

Jaipur,
September 29, 2008

No. JPD:PERS:D-III:F. :D 1108

ORDER

The Board of Directors in its 145th meeting, held on 27th August'08 has accorded approval for introduction of "**Suggestion Scheme**" for the employees working at various level to give practicable suggestions, regarding betterment of existing schemes/policies, introduction of new schemes/policies, adoption of new technologies, reduction in losses, bringing economic improvements etc.

The salient features of the Scheme are as under:

1. The suggestion may be given by any employee of the Company working at any level through his Controlling Officer/Head of Office. The controlling officer//Head of Office will forward all such practicable suggestions to the Nodal Officer at Corporate level.
2. At Corporate level, a Committee consisting of the following members will evaluate, analyse and study the suggestion(s) received :
 - a. Director Technical - Chairman.
 - b. ZCE, Jaipur Zone.
 - c. CE(Comml.)
 - d. Secretary (Admn.)
 - e. CAO(HQ)
 - f. CPO - Nodal Officer.

3. The Committee would bifurcate the suggestions in the following categories:

- a. One time Advantage
- b. Recurring Advantage.

The One time Advantage suggestion would be of one time nature and will include any administrative or other matter and to be implemented once.

The Recurring Advantage suggestion would include all suggestions, where Company would derive benefits continuously in the form of reduction in losses or any other form equivalent to monetary units, after implementation.

4. The suggestion which is found practicable and implemented, will be rewarded as follows:
 - a. Rs. 250/- for One time Advantage suggestion.
 - b. Rs. 500/- for Recurring Advantage suggestion.

The Board also authorised the Chairman and Managing Director to decide other issues including scope, reconstitution of the Committee, if required and other allied issues.

By order.

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G.R. Sharma
Chief Personnel Officer