- v) Review the progress.
- vi) Co-opt any other member(s) as and when necessary and also nominate persons in absence of Secretary, who will
 - a) Collect suggestion from the boxes every month or receive suggestion directly in the office.
 - b) Issue individual acknowledgement on behalf of the Suggestion Committee.
 - c) Meet the Functional/Divisional/Zonal Heads from where the suggestion originates, the suggestor himself and any other person when necessary and prepare a preliminary report.

3.0 FUNCTIONS OF THE SECRETARY

3.1 The Secretary will be responsible for the following:

- i) Administering and co-ordinating the Suggestion Scheme.
- ii) Arranging for regular collection of suggestions and constant checking of suggestion boxes.
- iii) Registering the suggestion and acknowledging the receipt for further examination by Suggestion Committee and shall also make a preliminary report of Suggestion received.
- iv) Preparing agenda and organizing the meeting of Suggestion Committee, coordinating with suggestors for further classifications, etc.
- v) Coordinating with various Functional/Zonal Heads for assisting in proper evaluation of suggestion.
- vi) Communication to the suggestor about acceptance, award or rejection of the suggestion.
- vii) Assisting in implementation of suggestion.
- viii) Arranging for presentation of award authorized by competent authority.
- ix) Maintenance and analysis of records relating to the implementation of the Suggestion Scheme.
- x) Assisting in thorough examination of acceptable suggestion by:
 - a) Making all necessary inquiries to determine the utility benefits of the suggestion.

